



Dedicated to Providing High-Quality  
Water Service in a Cost-Effective and  
Environmentally Sensitive Manner

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Call and Notice of Special Meeting of the Board of  
Directors of Las Virgenes Municipal Water District

A Special Meeting of the Board of Directors of Las Virgenes Municipal Water District is hereby called and notice of said Special Meeting is hereby given for **9:00 a.m. on Monday, November 26, 2018**, at Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California 91302 to consider the following:

Pledge of Allegiance

1. Call to Order and Roll Call
2. Special Meeting of Monday, November 26, 2018 (Agenda attached)
3. Adjourn

By Order of the Board of Directors  
GLEN PETERSON, President

David W. Pedersen, P.E.  
Deputy Secretary of the Board

c: Each Director

Dated: November 20, 2018



**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
4232 Las Virgenes Road, Calabasas, CA 91302

**AGENDA**  
**SPECIAL MEETING**

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the cards are received.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may also present comments on matters on the agenda; speakers for agenda items will be recognized at the time the item is called up for discussion.

Materials prepared by the District in connection with the subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon request to the Clerk of the Board.

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9:00 AM

November 26, 2018

**PLEDGE OF ALLEGIANCE**

- 1 **CALL TO ORDER AND ROLL CALL**
- 2 **APPROVAL OF AGENDA**
- 3 **PUBLIC COMMENTS**

Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action

shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

4 **ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**

A **Succession Plan (Pg. 3)**

Receive and file the Succession Plan.

5 **FINANCE AND ADMINISTRATION**

A **Final Classification and Total Compensation Study (Pg. 23)**

Receive and file the Final Classification and Total Compensation Study.

B **Review and Discussion of Compensation Philosophy (Pg. 242)**

Consider an update to the District's compensation philosophy.

6 **CLOSED SESSION**

A **Conference with Labor Negotiator (Government Code Section 54957.6):**

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Manager; and Kristi Recchia, Liebert Cassidy Whitmore

Employee Organizations: General and Office Units represented by the Service Employees International Union Local 721

B **Conference with Labor Negotiator (Government Code Section 54957.6):**

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Manager; and Kristi Recchia, Liebert Cassidy Whitmore

Employee Organization: Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association

7 **OPEN SESSION AND ADJOURNMENT**

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.



November 26, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Succession Plan**

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**SUMMARY:**

Succession planning is an important effort to ensure that the District is well-positioned to continue providing high quality service to its customers. In January 2018, the District formed a Succession Planning Committee to develop a comprehensive plan that would be supported by all levels of the organization. The committee reviewed current demographic trends and developed succession planning initiatives with a focus on three primary strategies: (1) attraction, (2) retention, and (3) knowledge transfer. Members of the committee worked together to formalize the information, strategies and initiatives in the attached Succession Plan.

**RECOMMENDATION(S):**

Receive and file the Succession Plan.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

There is no direct financial impact associated with this action.

**DISCUSSION:**

The one constant of any organization is change. The District has recently experienced an increase in retirements as tenured employees retire. Recent economic improvements have also increased the number of opportunities available to employees at other agencies.

Nevertheless, the District's attrition rate continues to be lower than comparable agencies, speaking to the desirability of working for the District. As staff leave the District for retirement or other reasons, it is important to ensure that the District maintains a work environment that retains and attracts a high-quality work force.

In January 2018, a committee representing employees from throughout the organization was formed to develop a succession plan. The resulting plan, which supports Strategic Plan Objective No. 1, focuses on various initiatives to attract and retain high-quality employees, while also ensuring that knowledge is shared among employees. The initiatives outlined in the attached Succession Plan are being incorporated into the District's culture, and employees are encouraged to avail themselves of the opportunities presented to them. All of the initiatives are within currently approved budgets and focus on joint success of both employees and the District. Following is a summary of the significant initiatives outlined in the Succession Plan.

Attraction:

- Promote a positive reputation.
- Maintain and enhance proactive outreach efforts.
- Promote benefits of the District.

Retention:

- Provide a positive workplace culture.
- Provide staff development opportunities.
- Provide competitive workplace benefits.

Knowledge Sharing:

- Formalize program to transfer knowledge.
- Provide opportunities for training.
- Maintain an employee onboarding process.

Next Steps:

The Succession Plan Committee will periodically review the plan and discuss any changes recommended to facilitate its goals.

**GOALS:**

Assure a Quality, Continually Improving Workforce

Prepared by: Donald Patterson, Director of Finance and Administration

**ATTACHMENTS:**

Succession Plan



# SUCCESSION PLAN

A JOURNEY OF INDIVIDUAL GROWTH  
AND ORGANIZATIONAL SUCCESS

OCTOBER 2018

# FOREWORD

First, I want to express my full support of this Succession Plan (Plan) and commitment to implement its stated goals. The District's dedicated employees are its most valuable asset, and the success of the District is dependent on keeping it that way. We cannot be complacent; we need a well thought-out strategy to ensure that the District maintains its highly effective workforce in the future. This Plan outlines that strategy, recognizing that "change is inevitable".

Second, I want to thank and recognize the employees who came together and prepared this Plan. Each of them volunteered to participate as members of a Succession Planning Committee that was formed in January 2018. Over the course of eight months, the Committee met to discuss the many issues that arose, from a definition of succession planning itself to the strategies to accomplish it. This Plan represents the product of their hard work, thought and insight. It will serve the District for years to come.



David W. Pedersen, General Manager

## INTRODUCTION

Succession planning is the process by which the District plans for the vacancy of positions throughout the organization and ensures the continuity of leadership. A successful succession plan involves everyone in the organization and promotes an environment that values self-evaluation, training, education, and personal development. Succession planning provides the tools to support all employees (all personnel who work for the District including the general manager, directors, managers, team leads etc...) the growth of and enables the District to identify weaknesses and opportunities in its human resources.

This Succession Plan was developed with the invaluable and thoughtful input of a dedicated team comprised of volunteers from throughout the organization who came together to form a Succession Planning Committee.

### **Relationship to Strategic Plan**

Implementing a Succession Plan is supportive of Strategic Objective No. 1, "Develop a strategy to maintain a highly effective workforce."

## COMMITMENT

The District is supportive of this Succession Plan and its stated goals. In order for the plan to achieve its desired outcomes, all employees throughout the organization need to embrace and support the strategies of the plan.

# NEED FOR SUCCESSION PLANNING

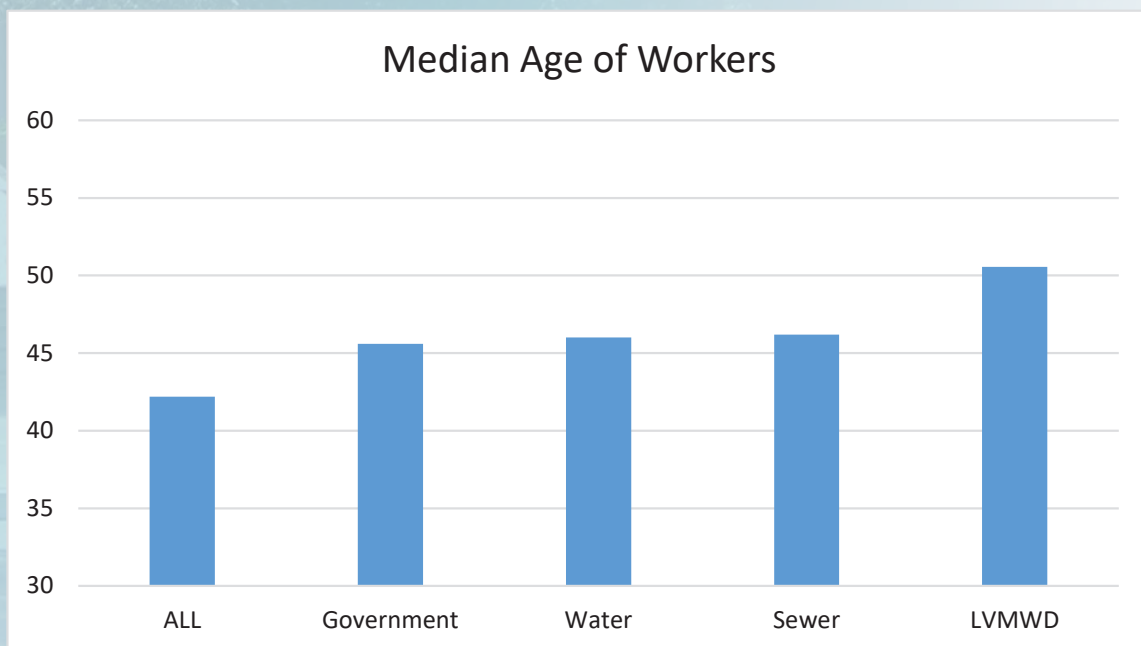


2018 Agoura Hills Love Run

Change is inevitable. All employees will leave the District at some point whether through retirement, external advancement, or other reasons. Employee attrition provides opportunities for promotions or transfers for current employees to further leverage and/or develop their talents. Also, new employees bring new ideas and fresh perspectives to the District's operations and culture. A successful succession plan embodies the philosophy that the organization will continue to exist beyond any one employee. The organization's responsibility is to ensure it can continue to attract and retain a well-qualified workforce to fulfill its vision and mission well into the future.

## District Demographics

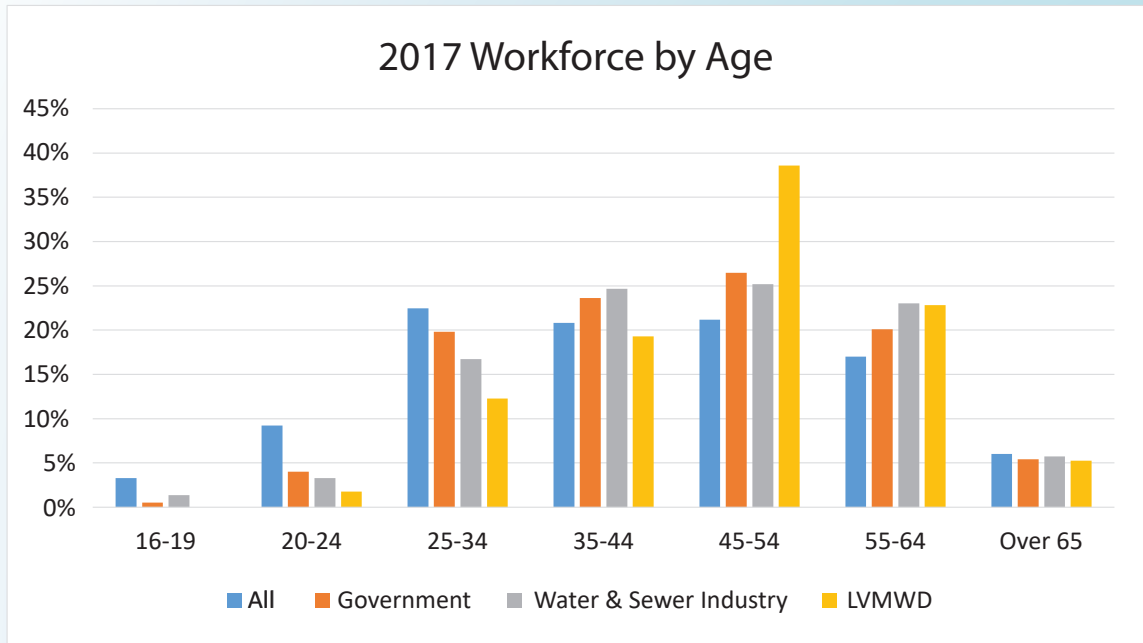
An important first step for succession planning is to understand the District's demographics in relation to comparable data from the United States Department of Labor Statistics. As of August 2018, the median age of District employees was 50.6 years old. This is older than the median age of 42.2 for all employees, 45.6 for all government employees, and 46.0 for all water and sewer industry employees. This demographic reality means that the District will likely see a continued high attrition rate through retirements over the next decade.



Source: U.S. Bureau of Labor Statistics and LVMWD

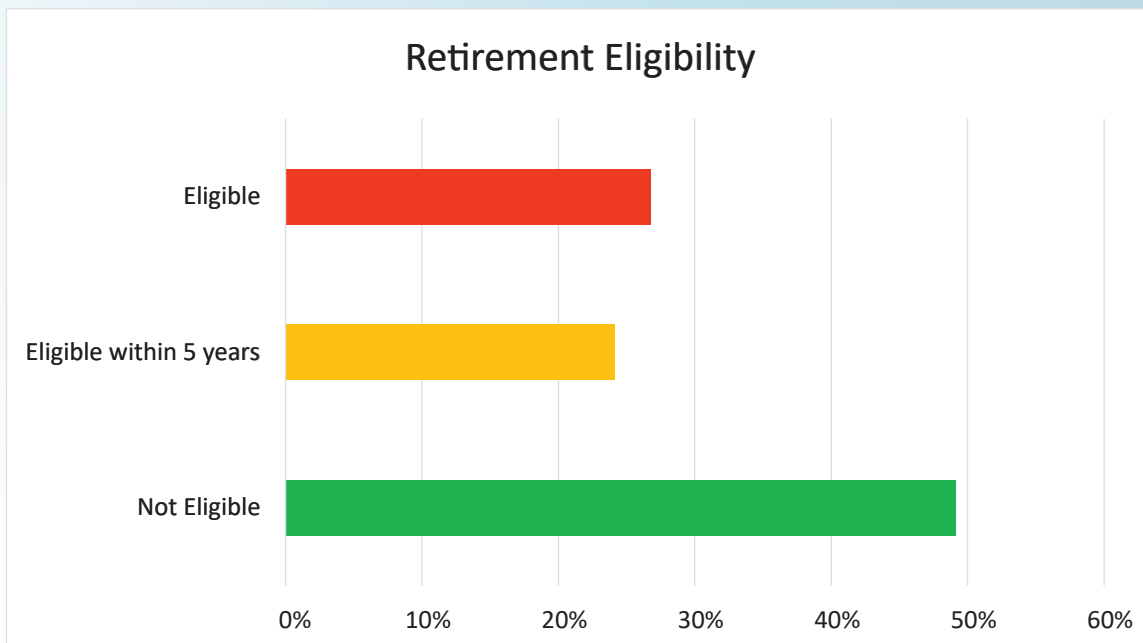


This data is further exemplified in the following chart that illustrates the breakdown of the age of District employees as compared to the National Labor Force, government, water, and sewer employees. The District has a significantly larger percentage of employees aged 45 to 54, at 38.60% of the workforce, as compared to an average of 21.56% in government, water, and sewer employee categories. The District also lags its most direct comparables with 33.33% of the District workforce under the age of 45 as compared to an average of 47.00% for government, water, and sewer sectors. For comparison, 55.78% of all employees in the U.S. are under the age of 45.



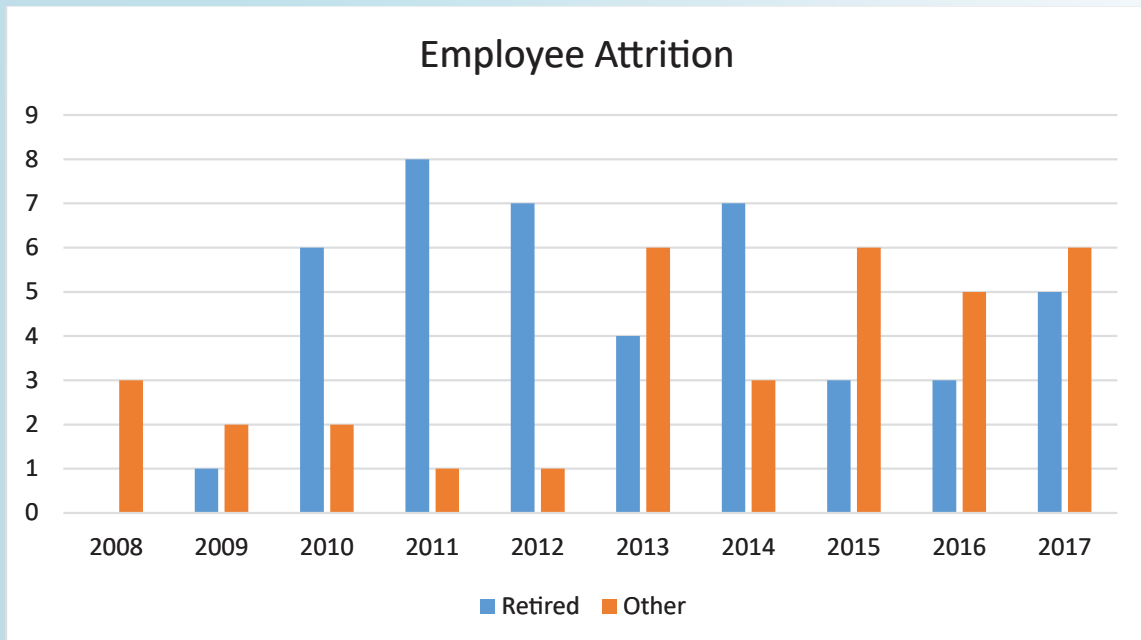
Source: U.S. Bureau of Labor Statistics and LVMWD

Based on age and vesting status, 27% of District employees are currently eligible to retire. Another 24% of employees will be eligible to retire within five years. Slightly less than half, 49% of District employees, will not be eligible to retire within five years. Looking further out, another 15% of District employees will become eligible to retire five to 10 years from August 2018, potentially continuing the current demographic trend. For purposes of this analysis, those who have reached full formula retirement age and are vested were considered eligible to retire. Full formula age is either 55 or 62, depending on entry date into CalPERS covered service.

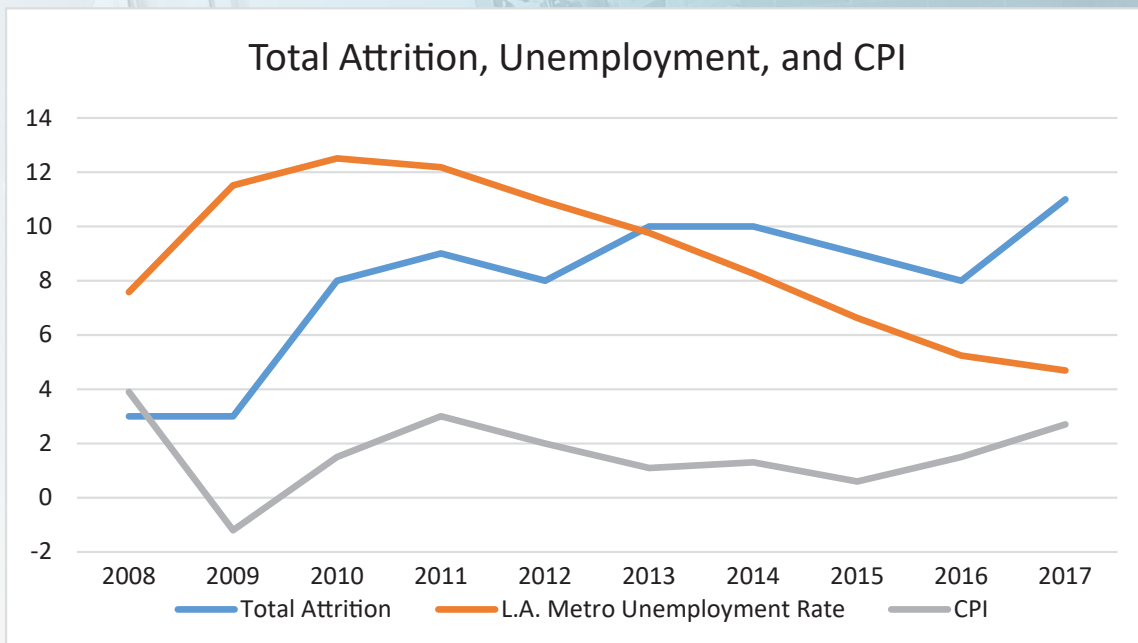
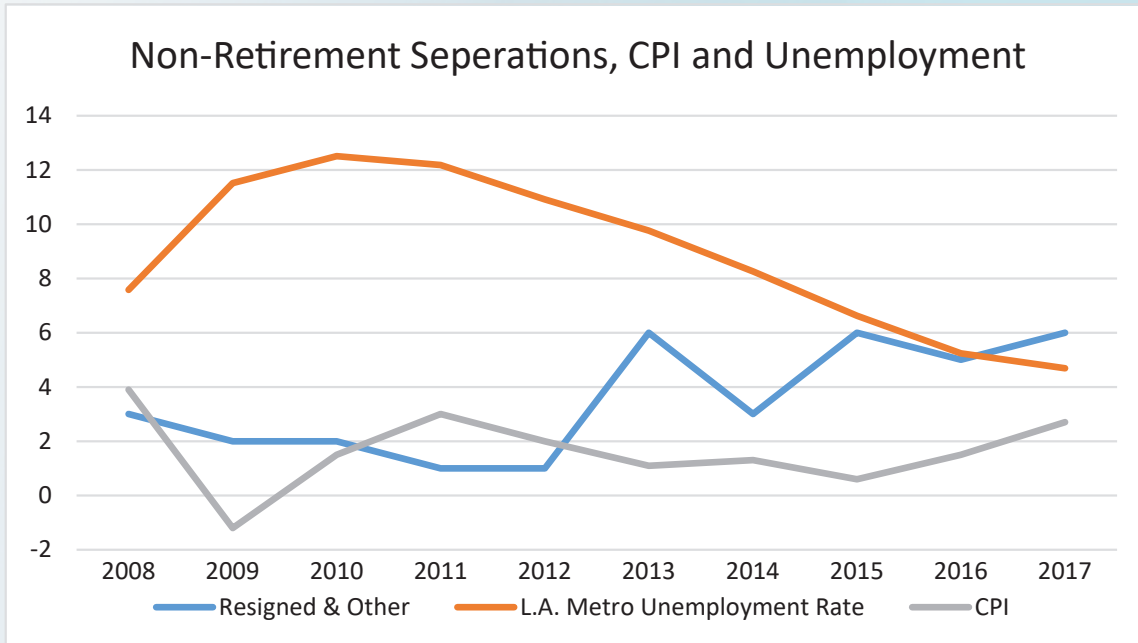


# District Attrition

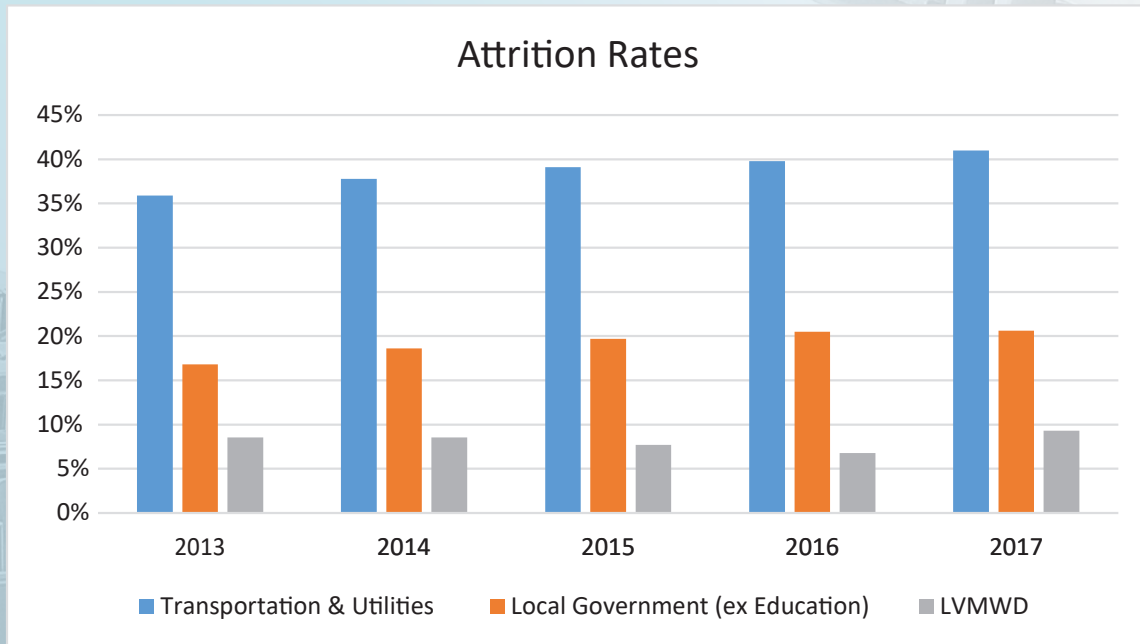
The District, like all agencies, has a natural attrition rate as employees leave the District to retire or pursue other opportunities. Between 2008 and 2017, a total of 79 employees left the District, 44 (55.7%) of those retired and 35 (44.3%) left for another reason. This represents a total average annual attrition rate of 6.57% over the period. The rate at which employees leave has a general correlation to the economy, with more employees leaving when the economy is viewed as being “good” and fewer during recessions. The higher percentage of employees leaving for retirement is reflective of the District’s demographics. The chart below shows total attrition by year for retirement and other reasons.



The chart below shows non-retirement separations as compared to unemployment and CPI (Consumer Price Index). The second chart below adds retirements to the non-retirement separations reflecting the same trend. Not surprisingly, as the economy stabilized and improved, the District saw an increase in retirements and total attrition. This trend could have been predicted based on employees delaying their retirement and the desire for job stability during the recession of 2008-2009.



When examining attrition rates, it is important to compare the District's attrition rates with that of comparable industries. Over the five-year period of 2013-2017, the District's total attrition rate, as a percentage of positions, was significantly lower than those of transportation and utilities and local government. This lower attrition rate is supported by the longer than average tenure of District employees and older than average age of the District workforce, as older employees tend to have longer tenure as compared to younger employees. The following chart compares LVMWD attrition rates to other agencies and local government.



## Generational Changes

Although each individual is unique, employees of each generation show tendencies when looked at as a group. Generally, studies from the Centers for State and Local Government Excellence and the U.S. Labor Department have shown that older employees have a higher average number of years on the job than younger employees. Similarly, there are different work styles from those who value time in the office to those who feel they can be just as productive away from the office and everywhere in between. One's stage in life can also shape his/her views on balancing work with personal commitments such as child/elder care, continuing education, or other interests. These factors also influence the form of compensation that employees value most.

The District's current salary and compensation schedule is generally devised in a manner that rewards length of service. For example, a retiree medical benefit is available after a pre-defined number of years of service and upon simultaneous retirement from both the District and CalPERS. Employees also receive other benefits that recognize tenure such as longevity pay and escalating vacation accrual with time of service. When considering generational changes in the workforce, a review of compensation practices may be warranted to determine whether it is supportive of the anticipated changes.

# SUCCESSION PLAN IMPLEMENTATION STRATEGIES

The Committee focused on identifying strategies for three main components of the Succession Plan: attraction, retention and knowledge sharing. The Committee also recognized the importance of communicating the strategies, and ensuring the District's support for the strategies, throughout the organization. Each of the components is important to ensure that the District develops and maintains a highly effective workforce to achieve its mission. Each component was deemed equally important.



2018 Employee Appreciation BBQ Photo Booth

# Attraction

When deciding where to work, potential employees have numerous choices. There are characteristics of the District that we cannot change such as its location, purpose, public agency organization, and regulatory framework. However, there are also elements that can be curated to attract a highly qualified workforce such as culture, pay, and benefits.

As the District examines and focuses on elements that attract new employees, it is important to recognize that the attributes that attracted its workforce in the past may not attract employees today or in the future. The District can evaluate its ability to attract new employees by examining its recruitment process, culture, pay and benefits, and by monitoring its demographics for change over time. The District has identified a variety of strategies to ensure that it is able to attract a high number of the most qualified and effective applicants.

## Initiative #1 – Promote a Positive Reputation

**Need** – The District continues to have a positive reputation in the water, sanitation, and government industries. Employees serve as ambassadors for the District to professional organizations, colleagues, customers, and other stakeholders. By promoting the District, employees cultivate a reputation of the District being a good place to work.

**Strategy** – Staff will positively represent the District and its benefits, both internally and externally.

**Implementation** – All staff will positively represent the District.

- The District will support employees' engagement in projects and organizations that relate to its mission.
- The District will be a leader in sustainability efforts (environmental, financial, and social).
- The District and its staff will support a positive work culture that promotes and values diversity and equal employment opportunities.



2018 Water Professionals Appreciation Week

## Initiative #2 – Maintain and Enhance Proactive Outreach Efforts

**Need** – The District needs to promote itself to potential employees from diverse backgrounds that serve to assist the District in meeting its vision and mission.

**Strategy** – Support a culture that encourages and enhances employee’s ability to be ambassadors of the District and support its positive reputation.

**Implementation** – The District will enhance its outreach strategies to engage prospective employees.

- Engage prospective employees with web and social media efforts.
- Proactively recruit from colleges, technical schools, professional organizations, and other locations that train people to work in one of the fields represented by the District.
- Ensure that prospective employees are aware of the diversity of job opportunities available from accounting to information technology to outreach to water distribution to sanitation.
- Promote diversity in the workforce.
- Focus on a “Why Work for Us” outreach campaign, including the following:
  - o Web videos
  - o Photos of employees and facilities
  - o Promotion of benefits
- Participate in regional and professional organizations to demonstrate the engagement of our employees.
- Promote working for the District at various outreach events.

## Initiative #3 – Promote Benefits of the District

**Need** – Benefits are a major consideration when prospective employees are considering a new employer. To remain competitive, the District will periodically evaluate the benefits of working for the District to ensure they are competitive and attractive.

**Implementation** – The benefits of working for the District will be promoted to prospective employees.

- Benefits of the area (access to recreation, hiking trails, mountain biking, beach, etc.)
- Flexible schedules, when practical, while still meeting the District’s operational needs.
- Employee engagement both for projects and “fun” activities (e.g. costume contest, chili cook-off, etc.).
- Opportunities to engage in professional/industry organizations.
- Educational/training opportunities.
- Ability to acquire skills to progress in one’s career.
- Participation in partnerships with local organizations and agencies.

# Retention

Understanding why employees stay with the District and what they are looking for is important to developing a retention strategy. It is also equally important to understand why employees leave the District when identifying strategies for retention. The size of the District, with 117 budgeted positions, presents some limitations for advancement and promotional opportunities. On the other hand, some employees will value the broader range of responsibilities and depth of knowledge that can be gained by working for a smaller agency. The District has identified the following strategies to retain its employees.



Operator Certifications - Tapia Water Reclamation Facility



## Initiative #1 – Provide a Positive Workplace Culture

**Need** – Work place culture is the sum of its mission, vision and behavioral values. The District's 2016 Strategic Plan identified its mission as “dedicated to providing high-quality water service in a cost-effective and environmentally sensitive manner.” The District's vision is “valuing every drop – bringing water full circle.” Six behavior values that define the District's workplace culture are as follows: Integrity, Respect, Commitment, Responsibility, Collaboration, and Leadership. Embodying these behavioral values in our day-to-day interactions with others helps to define the District's culture.

**Strategy** – District staff will exemplify and support the six behavioral values that define the District's culture.

**Implementation** - Each employee needs to be mindful of his/her own behavior and exemplify the behavioral values of the District.

- **Integrity** – We are open, honest, and ethical in all communications and actions.
  - o Treat each other with professionalism.
  - o Be polite to each other.
  - o Follow policies and procedures.
  - o Communicate with others thoughtfully.
  - o Be transparent and honest in one's communications.
  - o Take personal responsibility.
- **Respect** – We give thoughtful consideration to each other's differences and opinions.
  - o Understand and appreciate differences.
  - o Understand different personalities and how to interact with others.
  - o Understand the need for confidentiality and limits of transparency.
  - o Encourage and embrace diversity.
  - o Be thoughtful.
  - o Be open to give and receive constructive criticism.
- **Commitment** – We give our best to get the job done right.
  - o Support employee development.
  - o Provide highly reliable services to our ratepayers.
- **Responsibility** – We are accountable for our behaviors, actions, and use of public resources.
  - o Follow policies and procedures.
  - o Take responsibility for one's actions.
  - o Accept and implement decisions once they are made.
- **Collaboration** – We listen and openly share our ideas to achieve better decisions and outcomes.
  - o MEET – Make time to discuss; Explore differences; Encourage respect; Take responsibility.
  - o Work with cross-functional teams when practical to develop the best solutions.
  - o Challenge each other and question the status-quo to ensure the best solutions.
  - o Practice participatory decision-making.
  - o Commit to teambuilding.
- **Leadership** – We are proactive in protecting the interests of our customers and community.
  - o Positively represent the District to internal and external stakeholders.
  - o Communicate timely and professionally.
  - o Promote participation and an active role in the local community and industry organizations.
  - o Demonstrate the behavior you want to see in others.
  - o Empower employees.

## Initiative #2 – Provide Staff Development Opportunities

**Need** – As technology, regulations, and standards evolve, it is critical that the District’s workforce continue to maintain and enhance its skills to meet new demands. Educational and training opportunities are important to ensure that all employees have promotional and cross-training opportunities.

**Strategy** – The District will support development of new skills by ensuring a reasonable budget is available for training and educational opportunities for employees.

**Implementation** – As part of each employee’s annual performance review, the supervisor and employee will discuss goals of the employee and identify educational and training opportunities to meet those goals. On an on-going basis throughout the year, the supervisor and employee will identify and support attendance at educational and training opportunities to meet the stated goal(s).

- Participate in a professional organization’s conference, chapters or seminars.
- Training to maintain or obtain certification.
- Cross-train with staff to expand knowledge of District operations and to gain additional skills.
- Job rotation.
- Acting or Interim Positions to temporarily fill vacant positions or fulfill a temporary need.
- Participate in cross-functional teams on significant projects or special initiatives.
- Attend an accredited school to obtain a certificate or degree related to District operations or professional goals.
- Participate in and support development of annual goals.
- Encourage access to opportunities to learn and develop skills.
- Strive to understand the importance of ones work and duties and the importance of others work.





2018 MWD Diamond Valley Reservoir Inspection Tour

## Initiative #3 – Workplace Benefits

**Need** – Workplace benefits need to be competitive in order to retain a quality workforce. Benefits include the tangible elements, such as pay and benefits, and intangible elements that build morale and employee satisfaction.

**Strategy** – The District will offer a total compensation package that is competitive with the market and supplemented with intangible benefits that promote high morale.

**Implementation** – A wide range of benefits are offered to encourage teambuilding and positive morale within the District.

- Compensation and pay (total compensation) is targeted to be between the median of the market and 90% of the 75th percentile.
- District paid training and educational opportunities.
- Hosting, sponsoring and/or supporting employee events:
  - o Employee recognition.
  - o Halloween Chili cook-off/Costume contest.
  - o Corporate Events.
  - o Employee Appreciation Barbeque.
  - o Take You Daughters and Sons to Work Day.
- Educational field trips.
- Opportunities to be involved with professional and community organizations.
- Ability to collaborate internally and with outside agencies and stakeholders.
- Flexible work schedules (as applicable while continuing to meet District's operational needs).
- 9/80 schedule.

# Knowledge Sharing

Equally important to retaining and attracting employees is ensuring the sharing of knowledge. If current trends continue, the District will see a continued increase in the number of employees retiring in the next decade. Many of these employees have long tenures with the District and a tremendous amount of institutional knowledge.

Additionally, in the job market overall, a decreasing number of employees spend an entire or significant part of their career with the same employer. Sharing knowledge supports a process of continuous improvement, prevents gaps in service delivery and allows new employees to get up-to-speed quickly, picking up where others left off.

## Initiative #1 – Formalize Program to Transfer Knowledge

**Need** – The District needs to be prepared to continue to deliver high-quality service to its customers as key employees leave for retirement or other reasons.

**Strategy** – Implement processes and programs to ensure that knowledge about District operations and facilities is shared and transferred between employees.

**Implementation** – The District will encourage and promote programs and processes that facilitate the transfer of knowledge.

- Mentorships.
- Job sharing.
- Job shadowing.
- Acting and interim positions.
- Job rotation.
- Cross-training.
- Documentation of processes (desk manuals), where appropriate.
- Creation of tickler files for recurring tasks.
- Creation of filing standards.
- Historical documents catalog.



LVMWD Chief Water Treatment Plant Operator  
Steve Jackson - 2018 Potable Water Quarterly Tour

## Initiative # 2 – Provide Opportunities for Training

**Need** – Training programs provide a resource to fulfill lifelong learning goals, as well as, to ensure that there are enough adequately trained employees in a variety of areas critical to the District's operations

**Strategy** – Ensure adequate employee training opportunities.

**Implementation** – The District will provide and promote training programs and opportunities for all employees throughout the organization.

- Inclusion of training goals on each employee's annual performance evaluation.
- Creation and hosting of mandatory and voluntary District, department, division, and individual training programs.
- Supporting employees to attend training opportunities to enhance current job knowledge and/or develop skills and knowledge for promotional or transfer opportunities.
- Creation of training videos specific to District facilities.
- Lunch and learns.
- Interim/Acting positions.
- Job or task rotation.
- Group/Team /Committee projects.

## Initiative #3 – Maintain an Employee Onboarding Process

**Need** – Each agency, department, division, and workgroup has a certain way of doing things whether established by policy, procedure, or culture. Onboarding is a comprehensive process that includes new employee orientation, as well as, a series of events and trainings over the course of months that help an employee be successful in his/her new position. An onboarding process needs to occur whether the new employee is an internal transfer or from outside the District.

**Strategy** – Create a formalized onboarding process.

**Implementation** – The District will develop a checklist and formal process to onboard new staff that includes:

- New employee orientation with a basic introduction to the District, its benefits, and other important initial information.
- Training for employees on common tasks (timecards, purchasing, etc.).
- Creation of onboarding process focusing on:
  - o Compliance – Ensuring employees know the rules and regulations of their new position.
  - o Clarification – Ensuring employees understand their new job and its expectations.
  - o Culture – Provide employees with an understanding of the District's organizational norms and culture, both formal and informal. Ensuring employees understand the District's behavioral values.
  - o Connection – Ensure employees establish interpersonal relationships with staff within their department and across the District to facilitate their integration into the District and its operations.
- Tours of facilities.
- History of the District and California water videos.

# MOVING FORWARD

This Succession Plan was created with input from a Committee of employees who embrace an effort to ensure that the District continuously fulfills its mission, vision, values, and strategic objectives. This document is meant to be a living document that provides a framework for each employee and supervisor to create and embrace a culture of lifelong learning and to support employees in their ability to achieve their individual career goals. The District must monitor the implementation of the Plan and make adjustments, as needed.

To begin the implementation process for the Succession Plan, the Committee plans to develop a Lunch and Learn Training Program to introduce employees to contents of the document and its importance. Additionally, Committee Members will accompany the General Manager for employee briefings on the Succession Plan. The Committee will initially plan to meet biannually to review the progress of implementation efforts.

## Succession Planning Committee

**Donald Patterson**, Director of Finance and Administration – Chair

**Jan Dougall**, Environmental Analyst II

**Mike Hand**, Facilities Inspector

**James Korkosz**, Electrical/Instrumentation Supervisor

**David Lippman**, Director of Facilities and Operations

**Joe McDermott**, Director of Resource Conservation and Public Outreach

**Sherri Paniagua**, Human Resources Manager

**Deborah Peters**, Public Affairs Associate

**Judy Roberts**, Accounting Technician

**Angela Saccareccia**, Finance Manager

**Eric Schlageter**, Senior Engineer

**Amanda Smith**, Customer Service Representative

The foundation and the long-term success of any organization are its employees. LVMWD hires the best and the brightest to join our team and serve our region. You are our present and our future. It is because of all of you that our District is revered as one of the best and most technically progressive in the State. As we move forward and face new challenges, encounter more hurdles and overcome obstacles together, there is not a more inspiring, dedicated and skilled group of professionals that I would want to stand next to, than with all of you. Thank you for everything all of you do for our District and our customers. - David Pedersen





November 26, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Final Classification and Total Compensation Study**

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**SUMMARY:**

On June 27, 2017, the Board awarded a professional services agreement to CPS HR Consulting, in the amount of \$75,000, to conduct a comprehensive employee total compensation study. The Board was provided an update on the progress of the work on April 24, 2018. On November 7, 2018, the Board received a final draft of the study, and staff provided an overview of its initial findings. Attached is the Final Classification and Total Compensation Study Report, which incorporates feedback received from the Board.

**RECOMMENDATION(S):**

Receive and file the Final Classification and Total Compensation Study.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The compensation study has no direct financial impacts. However, the outcome of the study is expected to inform the pending negotiations with employee bargaining units and their representatives.

**DISCUSSION:**

CPS HR Consulting conducted a study of eight classifications and a total compensation study



for 44 administrative and utility specific classifications. The objective of the study was to update selected study classifications and determine the competitiveness of the District's base salary and total compensation in the labor market.

Representatives of CPS HR Consulting collected position data and interviewed classification study incumbents to ensure that job descriptions were updated and accurate prior to surveying the selected agencies. A proposed labor market of 18 comparable cities and water agencies was identified for the study. A labor market analysis was conducted to ensure that the 18 comparable agencies, as the proposed labor market, would be used for data collection.

The Final Classification Study and Total Compensation Report contains the project scope and work plan; provides the classification specification recommendations as applicable to each position; describes the methodologies utilized in data collection and analysis; and provides a comprehensive report on the District's total compensation results for all surveyed classifications.

The study data illustrates the prevalence of anomalies that arise with respect to the District's current compensation philosophy, which calls for total compensation between the median and 90% of the 75th percentile. The compensation philosophy results in 17 positions with an "inverted" compensation range, whereby a value of less than the median arises when applying 90% of the 75th percentile. There are three additional positions that have a very narrow compensation philosophy range, whereby a value that is one percent or less greater than the median occurs when calculating the upper end of the range. As a result, it may be warranted to revisit the application of 90% of the 75th percentile for the upper end of the District's compensation philosophy.

This final report incorporates comments received by staff from the Board.

**GOALS:**

Assure a Quality, Continually Improving Workforce

Prepared by: Sherri Paniagua, Human Resources Manager

**ATTACHMENTS:**

Final Classification and Total Compensation Study Report

November 19, 2018

# Las Virgenes Municipal Water District

## FINAL Classification and Total Compensation Study Report

**SUBMITTED BY:**

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## Background/Introduction

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CPS HR Consulting (CPS HR) was retained by the Las Virgenes Municipal Water District (LVMWD), to conduct a classification study of eight classifications and total compensation study for 43<sup>1</sup> administrative and utility specific classifications. The objective of the study was to update the agency's selected study classifications and determine the competitiveness of LVMWD's base salary and total compensation in the labor market.

To achieve this, CPS HR collected position data and interviewed classification study incumbents to ensure that job descriptions were updated and accurate prior to surveying the selected agencies. LVMWD then proposed a labor market of 18 comparable water agencies. A labor market analysis was conducted and LVMWD concluded that the initially proposed labor market would remain for data collection. Upon commencement of the compensation study, Project Consultants were assigned to collect and analyze base salary data and benefits data to identify LVMWD's labor market trends.

This Classification Study and Total Compensation Report contains the project scope and work plan; provides the classification specification recommendations as it applies to each position; describes the methodologies utilized in data collection and analysis; and provides a comprehensive report on LVMWD's total compensation results for all survey classifications. The Classification Study details follow the Compensation Study section of this report.

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<sup>1</sup> Study began with 44 benchmark classifications; one classification was removed mid-study.

## Compensation Study Overview

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The data for this report was collected during the months of December through March 2018. All salary and benefit data are as of December 31, 2017<sup>2</sup>. Agency-wide averages and classification specific results are summarized in the Base Salary and Total Compensation Labor Market results in the following sections of this report. Survey results for each classification are presented in [Appendix A](#). In addition, other benefits and premium pay elements of interest to LVMWD were collected and presented in [Appendix B](#).

To complete the total compensation study, CPS HR Project Team completed the following tasks:

1. Andi Bernard, Project Manager, conducted a Kick-Off Session on August 2, 2017, with, David Pedersen, General Manager, Sherri Paniagua, Human Resources Manager, Don Patterson, Director of Finance and Administration, and representatives from SEIU and the Manager, Supervisor, Professional and Confidential Employees Association.
2. Reviewed LVMWD's background materials including classification specifications, salary schedules, Pay Procedures, organization charts, and Personnel Policies.
3. CPS HR conducted a labor market analysis submitted on October 16, 2017.
4. Developed a survey instrument (presented in [Appendix C](#)).
5. Received confirmation from LVMWD regarding the 18 labor market agencies, 43 benchmark classifications to be surveyed, and the survey instrument.
6. Researched salary and benefits data from the respective labor market agencies, including salary schedules, classification specifications, benefits summaries, MOU's and position control documents where available. Due to the utility specific nature of the study, CPS HR determined that the most expeditious way of obtaining data from the public-sector utility agencies was to gather as much information as possible by deploying Project Consultants prior to contacting the agencies. The Project Team followed through with agencies to request further information or clarification on job matching and/or benefits levels.
7. Prepared a preliminary draft report on June 22, 2018, for client review and comment including Base Salary and Total Compensation datasheets for each classification ([Appendix A](#)); Benefits Summary Tables ([Appendix B](#)). Feedback and comments were obtained from the District and incorporated into the draft report.
8. Prepared a draft report on July 1, 2018, incorporating the District's initial feedback from the preliminary draft report for client review and comment including Base Salary and Total Compensation datasheets with Social Security, Medicare and FICA, and without FICA for each classification ([Appendix A](#)); Benefits Summary Tables ([Appendix B](#)).

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<sup>2</sup> Preliminary collection for LVMWD's Salary Survey for salary and benefits began in November 2017.

9. Prepared a revised draft final report on July 25, 2018, incorporating the District’s executive review feedback from the draft report for client review and comment including Base Salary and Total Compensation datasheets displaying the 90% of the 75<sup>th</sup> percentile for total compensation as well as data presenting the data separately with Social Security , Medicare and FICA, and without FICA for each classification ([Appendix A](#)); Benefits Summary Tables ([Appendix B](#)).
10. Prepared a revised draft final report incorporating feedback on September 27, 2018 received from the District to include changes to classification matches as well as inclusion of data from Los Angeles County Sanitation District. Feedback was recorded on a change order form which included questions submitted by the District, responses from CPS HR, and final decision from the District. Note that six items were still pending between the District and CPS HR. That report was delivered on October 5, 2018.
11. On October 15, 2018, Jennifer Ramos, Classification and Compensation Manager, assumed project management responsibilities.
12. CPS HR completed the research on the items outstanding in the previously mentioned change order form and prepared an updated draft final report delivered on October 19, 2018.
13. At the request of the District, CPS HR recalculated total compensation using employer retirement contributions and employer pickup of employee contribution using Classic rates and delivered a revised draft final report on October 22, 2018.
14. CPS HR prepared this final report after additional information from agencies were confirmed and delivered this Final Classification and Total Compensation Study Report on October 31, 2018.

## **Compensation Study Parameters**

The first step in conducting a total compensation survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of LVMWD’s labor market position
- Labor market agencies (comparable agencies)
- Survey classifications (benchmark classifications)
- Survey scope

### ***Labor Market Position***

CPS HR provides a labor market data analysis based on the median of the market. The labor market median, which is described as the “middle” of the market, is the data point at which half of the complete range of data (excluding LVMWD’s data) is higher, and half of the complete range of data (excluding LVMWD’s data) is lower. The median is a common market position, particularly in smaller data sets, because the data is less likely to be skewed by high and low payers in the market.

### **Selected Labor Market Agencies**

The 18 labor market agencies were established by LVMWD and provided to CPS HR for data gathering. Critical factors impacting agency participation in the survey included: (1) the availability (transparency) of key compensation and benefit data (i.e. approved budget, job descriptions, salary plan, personnel rules and regulations, etc.) on the agency website; and (2) the availability and willingness of agency personnel to assist with completing the surveys and/or verify completed surveys. LVMWD's 18 labor market agencies are listed below.

In the initial versions of the draft reports, Los Angeles County Sanitation District was not included. The agency had not responded to CPS HR's initial request for information during the data collection phase of the study. CPS HR submitted a Public Records Request which was acknowledged on July 19, 2018, but received a partial response with various salary schedules, bargaining unit agreements, and a commitment to respond in a "few weeks" with an estimated time frame that job descriptions may be available to review. The agency stated the requested documents were "voluminous in amount" and would require additional time. For this reason, the labor market was initially comprised of a total of 17 agencies. CPS HR was able to collect sufficient information to include the previously non-reported agency in the revised draft report delivered on October 5, 2018, bringing the labor market to a total of 18 agencies.

- Alameda County Water District
- Central Contra Costa Sanitary District
- City of Camarillo
- City of Oxnard
- City of Santa Barbara
- City of Santa Monica
- City of Simi Valley
- City of Thousand Oaks
- City of Ventura
- Contra Costa Water District
- Eastern Municipal Water District
- Inland Empire Utility Agency
- Irvine Ranch Water District
- Los Angeles County Sanitation District
- Los Angeles Department of Water and Power
- Metropolitan Water District of Southern California
- Union Sanitary District
- Vallecitos Water District

### **Benchmark Classifications**

The benchmark classifications were proposed by CPS HR in October 2017 and finalized by LVMWD in November 2017. The final list of benchmark classifications is listed below by classification group.

#### **General**

Chief Water Treatment Plant Operator  
Collections Systems Technician  
Cross Connection Inspector  
Electrical/Instrumentation Technician II  
Facilities Inspector  
Facilities Maintenance Worker  
Field Customer Service Representative II  
Fleet Technician  
Laboratory Assistant  
Laboratory Technician II  
Maintenance Mechanic II  
Senior Electrical/Instrumentation Technician  
Senior Water Construction Specialist  
Water Distribution Operator I, II  
Water Distribution Operator III  
Water Reclamation Plant Operator II

#### **Executive Management**

Director of Facilities and Operations  
Director of Finance and Administration

#### **Management**

Finance Manager  
Information Systems Manager  
Principal Engineer

#### **Office**

Account Clerk II  
Accounting Technician  
Accounting Technician Payroll  
Administrative Assistant (formerly Secretary)  
Computer Support Specialist  
Customer Service Representative  
GIS Coordinator  
Receptionist/Office Assistant  
Senior Accounting Technician

#### **SPC**

Chief Water Rec Plant Operator  
Associate Engineer  
Construction Supervisor  
Electrical/Instrumentation Supervisor  
Environmental Analyst II  
Facilities Maintenance Supervisor  
Management Analyst II  
Public Affairs Associate  
Senior Accountant  
Senior Engineer  
Systems Analyst  
Water Systems Supervisor

#### **General Manager**

General Manager



## **Survey Data Collection Scope**

### **Comparable Classifications - Classification Matching**

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

In the process of matching comparable classifications from other agencies, CPS HR does not only rely on classification specifications. CPS HR references position control documents, where available, to specifically identify which classification, and level of classification, perform the duties of LVMWD's classification. This is particularly relevant to non-supervisory, non-management classifications where there are multi-level classifications within the series matched from the other agencies. This level of analysis is important because classification specifications may describe a certain level of work, for example, as the journey level, when the use of the classification series demonstrates that the majority are assigned to a higher level, which may be described in the classification specification as an advanced level in the classification series. In addition, block budgeting or other fiscal tools facilitating series progression through multiple levels, may provide greater flexibility in the use of the classification structure than is evident in the content of the classification specification. To the extent possible, CPS HR identifies the operational use of a classification, irrespective of how it is defined in the classification specification, in the determination as to whether it is a comparable job match.

### **Comparable Classifications – Required Number of Comparable Classifications**

CPS HR's best practice is that benchmark positions must have a minimum of three classification matches to be analyzed. In most studies, it is common to have some classes for which limited market data exists. Because a compensation plan is developed through the analysis of external market data and internal relationships, the absence of sufficient labor market data for a particular classification does not mean that no salary recommendation can be developed, since many salary recommendations are ultimately based upon internal equity with other classes.

There are many reasons a benchmark class may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

**Labor Market Benefits Collected**

CPS HR collected numerous benefits and compensation practices, in addition to base salary, to complete the total compensation evaluation of the District in the labor market. When measuring the market, the goal is to identify an agency’s competitive position in the labor market to attract and retain talent, in addition to promoting internal equity. Typically, this is done by measuring those benefits that new employees would currently receive upon their date of hire. However, CPS HR and LVMWD took into consideration that the District’s candidate pool frequently includes CalPERS “Classic” employees who were hired prior to 2013 when calculating employer retirement contribution CPS HR used Classic contribution rates. Reported benefits and premium pay are those which all employees in the group would qualify for, versus premium pay provided to a limited group of employees, such as shift differentials, or assignment pay.

The benefits data collected for the study is presented in the table below.

**Table 1: Base Salary and Total Compensation Benefit Data Collected**

Benefit or Pay Practice	Description
<b>Agency Pay Plans</b>	Identifies the pay structure, Steps or Range, used by the agency to determine wages, rates and salary schedules.
<b>Comparable Classification Title</b>	<p>CPS HR matched LVMWD’s benchmark classifications to those in the labor market agencies.</p> <p>The methods used by CPS HR for matching classifications is discussed in the previous section.</p> <p>The term “No Comparable Class” is used if CPS HR did not find a comparable classification within an agency to a specific benchmark classification. No compensation data will be presented for the benchmark classification for that agency. The term “Data Not Available” is used when CPS HR did find a comparable classification, but it is either unfunded or no salary could be obtained.</p>
<b>Minimum and Maximum Base Salary</b>	The minimum and maximum monthly base salary. Where salary range was available.
<b>Scheduled Cost of Living Adjustments (COLAs)</b>	The scheduled amount of future COLAs as documented in Memorandum of Understandings and/or Salary Resolutions.
<b>Administrative or Management Leave</b>	Additional leave for Administrative or Management exempt employees.
<b>Allowance Pay Practices</b>	These amounts reflect general policies on vehicle, phone, or other allowances. The amounts may not be universally applicable to all positions within a unit. Allowance benefits were only collected for the

*Las Virgenes Municipal Water District  
Final Classification and Total Compensation Study Report*

Benefit or Pay Practice	Description
	Director of Facilities and Operations, Director of Finance and Administration, and the General Manager.
<b><i>Commuter Program</i></b>	Commuter programs that are either agency financed (subsidies) or employee financed (reimbursements through payroll deductions) are reported. Agency programs are regulated by the Internal Revenue Code Section 132(a) which allows reimbursement of expenses similar to a Flexible Spending Account. Programs can also be provided through state and county car/van pooling programs which an employee is the contracted individual and the agency can elect to voluntarily provide administrative support.
<b><i>Deferred Compensation Contribution</i></b>	The amount(s), if any, that the agency pays into a deferred compensation plan; in many cases, this is a voluntary employee benefit. CPS HR included non-matching employer contributions in total compensation calculations; employer matching contributions were not calculated, due to the dependence of an employee contribution which is discretionary but are reported in the Benefits Summary Tables in <a href="#">Appendix B</a> .
<b><i>Education Reimbursements</i></b>	The amounts the agency reimburses expenses for the acquisition of higher education, licenses, or certifications.
<b><i>Employer Retirement Contribution</i></b>	Employer’s contribution to mandated retirement plans, such as CalPERS. For the purposes of this study, those agencies within CalPERS CPS HR calculated using Classic employer rates, rather than PEPRA. Classic rates apply to those employees hired prior to 2013. CPS HR used the latest Classic rate (e.g. Tier 2 over Tier 1). However, all tier rates (when applicable) have been captured in the benefits summary tables.
<b><i>Employer Pickup</i></b>	Employer pickup is designated employee retirement contributions that are being “paid” by the employer (agency) in lieu of contributions by the employees. IRC section 414(h)(2) provides that for any plan established by a governmental unit, where the contributions of employing units are designated employee contributions, but the employer “picks up” the contributions, the contributions are treated as employer contributions. Employer pickup is reported for Classic Tiers only as PEPRA does not allow employers to pay the member contribution of PEPRA-defined “new members.”
<b><i>Longevity Pay Practice</i></b>	The amount(s) the agency compensates for years of service with the agency; for this analysis, CPS HR has used the 10-year level for eligible employees, as this is a more common achievement. Longevity pay at the 10-year mark was calculated into total compensation only if it was an increase to base pay, not a one-time payout.

Benefit or Pay Practice	Description
<b>Medical Plan Contributions</b>	<p><b>Medical Insurance plan</b> – For standards purposes, the family rate for the <i>most expensive</i> plan is measured in the market. In some agencies, a flat employer contribution rate is utilized, regardless of the plan selected by employees.</p> <p><b>Dental Insurance plan</b> – For standards purposes, the family rate for the <i>most expensive</i> used plan is measured in the market. If no amount is entered in the datasheets, the cost may be included in the medical plan costs or the agency does not offer or contribute towards a dental benefit (the benefits summary tables will provide more detail on this).</p> <p><b>Vision Insurance plan</b> - For standards purposes, the family rate for the <i>most expensive</i> plan is measured in the market. If no amount is entered in the datasheets, the cost may be included in the medical plan costs or the agency does not offer or contribute to a vision benefit (the benefits summary tables will provide more detail on this).</p> <p><b>Life Insurance</b> – Whether the employer provides a Life Insurance policy, and if so, whether it is paid for by the employer or employee.</p> <p><b>Long Term Disability</b> – Whether the employer provides a Long Term Disability policy, and if so, whether it is paid for by the employer or employee.</p>
<b>Performance Awards/Compensation</b>	For agencies with policies related to pay for performance evaluation programs the awards which are usually paid in lump sum payments or compensation increases acknowledging performance which exceeds standard performance are reported.
<b>Sick Leave Cash Out</b>	Policy related to whether an agency allows employees to cash out accrued sick leave in lieu of time off.
<b>Sick Leave, Holidays and Other Leaves</b>	For standards purposes, leave practices reflect leave accrual rates and maximums for sick and administrative/management leave and holiday hours allotted to employees.
<b>Social Security (Medicare and FICA) Contributions</b>	These amounts reflect the cost of the employer’s contributions to Medicare (1.45%) and the Federal Insurance Contributions Act (aka FICA for 6.20% to maximum of \$127,200 for FY 2017), if the agency participates. For reporting purposes in this study, FICA is considered as future compensation to be paid out either in retirement, injury, or disability and Medicare is considered as healthcare insurance for the elderly.

Benefit or Pay Practice	Description
<b><i>Vacation Leave Cash Out</i></b>	Policy related to whether an agency allows employees to cash out accrued vacation leave in lieu of time off.
<b><i>Vacation Leave Practices</i></b>	For standards purposes vacation, universal leave or paid time off leave practices reflect leave accrual rates and maximums at one, five, ten, fifteen and 20 years; the table also provides for a maximum accrual for each level.

## Compensation Study Results

### ***General Agency Results***

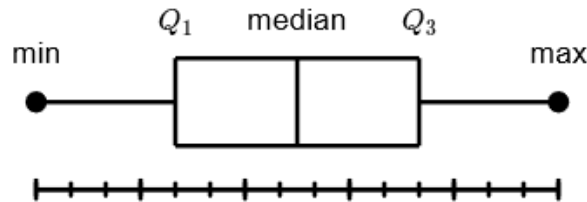
The following sections present LVMWD’s position within labor market for base salary, total compensation with full Social Security costs, and total compensation plus Medicare with the cost for FICA removed. At the District’s request, the data has been presented in this manner to compare the differences in the District’s stance in the labor market in consideration of the cost for FICA. One benchmark, Water System/Facilities Manager, returned an insufficient number of comparable classifications to include in calculations.

Datasheets for each classifications’ base salary and total compensation results are presented in [Appendix A](#); benefits summary tables for the comparable agencies are presented in [Appendix B](#).

CPS HR presents a summary of the base salary and total compensation results in the following tables.

- ***Table 2: Labor Market Agency Ranking*** – this table presents the percentage above/below the labor market median for base salary, total compensation, and total compensation without the cost of FICA for comparisons to each-other. Figure 1 presents the results visually.
- ***Table 3: District-Wide and Employee Group Base Salary and Total Compensation Results*** – this table presents the base salary, total compensation, and total compensation without FICA for LVMWD and by each of the classification groups (Office, General, Special, Management, and General Manager).
  - Figure 2 presents the results of Table 3 visually.
  - Figures 3-A – 3-C: consists of box and whisker plots that graphically depict groups of numerical data. The box and whisker plots in this report present the classification groups compared to the average labor market median and 90% of 75<sup>th</sup> percentile for Base Salary (3-A), Total Compensation with FICA (3-B), and Total Compensation without FICA (3-C).
    - Box and whisker plots display the five-number summary of a set of data using quartiles. The five-number summary contains the minimum, first quartile, median, third quartile, and maximum.
    - A box is drawn representing the first quartile to the third quartile. A vertical line goes through the box at the labor market median. The whiskers go from each quartile to the minimum or maximum, representing salary ranges for the job matches collected for each benchmark classification in the compensation study.

- Below is a sample graphic of a box and whisker plot.



- **Tables 4-A – 9-B: Classification Specific Base Salary and Total Compensation Results** – these tables present the summary of base salary, total compensation, and total compensation without FICA results for each classification organized by bargaining unit.  
*\*Regarding the “B” Total Compensation tables, note that 14 of the labor market agencies do not pay the FICA portion of Social Security. Therefore, the total compensation without FICA data can be influenced based on the number of matches that do not currently pay the FICA portion of Social Security in comparison to the total compensation with FICA data. Hence, benchmark classifications presented in “B” tables may have total compensation without FICA above or below the 90% of the 75<sup>th</sup> percentile beyond the 6.2% (in points) cost of FICA.*
  - Figures 4-A – 9-C: present the individual classification results compared to labor market median and 90% of 75<sup>th</sup> percentile for Base Salary (A), Total Compensation with FICA (B), and Total Compensation without FICA (C) in tables and box and whisker plot formats.

### **Labor Market Ranking**

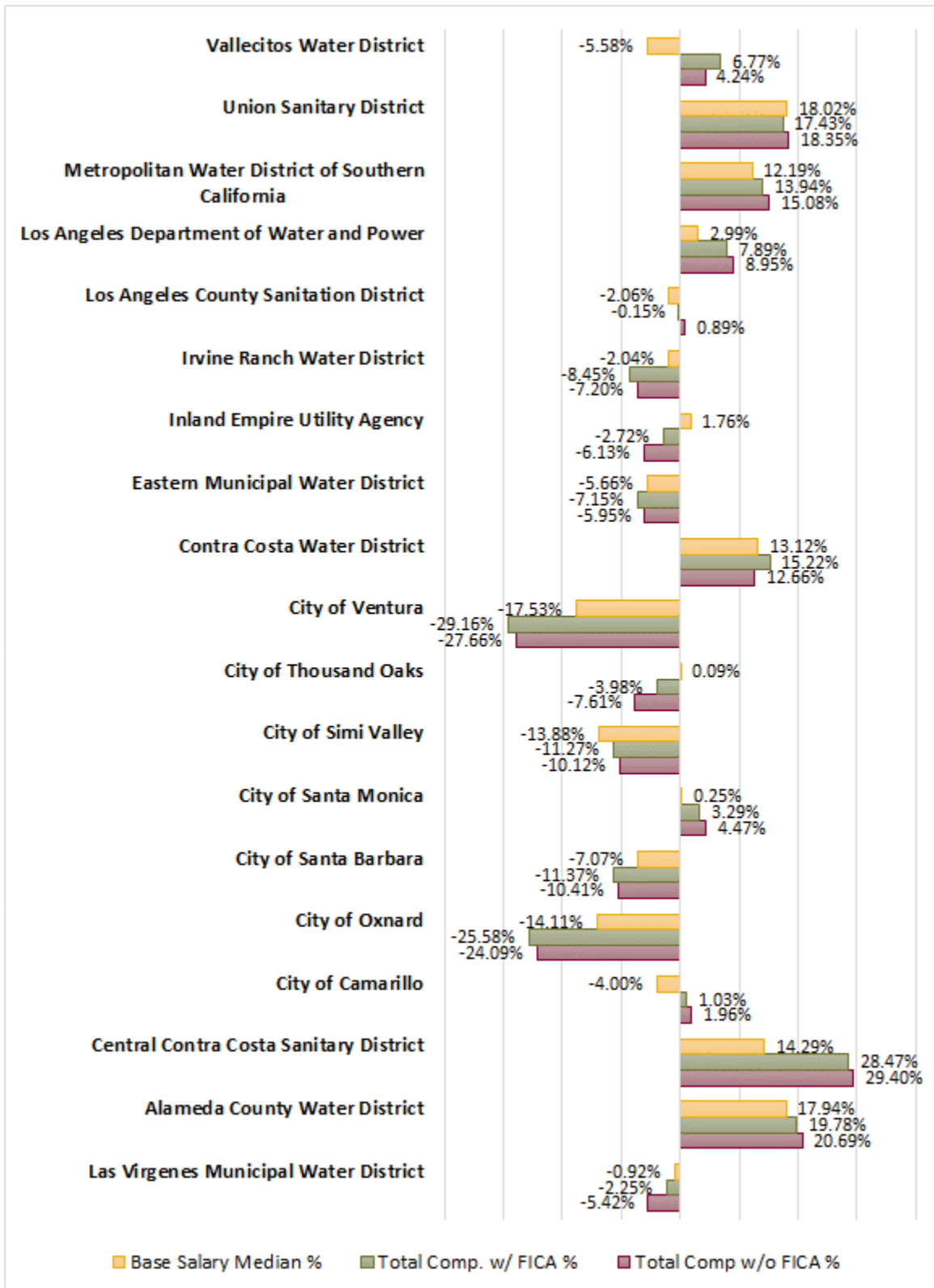
CPS HR reviewed and analyzed the provided labor market below and identified that LVMWD’s position or rank within the labor market is currently placed at 10 of 18 comparable agencies for base salary, 11<sup>th</sup> for total compensation when including FICA, and 11<sup>th</sup> when FICA is excluded (ranking in ascending order, lowest to highest). LVMWD’s position in the labor market was established by calculating the median for all positions within the agency, or each individual agency, and then calculating the average of all medians. This was done for each of the labor market agencies to establish the labor market rank.

**Table 2: Labor Market Agency Ranking**

\*Rank is reflective of lowest to highest.

Agency	FTEs	Base Salary		Total Compensation		Total Compensation w/o FICA	
		Agency % Above/Below Market	Rank	Agency % Above/Below Market	Rank	Agency % Above/Below Market	Rank
Las Virgenes Municipal Water District	117	-0.92%	10	-2.25%	11	-5.42%	11
Alameda County Water District	230	17.94%	2	19.78%	2	20.69%	2
Central Contra Costa Sanitary District	292	14.29%	3	28.47%	1	29.40%	1
City of Camarillo	136.25	-4.00%	13	1.03%	9	1.96%	9
City of Oxnard	1378.5	-14.11%	18	-25.58%	18	-24.09%	18
City of Santa Barbara	1035	-7.07%	16	-11.37%	17	-10.41%	17
City of Santa Monica	2168.8	0.25%	8	3.29%	8	4.47%	7
City of Simi Valley	553.43	-13.88%	17	-11.27%	16	-10.12%	16
City of Thousand Oaks	381	0.09%	9	-3.98%	13	-7.61%	15
City of Ventura	611	-17.53%	19	-29.16%	19	-27.66%	19
Contra Costa Water District	299	13.12%	4	15.22%	4	12.66%	5
Eastern Municipal Water District	634	-5.66%	15	-7.15%	14	-5.95%	12
Inland Empire Utility Agency	290	1.76%	7	-2.72%	12	-6.13%	13
Irvine Ranch Water District	367	-2.04%	11	-8.45%	15	-7.20%	14
Los Angeles County Sanitation District	1,656	-2.06%	12	-0.15%	10	0.89%	10
Los Angeles Department of Water and Power	10650	2.99%	6	7.89%	6	8.95%	6
Metropolitan Water District of Southern California	1744	12.19%	5	13.94%	5	15.08%	4
Union Sanitary District	137	18.02%	1	17.43%	3	18.35%	3
Vallecitos Water District	112	-5.58%	14	6.77%	7	4.24%	8

Figure 1: Labor Market Agency Ranking





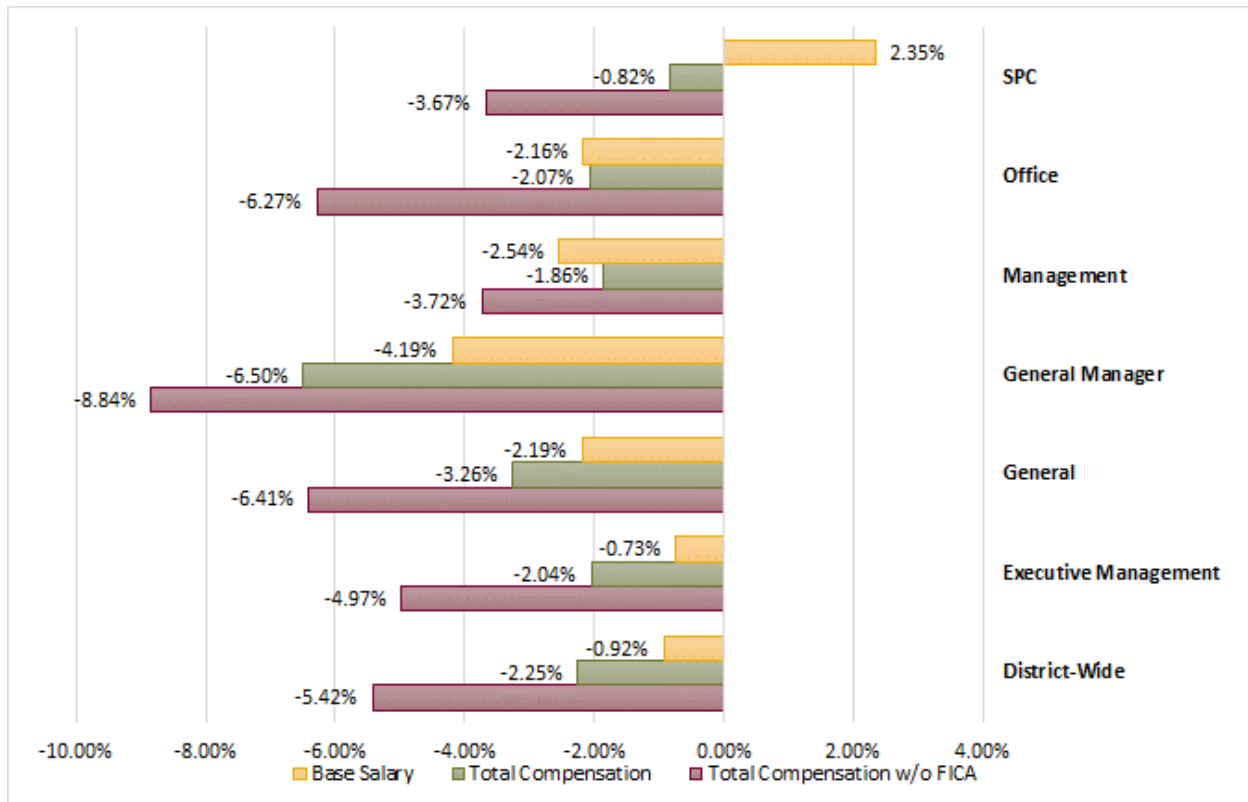
**District-Wide Base Salary and Total Compensation Results**

CPS HR reviewed and analyzed the District-Wide compensation results and identified that LVMWD is lagging behind the labor market overall by -0.92% for base salary, by -2.25% for total compensation, and by -5.42% for total compensation without FICA. Other employee groups for LVMWD are also shown below.

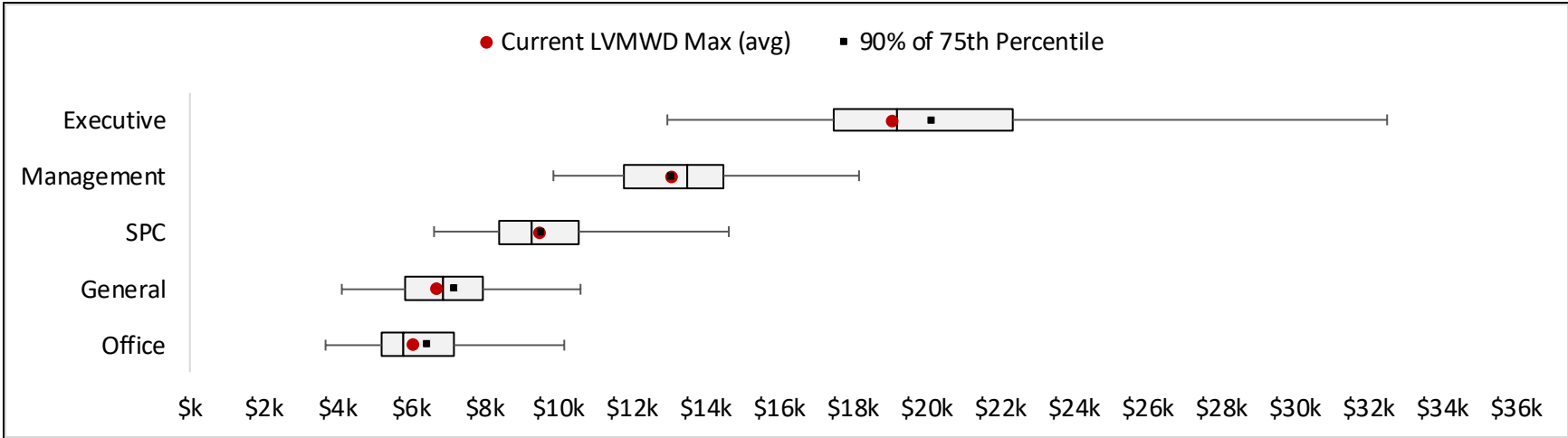
**Table 3: District-Wide and Employee Group Base Salary and Total Compensation Results**

Group	Percent Above/Below Labor Market Median		
	Base Salary	Total Compensation	Total Compensation w/o FICA
District-Wide	-0.92%	-2.25%	-5.42%
Executive Management	-0.73%	-2.04%	-4.97%
General	-2.19%	-3.26%	-6.41%
General Manager	-4.19%	-6.50%	-8.84%
Management	-2.54%	-1.86%	-3.72%
Office	-2.16%	-2.07%	-6.27%
SPC	2.35%	-0.82%	-3.67%

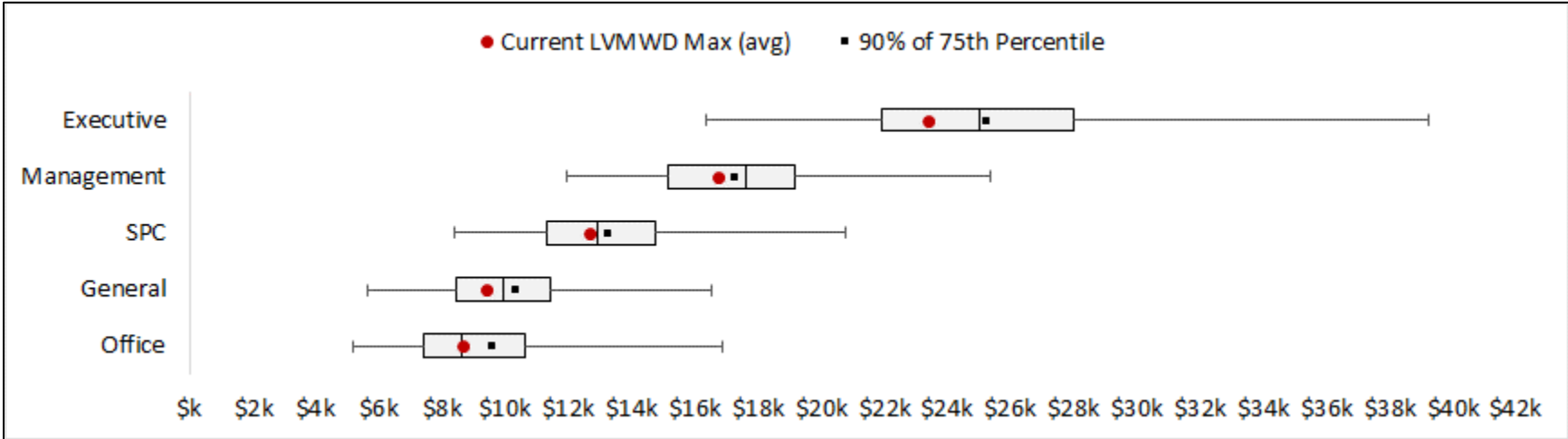
**Figure 2: District-Wide and Employee Group Base Salary and Total Compensation Results – Percent Above/Below Labor Market Median**



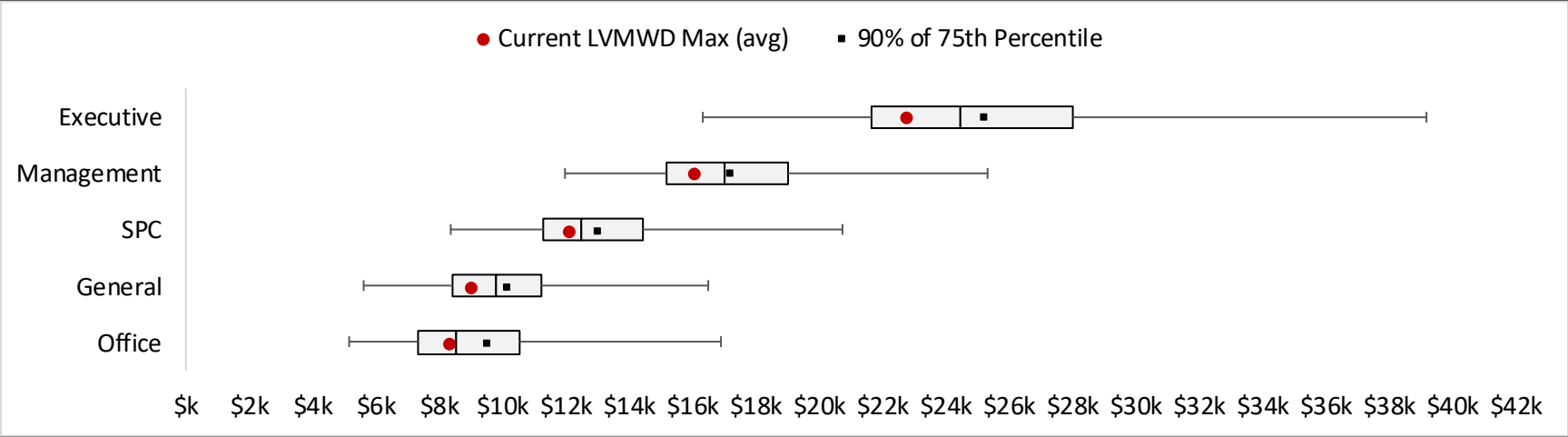
**Figure 3-A: 2018 LVMWD Average Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – Comparison of All Groups**



**Figure 3-B: 2018 LVMWD Average Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – Comparison of All Groups**



**Figure 3-C: 2018 LVMWD Average Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – Comparison of All Groups**



**Bargaining Unit and Classification Specific Summary Results**

The labor market results for all employee groups and individual benchmark classifications for LVMWD’s base salary, total compensation, and total compensation without FICA follow in Table 4-A through Table 9-B. Base salary result tables are indicated by “A”, and total compensation are indicated by “B”.

**Executive Management**

**Table 4-A: Classification Specific Base Salary Results – Executive Management**

Classification	# of matches	Base Salary			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Director of Facilities and Operations	12	\$17,742	\$17,451	1.67%	9.65%
Director of Finance and Administration	17	\$17,742	\$18,316	-3.13%	2.23%
<b>Average</b>				<b>-0.73%</b>	<b>5.94%</b>

**Table 4-B: Classification Specific Total Compensation Results – Executive Management**

Classification	# of matches	Total Compensation with FICA				Total Compensation without FICA			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile	LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Director of Facilities and Operations	12	\$21,990	\$21,706	1.31%	3.70%	\$21,333	\$21,706	-1.72%	0.78%
Director of Finance and Administration	17	\$21,990	\$23,243	-5.39%	-3.31%	\$21,333	\$23,243	-8.22%	-6.20%
<b>Average</b>				<b>-2.04%</b>	<b>0.19%</b>			<b>-4.97%</b>	<b>-2.71%</b>

Figure 4-A: 2018 LVMWD Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – Executive Management

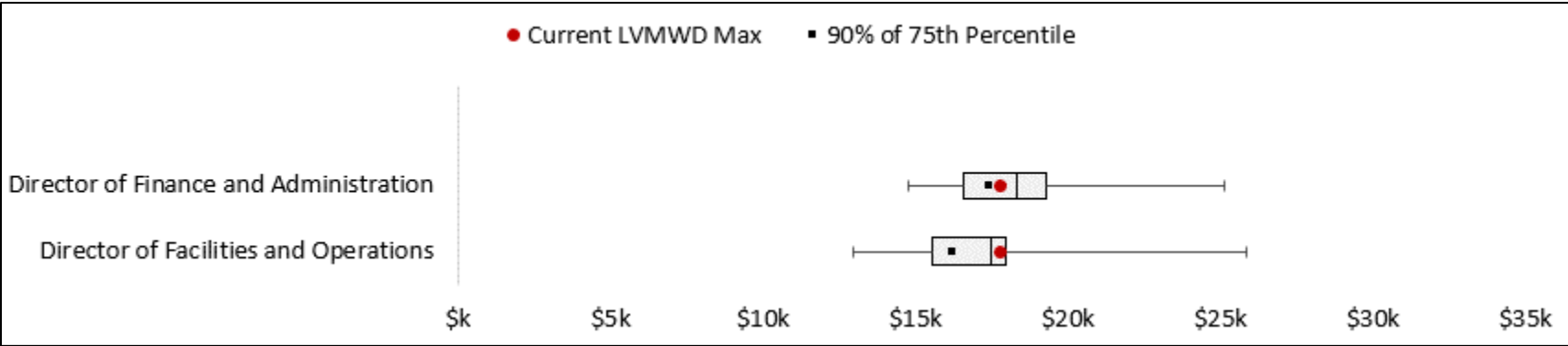


Figure 4-B: 2018 LVMWD Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – Executive Management

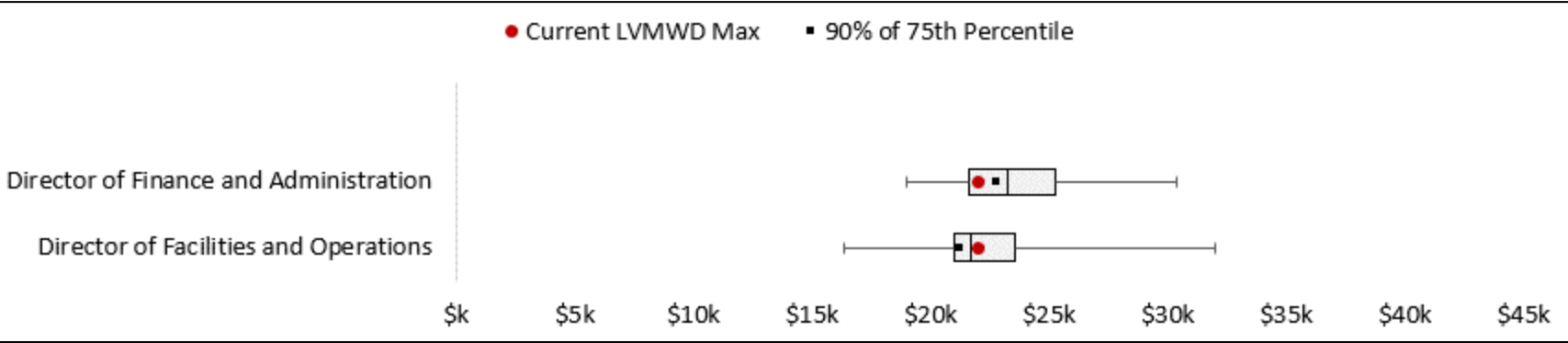
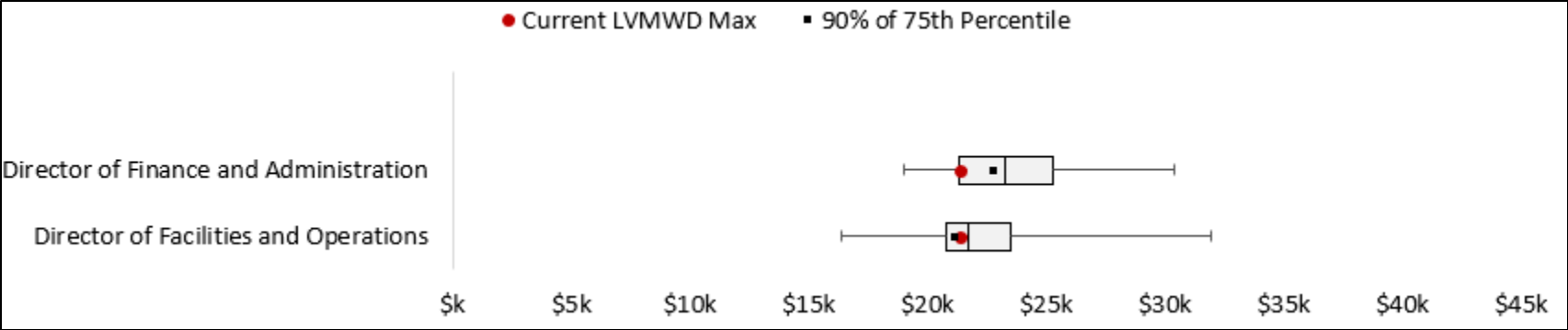


Figure 4-C: 2018 LVMWD Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – Executive Management



**General Unit**

**Table 5-A: Classification Specific Base Salary Results – General**

Classification	# of matches	Base Salary			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Chief Water Treatment Plant Operator	12	\$8,262	\$8,487	-2.64%	-0.74%
Collection Systems Technician	12	\$6,254	\$5,786	8.09%	4.87%
Cross Connection Inspector	13	\$6,907	\$7,071	-2.32%	-5.15%
Electrical/Instrumentation Technician II	16	\$7,631	\$7,462	2.27%	0.85%
Facilities Inspector	18	\$7,260	\$7,427	-2.24%	-6.85%
Facilities Maintenance Worker	16	\$4,974	\$5,553	-10.42%	-19.04%
Field Customer Service Representative II	10	\$5,440	\$5,170	5.23%	10.38%
Fleet Technician	10	\$6,507	\$6,232	4.41%	8.34%
Laboratory Assistant	10	\$5,075	\$5,735	-11.51%	-16.32%
Laboratory Technician II	16	\$7,047	\$7,599	-7.26%	-6.56%
Maintenance Mechanic II	16	\$7,047	\$6,272	12.35%	-0.54%
Senior Electrical/Instrumentation Technician	11	\$8,262	\$8,648	-4.46%	1.23%
Senior Water Construction Specialist	6	\$6,771	\$6,967	-2.81%	7.03%
Water Distribution Operator I, II	11	\$5,440	\$6,181	-11.99%	-12.25%
Water Distribution Operator III	6	\$6,254	\$7,169	-12.76%	-18.02%
Water Reclamation Plant Operator II	10	\$7,333	\$7,256	1.07%	-7.54%
			<b>Average</b>	<b>-2.19%</b>	<b>-3.77%</b>

**Table 5-B: Classification Specific Total Compensation Results – General**

Classification	# of matches	Total Compensation with FICA				Total Compensation without FICA			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile	LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Chief Water Treatment Plant Operator	12	\$11,264	\$11,464	-1.74%	-2.74%	\$10,752	\$11,235	-4.30%	-7.16%
Collection Systems Technician	12	\$8,925	\$8,800	1.41%	5.27%	\$8,537	\$8,636	-1.15%	2.62%
Cross Connection Inspector	13	\$9,685	\$10,288	-5.86%	-8.05%	\$9,257	\$10,288	-10.02%	-8.54%
Electrical/Instrumentation Technician II	16	\$10,529	\$10,311	2.12%	-2.18%	\$10,056	\$10,311	-2.47%	-3.75%
Facilities Inspector	18	\$10,097	\$10,681	-5.47%	-8.12%	\$9,646	\$10,424	-7.46%	-11.23%
Facilities Maintenance Worker	16	\$7,433	\$8,486	-12.41%	-21.05%	\$7,125	\$8,486	-16.04%	-22.02%
Field Customer Service Representative II	10	\$7,976	\$7,722	3.30%	1.51%	\$7,639	\$7,722	-1.07%	-2.78%
Fleet Technician	10	\$9,219	\$9,035	2.04%	3.03%	\$8,816	\$8,895	-0.89%	1.84%
Laboratory Assistant	10	\$7,551	\$8,663	-12.83%	-15.40%	\$7,236	\$8,589	-15.75%	-18.37%
Laboratory Technician II	16	\$9,848	\$10,618	-7.25%	-9.40%	\$9,411	\$10,468	-10.09%	-12.86%
Maintenance Mechanic II	16	\$9,848	\$8,999	9.44%	-2.40%	\$9,411	\$8,696	8.22%	-3.65%
Senior Electrical/Instrumentation Technician	11	\$11,264	\$11,224	0.36%	1.25%	\$10,752	\$11,224	-4.21%	-1.59%
Senior Water Construction Specialist	6	\$9,527	\$10,193	-6.54%	1.23%	\$9,107	\$10,193	-10.66%	-3.23%
Water Distribution Operator I, II	11	\$7,976	\$8,583	-7.07%	-14.08%	\$7,639	\$8,583	-11.00%	-14.19%
Water Distribution Operator III	6	\$8,925	\$10,315	-13.48%	-13.09%	\$8,537	\$10,071	-15.23%	-12.85%
Water Reclamation Plant Operator II	10	\$10,182	\$10,005	1.77%	-8.80%	\$9,727	\$9,772	-0.46%	-9.74%
		<b>Average</b>		<b>-3.26%</b>	<b>-5.81%</b>			<b>-6.41%</b>	<b>-7.97%</b>



Figure 5-A: 2018 LVMWD Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – General

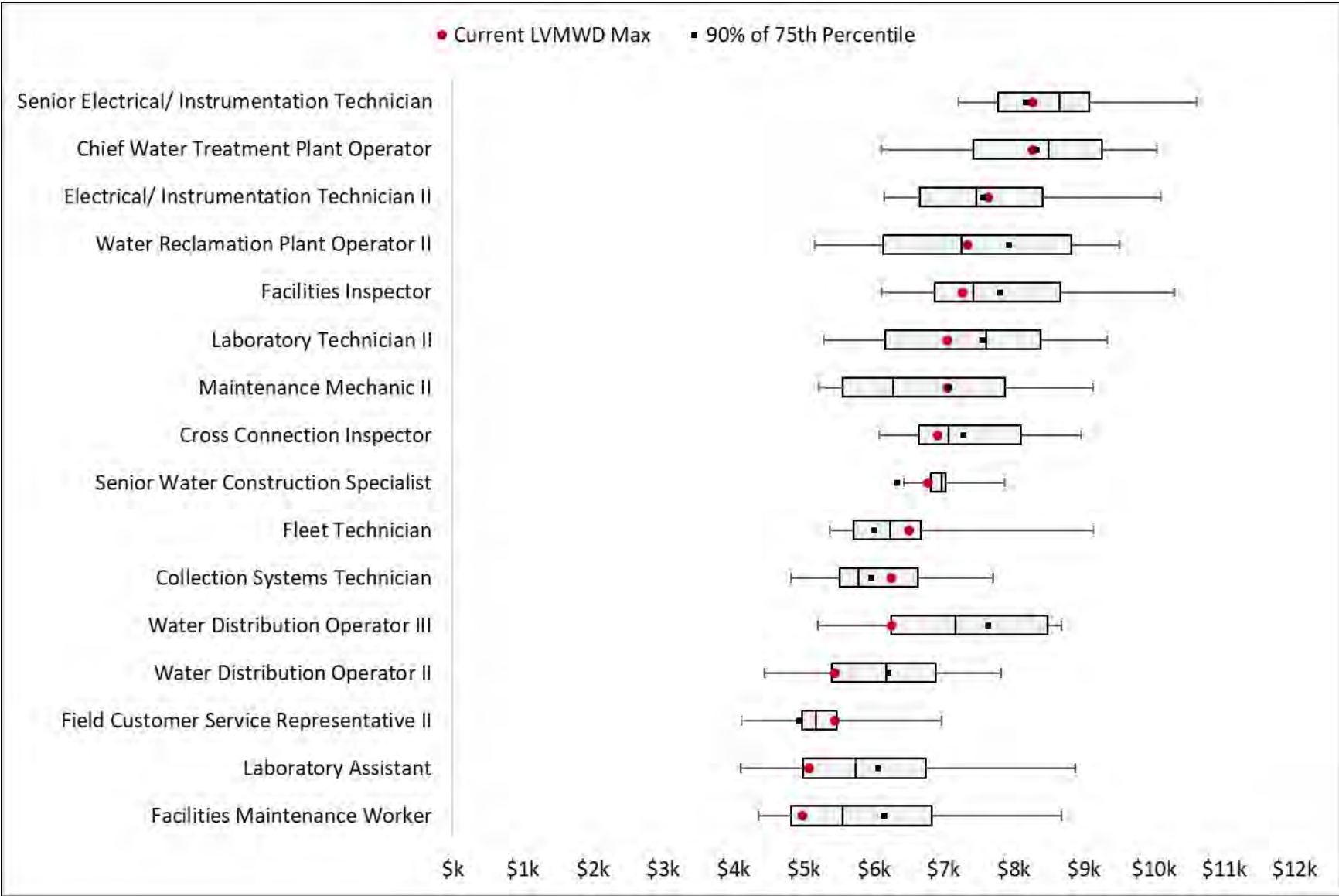


Figure 5-B: 2018 LVMWD Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – General

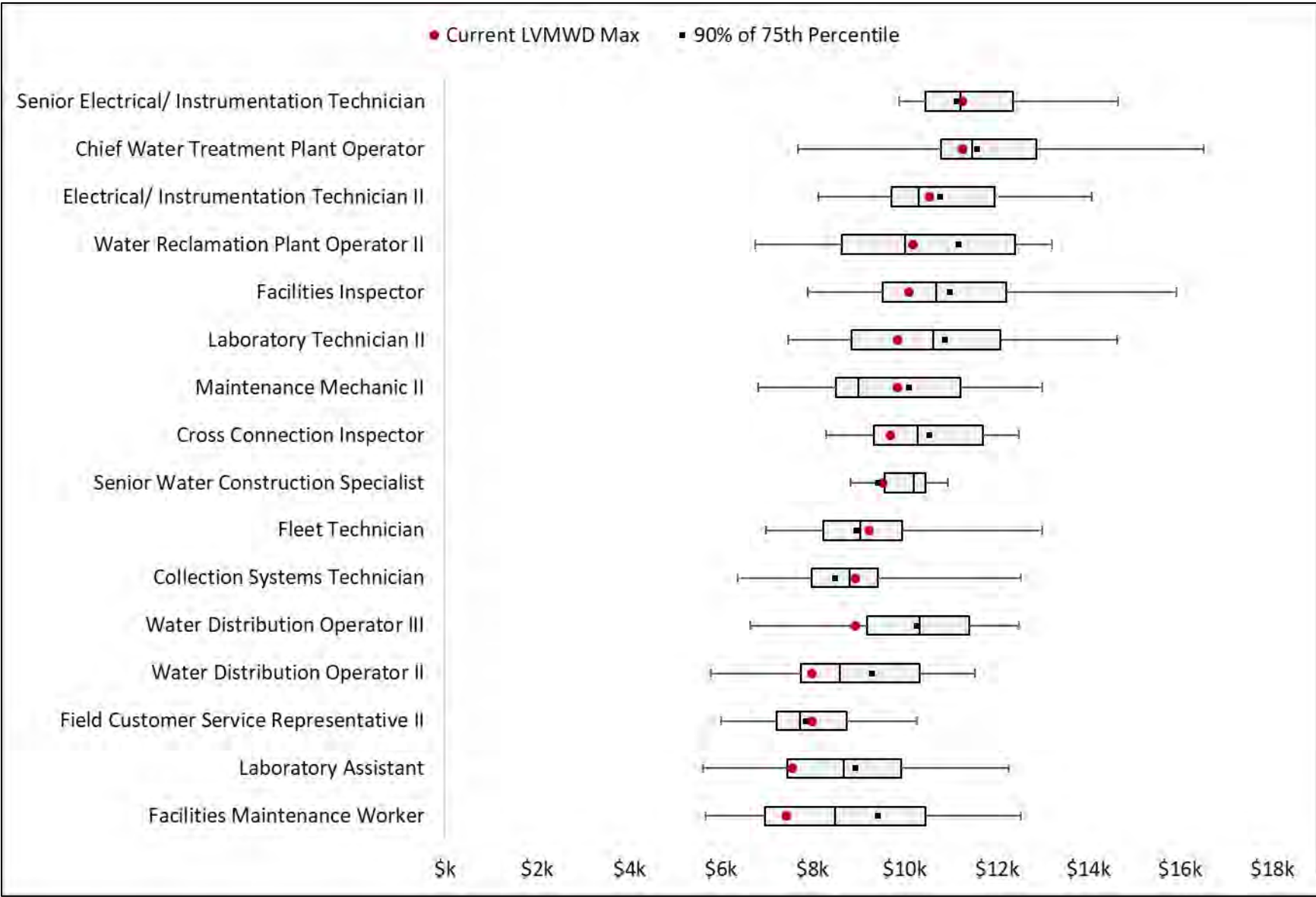
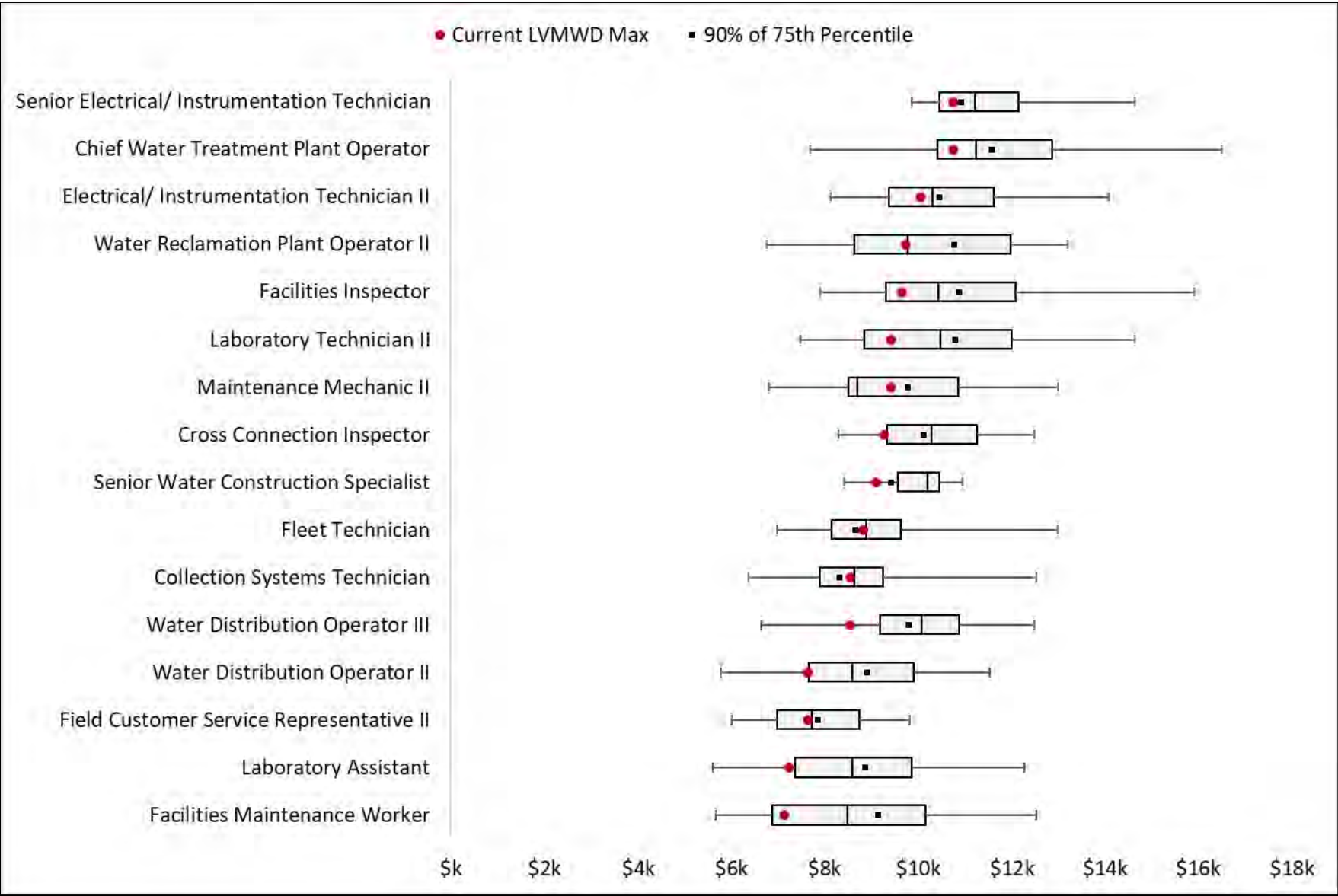


Figure 5-C: 2018 LVMWD Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – General



## General Manager

**Table 6-A: Classification Specific Base Salary Results – General Manager**

Classification	# of matches	Base Salary			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
General Manager	18	\$21,667	\$22,615	-4.19%	-2.79%

**Table 6-B: Classification Specific Total Compensation Results – General Manager**

Classification	# of matches	Total Compensation with FICA				Total Compensation without FICA			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile	LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
General Manager	18	\$26,194	\$28,014	-6.50%	-11.47%	\$25,537	\$28,014	-8.84%	-12.38%

Figure 6-A: 2018 LVMWD Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – General Manager

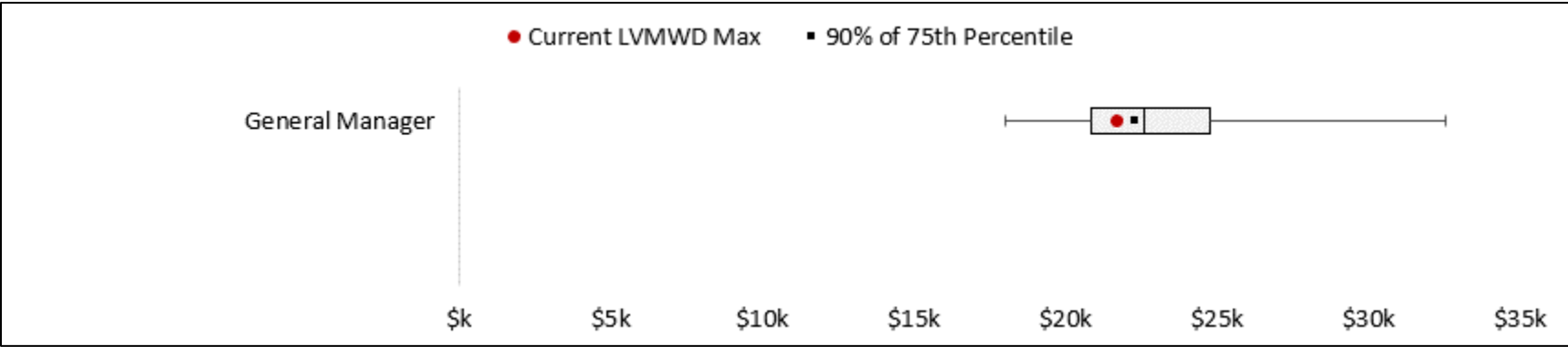


Figure 6-B: 2018 LVMWD Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – General Manager

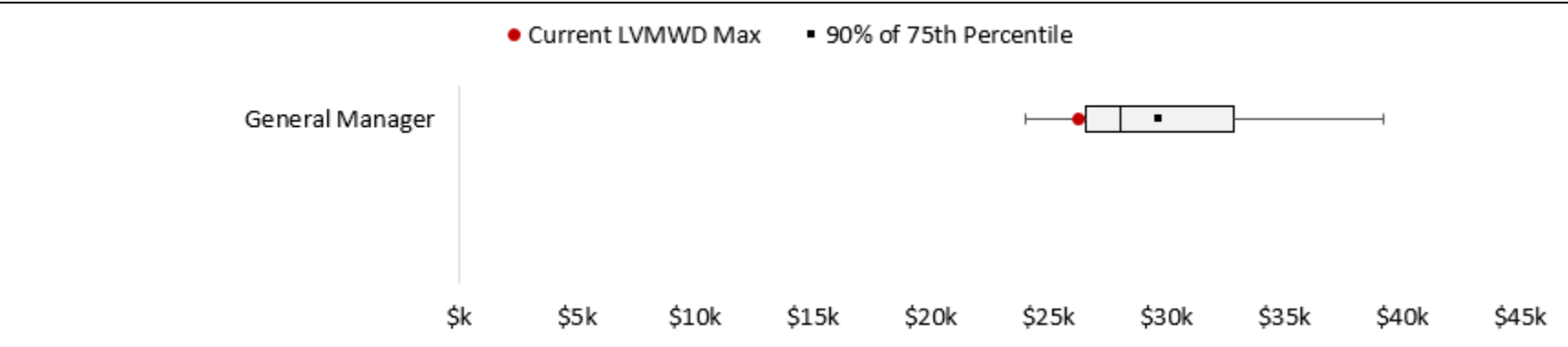
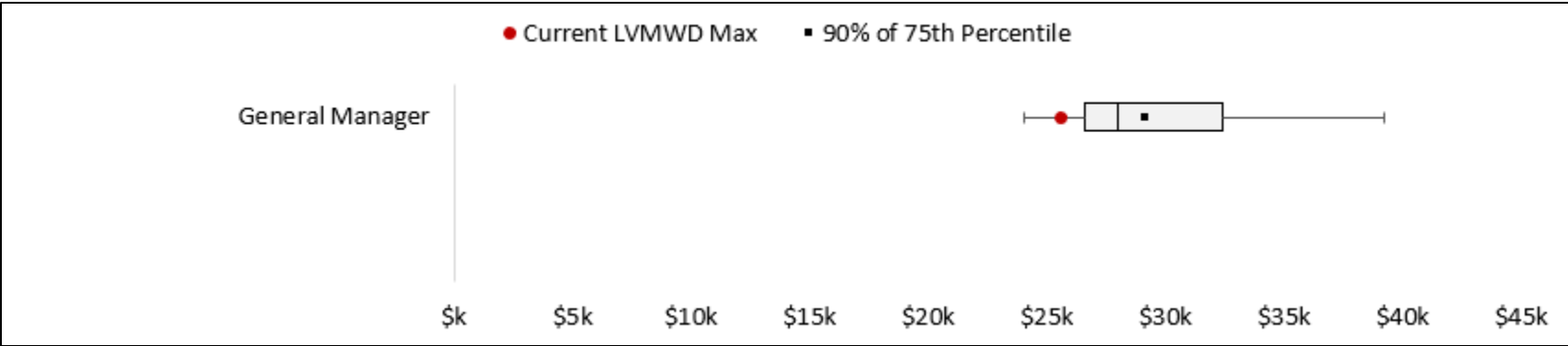


Figure 6-C: 2018 LVMWD Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – General Manager



## Management

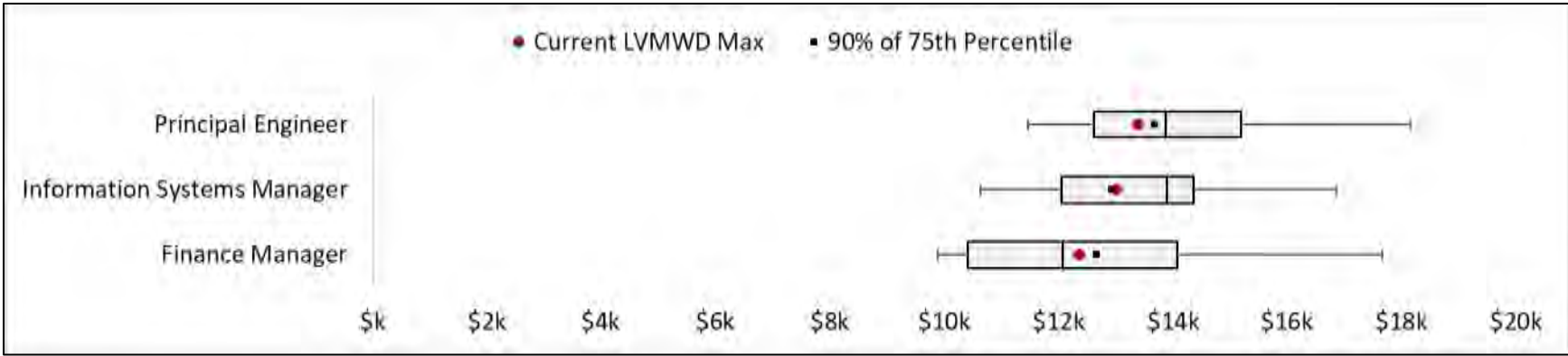
**Table 7-A: Classification Specific Base Salary Results – Management**

Classification	# of matches	Base Salary			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Finance Manager	15	\$12,364	\$12,066	2.47%	-2.40%
Information Systems Manager	17	\$12,995	\$13,901	-6.52%	0.60%
Principal Engineer	16	\$13,388	\$13,883	-3.56%	-2.02%
		<b>Average</b>		<b>-2.54%</b>	<b>-1.27%</b>

**Table 7-B: Classification Specific Total Compensation Results – Management**

Classification	# of matches	Total Compensation with FICA				Total Compensation without FICA			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile	LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Finance Manager	15	\$15,958	\$15,336	4.06%	-6.82%	\$15,301	\$15,336	-0.23%	-7.81%
Information Systems Manager	17	\$16,654	\$17,656	-5.67%	-3.08%	\$15,997	\$16,999	-5.89%	-6.68%
Principal Engineer	16	\$17,087	\$17,791	-3.96%	-7.46%	\$16,430	\$17,304	-5.05%	-10.57%
		<b>Average</b>		<b>-1.86%</b>	<b>-5.79%</b>			<b>-3.72%</b>	<b>-8.35%</b>

**Figure 7-A: 2018 LVMWD Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – Management**



**Figure 7-B: 2018 LVMWD Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – Management**

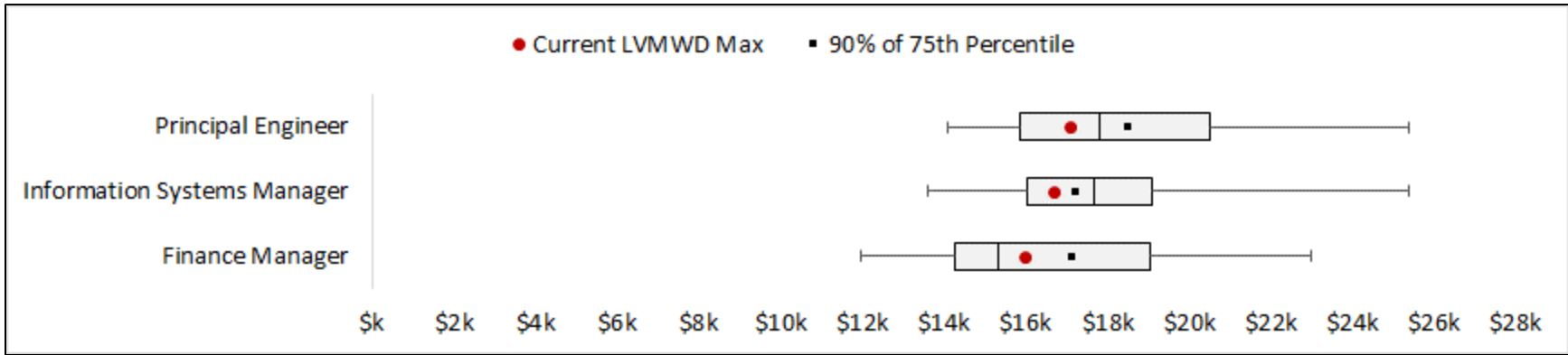
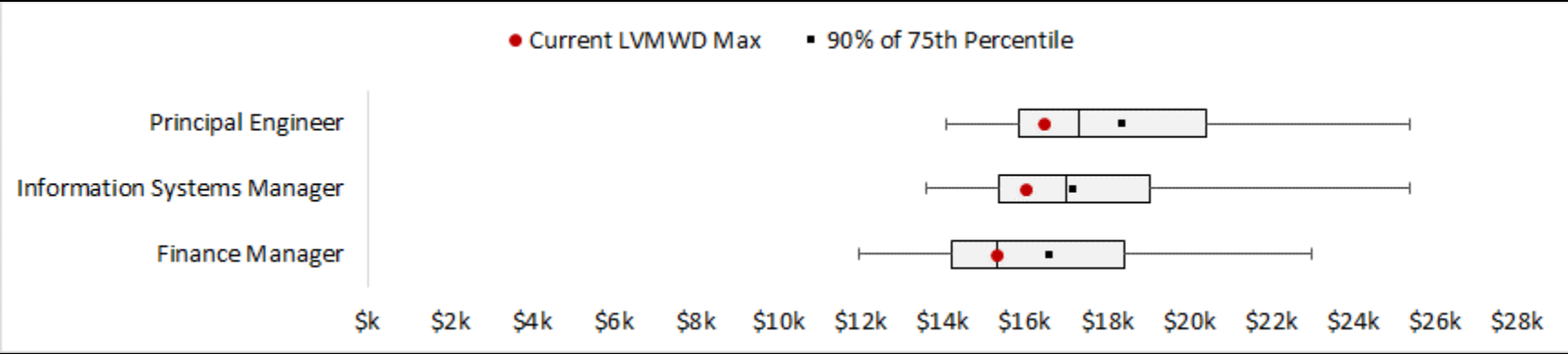




Figure 7-C: 2018 LVMWD Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – Management



## Office

**Table 8-A: Classification Specific Base Salary Results – Office**

Classification	# of matches	Base Salary			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90 <sup>th</sup> of the 75 <sup>th</sup> Percentile
Account Clerk I,II	9	\$5,176	\$5,138	0.74%	8.90%
Accounting Tech	15	\$5,891	\$5,660	4.08%	0.75%
Accounting Tech Payroll	11	\$5,891	\$6,718	-12.31%	-18.43%
Administrative Assistant	16	\$5,821	\$6,020	-3.31%	-4.35%
Computer Support Specialist	11	\$6,638	\$6,242	6.34%	-2.54%
Customer Service Representative	14	\$5,489	\$5,302	3.54%	5.94%
GIS Coordinator	14	\$7,631	\$8,937	-14.61%	-7.08%
Receptionist/Office Assistant	16	\$4,920	\$4,767	3.21%	5.41%
Senior Accounting Tech	9	\$6,443	\$6,937	-7.12%	-5.92%
		<b>Average</b>		<b>-2.16%</b>	<b>-1.92%</b>

**Table 8-B: Classification Specific Total Compensation Results – Office**

Classification	# of matches	Total Compensation with FICA				Total Compensation without FICA			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile	LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Account Clerk I,II	9	\$7,669	\$7,300	5.06%	9.78%	\$7,348	\$7,300	0.66%	5.19%
Accounting Tech	15	\$8,502	\$8,078	5.24%	-10.48%	\$8,136	\$8,078	0.72%	-12.77%
Accounting Tech Payroll	11	\$8,502	\$10,042	-15.34%	-15.35%	\$8,136	\$10,042	-18.98%	-18.99%
Administrative Assistant	16	\$8,420	\$8,586	-1.93%	-8.15%	\$8,059	\$8,586	-6.13%	-12.09%
Computer Support Specialist	11	\$9,372	\$8,870	5.66%	-10.11%	\$8,960	\$8,870	1.02%	-12.36%
Customer Service Representative	14	\$8,033	\$7,900	1.69%	-1.74%	\$7,693	\$7,900	-2.62%	-4.78%
GIS Coordinator	14	\$10,529	\$11,853	-11.17%	-9.07%	\$10,056	\$11,853	-15.16%	-12.30%
Receptionist/Office Assistant	16	\$7,371	\$7,294	1.05%	-1.55%	\$7,066	\$7,294	-3.13%	-3.52%
Senior Accounting Tech	9	\$9,145	\$10,033	-8.85%	-17.21%	\$8,745	\$10,033	-12.83%	-20.82%
		<b>Average</b>		<b>-2.07%</b>	<b>-7.10%</b>			<b>-6.27%</b>	<b>-10.27%</b>

Figure 8-A: 2018 LVMWD Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – Office

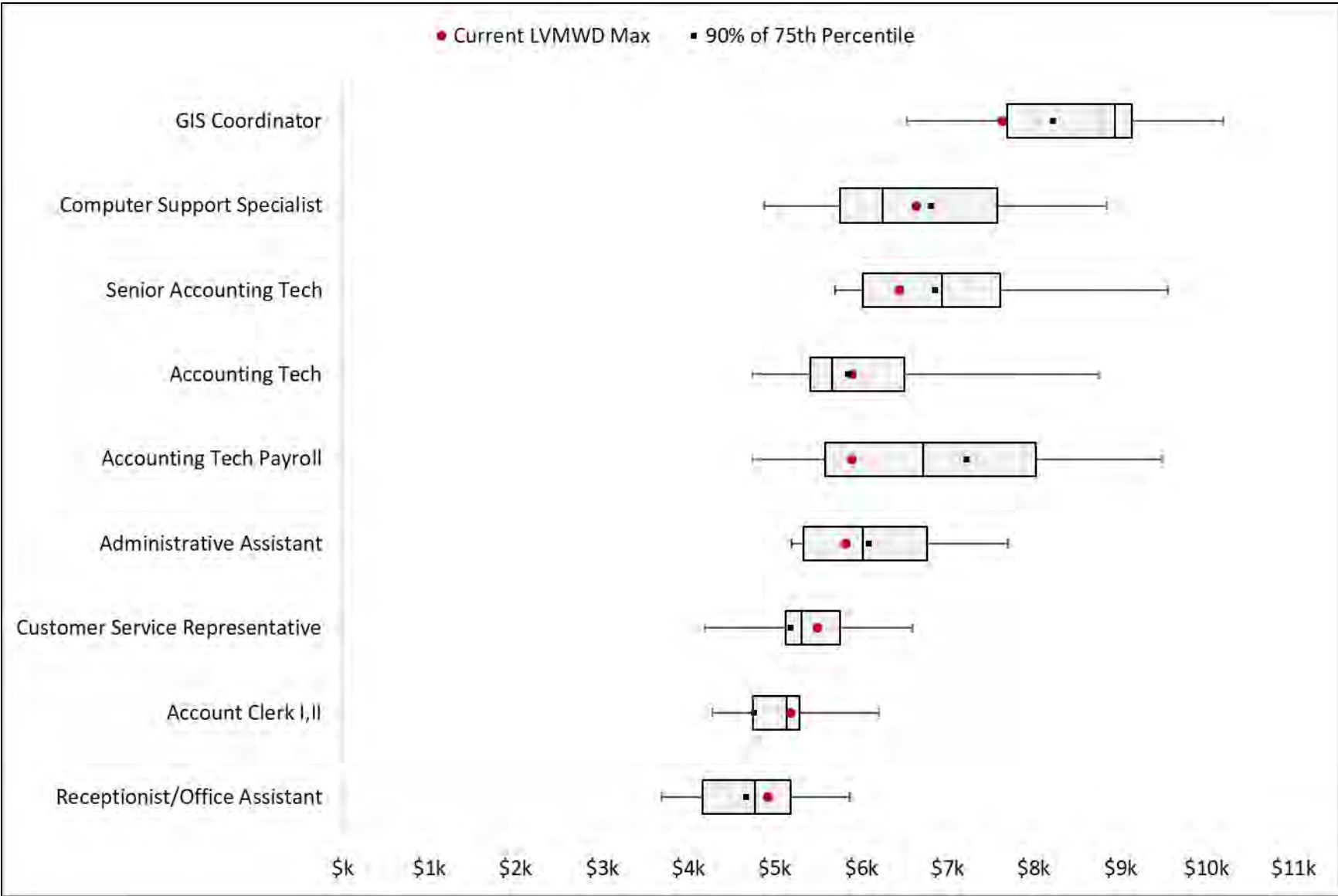


Figure 8-B: 2018 LVMWD Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – Office

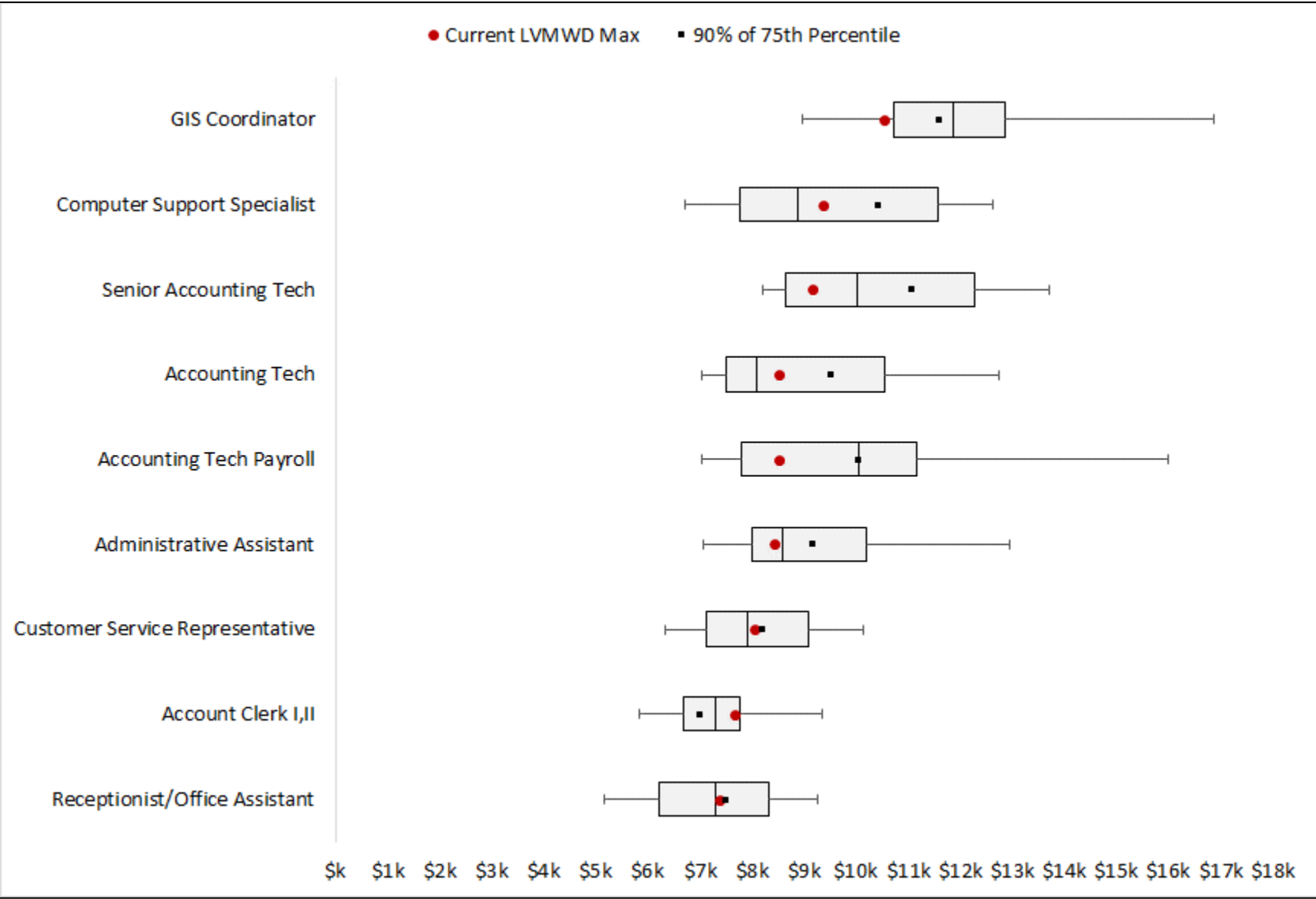
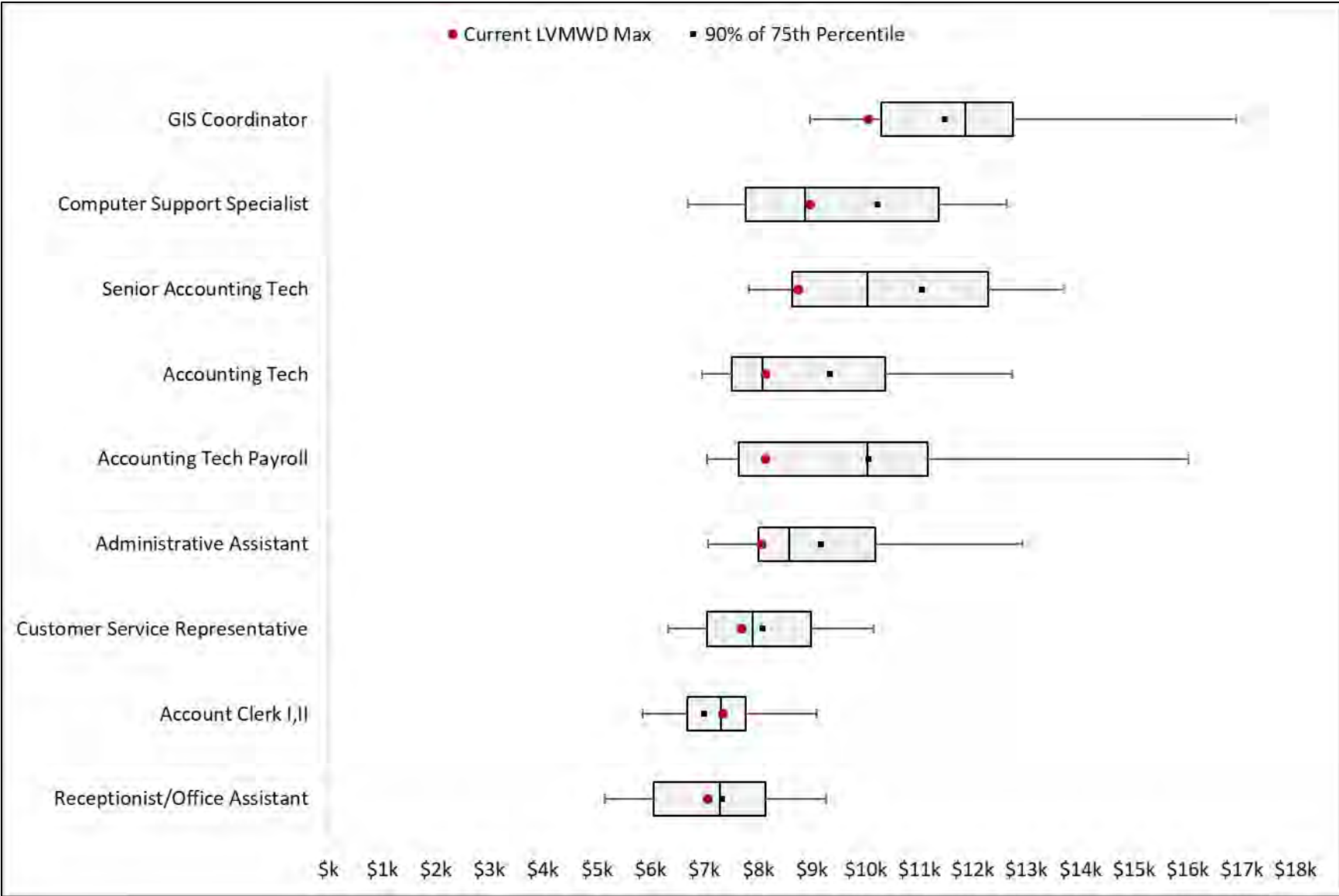


Figure 8-C: 2018 LVMWD Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – Office



SPC

Table 9-A: Classification Specific Base Salary Results – SPC

Classification	# of matches	Base Salary			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90 <sup>th</sup> of the 75 <sup>th</sup> Percentile
Associate Engineer	13	\$10,291	\$9,873	4.23%	5.48%
Chief Water Reclamation Plant Operator	11	\$9,890	\$9,488	4.24%	-8.80%
Construction Supervisor	11	\$9,410	\$8,596	9.47%	3.59%
Electrical/Instrumentation Supervisor	13	\$9,410	\$8,972	4.88%	4.56%
Environmental Analyst II	11	\$8,603	\$8,129	5.83%	4.00%
Facilities Maintenance Supervisor	15	\$9,410	\$9,027	4.24%	2.36%
Management Analyst II	14	\$8,603	\$8,744	-1.61%	2.79%
Public Affairs Associate	14	\$9,133	\$8,562	6.68%	7.17%
Senior Accountant	16	\$8,603	\$9,004	-4.45%	-4.84%
Senior Engineer	16	\$11,114	\$11,873	-6.39%	-0.17%
Systems Analyst	16	\$9,316	\$9,449	-1.40%	-2.25%
Water Systems Supervisor	12	\$9,410	\$9,178	2.53%	7.01%
		<i>Average</i>		<b>2.35%</b>	<b>1.74%</b>

**Table 9-B: Classification Specific Total Compensation Results – SPC**

Classification	# of matches	Total Compensation with FICA				Total Compensation without FICA			
		LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile	LVMWD Maximum	Labor Market Median	LVMWD Above or Below Labor Market	LVMWD Above or Below 90% of the 75 <sup>th</sup> Percentile
Associate Engineer	13	\$13,653	\$13,605	0.35%	9.06%	\$13,014	\$13,537	-3.86%	4.02%
Chief Water Reclamation Plant Operator	11	\$13,185	\$12,895	2.25%	-8.38%	\$12,572	\$12,895	-2.50%	-9.90%
Construction Supervisor	11	\$12,626	\$12,513	0.90%	2.11%	\$12,043	\$12,343	-2.43%	1.69%
Electrical/Instrumentation Supervisor	13	\$12,626	\$12,962	-2.59%	0.19%	\$12,043	\$12,490	-3.58%	-1.17%
Environmental Analyst II	11	\$11,686	\$11,257	3.81%	3.92%	\$11,153	\$11,257	-0.93%	-0.12%
Facilities Maintenance Supervisor	15	\$12,626	\$12,204	3.46%	-7.49%	\$12,043	\$11,979	0.53%	-9.92%
Management Analyst II	14	\$11,686	\$11,974	-2.40%	-0.02%	\$11,153	\$11,692	-4.61%	-3.01%
Public Affairs Associate	14	\$12,303	\$11,962	2.86%	2.83%	\$11,737	\$11,675	0.53%	1.19%
Senior Accountant	16	\$11,686	\$12,841	-8.99%	-11.26%	\$11,153	\$12,611	-11.57%	-14.15%
Senior Engineer	16	\$14,579	\$15,617	-6.64%	-4.36%	\$13,922	\$15,569	-10.58%	-8.67%
Systems Analyst	16	\$12,517	\$13,139	-4.74%	-6.23%	\$11,939	\$12,746	-6.33%	-8.69%
Water Systems Supervisor	12	\$12,626	\$12,388	1.93%	6.34%	\$12,043	\$11,886	1.32%	2.54%
		<b>Average</b>		<b>-0.82%</b>	<b>-1.11%</b>			<b>-3.67%</b>	<b>-3.85%</b>



Figure 9-A: 2018 LVMWD Max Base Salary Compared to Labor Market Median and 90% of 75th Percentile – SPC

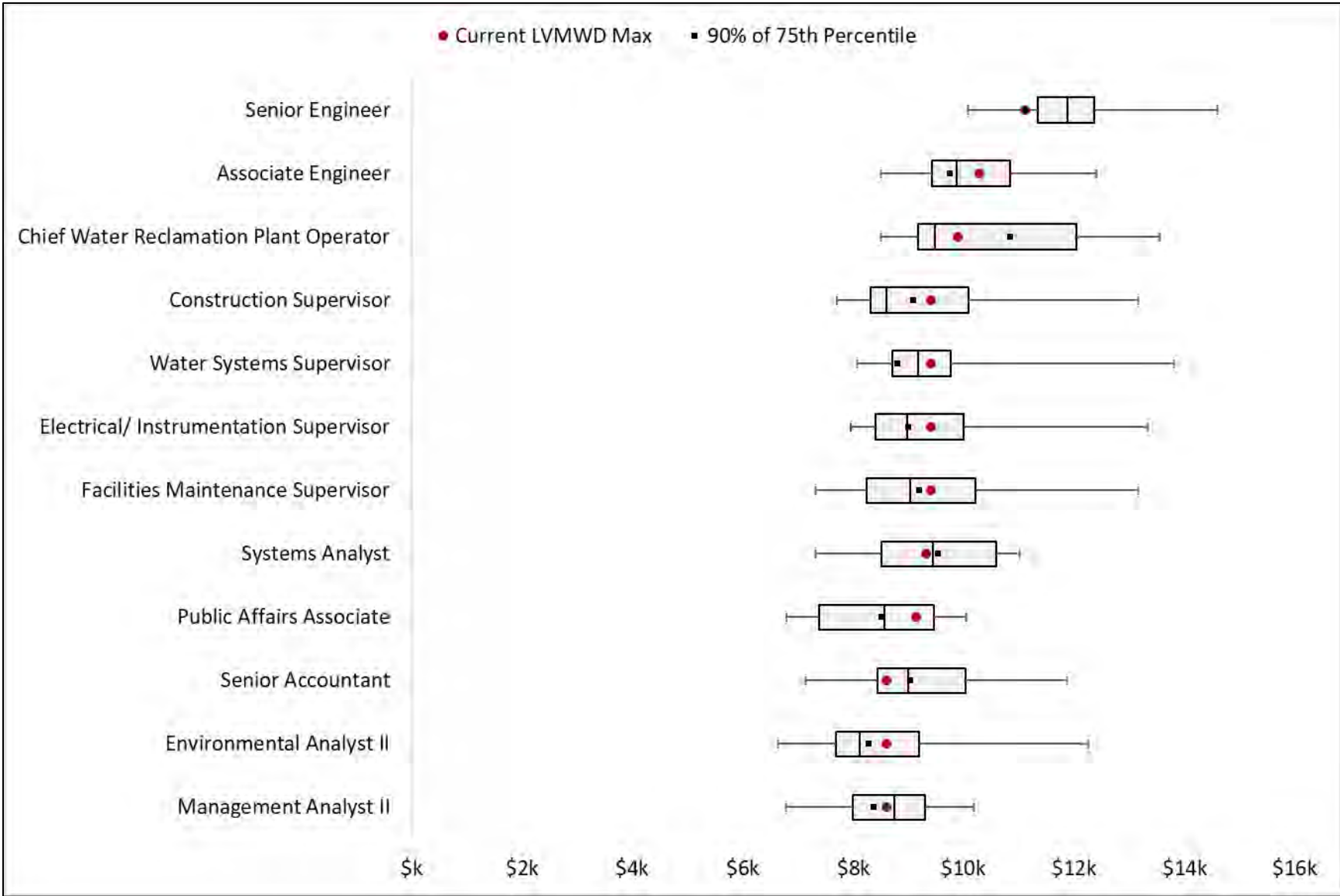


Figure 9-B: 2018 LVMWD Max Total Compensation with FICA Compared to Labor Market Median and 90% of 75th Percentile – SPC

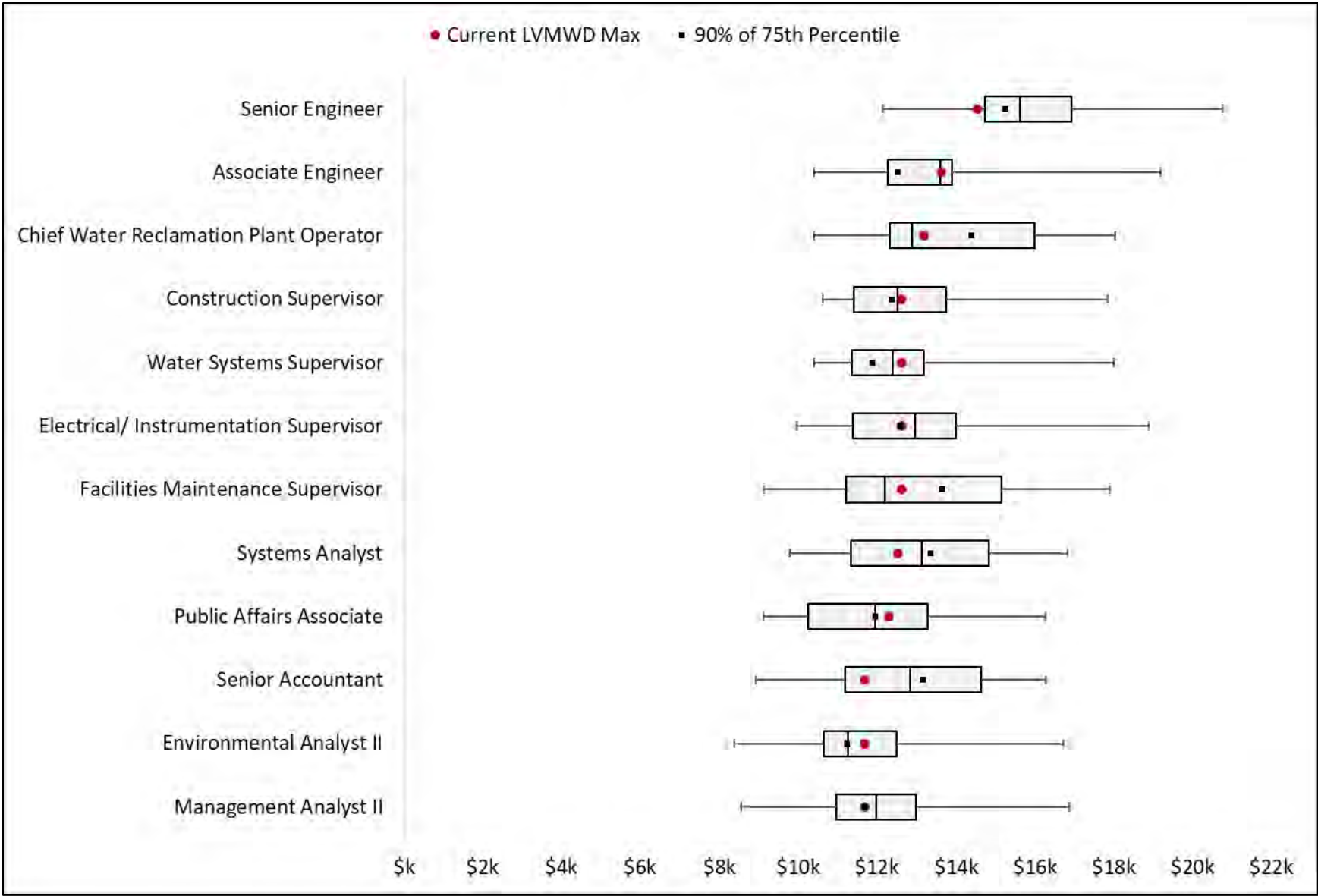
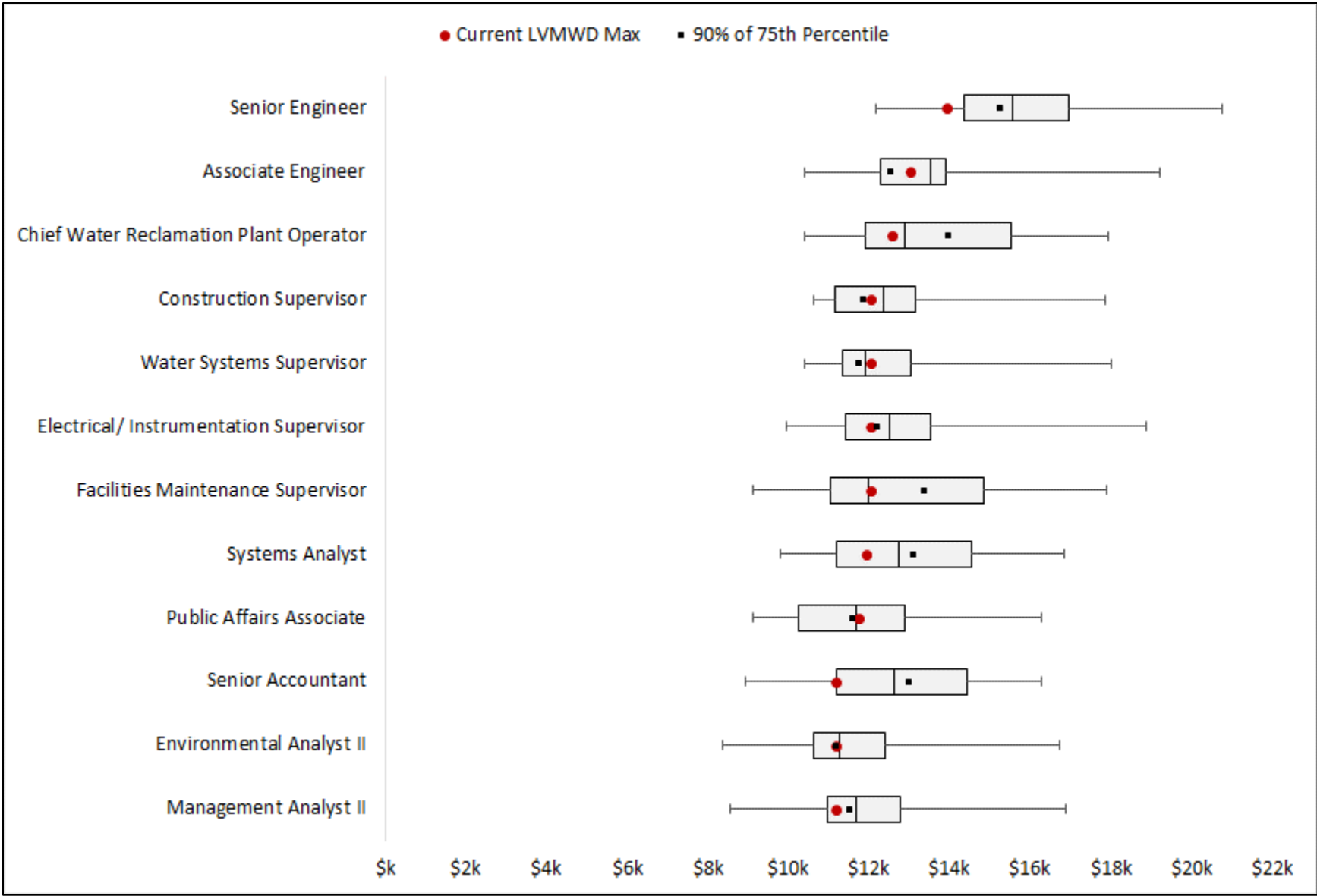


Figure 9-C: 2018 LVMWD Max Total Compensation without FICA Compared to Labor Market Median and 90% of 75th Percentile – SPC



## **Benefits Summary Tables**

In addition to the base salary and total compensation data presented in the datasheets provided within [Appendix A](#) (and as separate attachment to this report), CPS HR presents additional benefit information for all surveyed classifications displayed in table format in [Appendix B](#).

A summary of each table is provided below:

■ **Table B-1 – Retirement Contribution Practices**

- Table B-1 reports for each labor market agency the current retirement plan, the retirement formula, and retirement cost for the employer as reported by CalPERS (Classic, Miscellaneous, and PEPRAs); and each agency's participation in Social Security. CPS HR also collected the employer pickup of the employees' contribution, if applicable. The employer's cost for Social Security, employer's cost for retirement based on Classic employees and/or miscellaneous employees, and any employer pickup is reflected in the total compensation calculations.

■ **Table B-2 – Deferred Compensation, Longevity, and Educational Reimbursement Practices**

- Table B-2 reports the labor market's application of 401(k), 401(a), and 457 accounts on a matching or non-matching basis. Longevity and educational reimbursement are also presented for agencies who provide a policy. CPS HR included non-matching employer contributions in total compensation calculations.

■ **Table B-3 – Vehicle and Phone Allowances**

- Table B-3 presents vehicle and phone allowances for specific management level positions and their labor market comparable matches where available for LVMWD's Director of Facilities and Operations, Director of Finance and Administration, and General Manager. This table is not reflected in the total compensation calculations.

■ **Table B-4 – Medical, Dental, Vision, and Life Insurance and Long-Term Disability Employer and Employee Contributions**

- Table B-4 reports each labor market agency's medical, dental and vision actual monthly costs for the most expensive family plan. For these plans, the costs are reflected in the total compensation calculations. The table also reports whether life insurance and long-term disability are offered, these items are not reflected in the total compensation calculations.

■ **Table B-5 – Vacation Accrual Practices**

- Vacation accruals for all labor market agencies and cash out policies where available are presented in Table B-5. This table is not reflected in the total compensation calculations.

■ **Table B-6 – Sick Leave Accrual and Cash-Out Policies**

- Sick leave accruals and cash policies based on bargaining unit and or employee group are presented in Table B-6 where available for all labor market agencies. This table is not reflected in the total compensation calculations.
  
- **Table B-7: Holiday, Personal, Administrative, and Other Leave**
  - Holiday, personal, administrative, and other leaves are presented in Table B-7 for all labor market agencies based on bargaining unit or employee group. This table is not reflected in the total compensation calculations.
  
- **Table B-8: Performance Awards/Compensation and Commuter Program**
  - Performance awards/compensation and commuter program data are presented in Table B-8 for all labor market agencies based on bargaining unit or employee group, if not identified applies to all employees. The table is not reflected in the total compensation calculations.

# Classification Study Overview

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1. CPS HR Consultants reviewed background materials. The documents reviewed included:
  - Classification Specifications
  - Relevant Policies and Procedures
  - Organizational Chart
  - Salary Plan
2. Andi Bernard, Project Manager, conducted a Kick-Off Session on August 2, 2017, with, David Pedersen, General Manager, Sherri Paniagua, Human Resources Manager, Don Patterson, Director of Finance and Administration, and representatives from SEIU and the Manager, Supervisor, Professional and Confidential Employees Association.
3. An Orientation Session was held on October 18, 2017 to explain the Position Description Questionnaire (PDQ) process to employees, managers, and supervisors involved in the classification study.
4. PDQs were submitted to LVMWD on October 23, 2017 for distribution to the classification study employees.
5. CPS HR's Project Consultant John McLaughlin interviewed 16 LVMWD staff individually and/or through focus group meetings between November 2, 2017 and November 8, 2017 to capture specific information with reference to current jobs duties to be used for classification specification revisions.
6. CPS HR reviewed the data gathered through interviews to obtain an understanding of the duties and responsibilities assigned to each position and to ensure valid data was collected, analyzed, and understood.
7. CPS HR revised the classification descriptions based on the information gathered from the job evaluation interviews. The updated job descriptions were posted to the collaboration site and reviewed by LVMWD. CPS HR incorporated feedback to finalize the job descriptions.

## Conceptual Framework

An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal, and human resources decisions. Further, accurate and current classification specifications provide the fundamental and essential building blocks for successful administration of recruitment, performance management, compensation, retention and succession planning programs. In addition to providing the basis for human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. Identifying positions based on a well-defined and orderly classification system supports organizational planning, budget analysis and preparation, and various other administrative functions.

The classification analysis relies upon sound principles of job evaluation which are outlined in the following sections. Using these principles, CPS HR has updated LVMWD's classification plan to reflect the types of work performed based on established classification factors and concepts. This section of the report presents the conceptual framework for the methods used by CPS HR in developing a proposed classification plan for LVMWD classifications included in this study. To facilitate review, this section is organized as follows:

- General Guidelines and Definitions
- Nature of the Work
- Classification Job Family Levels

## ***General Guidelines and Definitions***

### **Standard Classification Factors**

In order to develop classification/allocation recommendations, each position is first analyzed based on the nature of work performed. Nature of work refers to the occupation, profession, or subject matter field in which each position falls. Positions that perform work of a similar nature are considered to be in the same “job family”. Within each job family, the level of the position is then determined by evaluating it against the following factors:

- **Decision Making** - This consists of (a) the decision-making responsibility and degree of independence or latitude that is inherent in the position, and (b) the impact of the decisions.
- **Scope and Complexity** - This defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
- **Contact with Others required by the Job** - This measures (a) the types of contacts, and (b) the purpose of the contacts.
- **Supervision Received and Exercised** - This describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.
- **Knowledge, Skills, and Abilities** - This defines the knowledge, skills, and abilities necessary to perform assigned responsibilities.

These factors were carefully and consistently applied during the analysis of each position included in the scope of the study. Not all factors will be as pertinent to all positions and each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study.

### **Whole-Job Analysis**

For purposes of this study, CPS HR used a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

### **Point in Time Analysis**

A classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. CPS HR has, to the extent possible, designed a classification structure in line with LVMWD’s current workforce, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification

structure, the levels of work, and the functional areas identified should provide a strong foundation for LVMWD's future classification needs.

### **Preponderant Duties**

Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time. Therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

### **Level and Not Volume of Work**

Position classification is a reflection of the level of work performed by an employee and is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and the consultants do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, and not by creating new classifications.

### **Classification of the Position, Not the Employee**

Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

### **Position versus Classification**

Position and classification are two words that are often thought of as interchangeable; but in fact have very different meanings. In a classification plan, a position is an assigned group of duties and responsibilities performed by one person. Sometimes the word "job" is appropriately used in the place of position.

In contrast, a classification may contain only one position, or may consist of a number of positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions; and the same salary range is equitable for all positions.

### **Classification versus Allocation**



Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

## **Nature of the Work**

The overall nature of the work being performed provides the basis for establishing job families and also helps group positions according to their overall functions and responsibilities. Classifications in a job family usually have similarities in their employment requirements that may support career progression. However, classes in the same job family may still require different levels of education, experience, skill, effort, or responsibility. These categories are described as follows:

- **“Clerical/Administrative” classifications** are responsible for general office and/or secretarial support work such as document production/processing, filing, reception, calendar maintenance, scheduling, and data entry. Typically, incumbents use a basic knowledge of office procedures, combined with basic reading, writing and arithmetic skills.
- **“Technical” classifications** describe work that requires specialized skills, knowledge, and abilities typically acquired through practical experience. Positions at the technician level typically require incumbents to have, at a minimum, a high school diploma or GED equivalency, combined with college level courses or possession of technical certification.
- **“Professional” classifications** typically describe work that is analytical in nature, requiring incumbents to possess sufficient knowledge and skill to analyze problems, evaluate and identify alternatives, and recommend/implement actions/solutions; such knowledge is usually obtained through possession of a four-year college degree and/or a highly specialized and advanced type of training.

## **Classification Job Family Levels**

Within each classification series, there may be a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization’s needs and priorities. The categories recommended are described as follows:

- **Entry level** classifications are typically designed to provide an on-the-job training opportunity to an employee who has limited or no directly related work experience and is not yet performing the full range of work assigned to the journey-level class. In some cases, positions which are limited in scope and/or performing more basic duties may be permanently allocated to the entry-level.
- **Journey-level** classifications recognize positions that perform the full range of tasks typically assigned to positions in the job family. A journey-level position requires incumbents to be fully competent in performing assigned duties. The designation of “II” may be used for a journey-level classification.
- **Advanced journey-level** classifications describe positions with specialized and/or advanced duties beyond the journey level of the series. Incumbents may also serve as a lead. Leads are typically responsible for providing lead supervision to a group of at least three lower level staff while performing the day-to-day

work themselves. The designation of “III” may be used for an advanced level classification where the application of “Senior” indicates an advanced level with lead duties.

- **Supervisor-level** classifications describe full, first-line supervisory positions that plan, assign, supervise, and formally review the work of subordinates; assist in program development and management; impose discipline; develop and implement performance improvement plans and assume responsibility for a variety of personnel actions in such areas as performance evaluation, training, selection, transfers, approval of leave, and recommending disciplinary measures. Supervisors may also assist in budget development and administration. Most “working” supervisors also spend a substantial portion of their time performing the more difficult and complex work of the section or unit.
- **Manager-level** classifications describe positions with full responsibility for planning, organizing, and directing staff, oversight of critical and complex strategic initiatives, and/or controlling a major unit or division within a department. Managers are also responsible for the strategic planning and budget oversight for assigned functions and/or operations for a department.
- **Director-level** classifications describe positions with full responsibility for staffing, management and strategic planning of all department activities and projects, as well as, working with other departments to forecast, plan for, and coordinate services to be provided customers.

## Classification Recommendations

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Based on the scope of the classification study process, CPS HR recommends that LVMWD retains the current structure for the study classifications. The proposed revisions to the classification plan provide updated distinctions among the different classifications studied. All study classifications were updated.

The list of classifications studied, the current incumbents, and date of interviews are presented in Table 10 below. All interviews were conducted by CPS HR Project Consultant, John McLaughlin.

**Table 10: Classifications Studied and Incumbents Interviewed**

<b>Current Classification</b>	<b>Incumbent Name</b>	<b>Date of Interview</b>
<b>Account Clerk I</b>	Sherrie Heitkamp	12/13/2017
<b>Accounting Technician</b>	Laura Rockwell	12/15/2017
<b>Accounting Technician</b>	Judy Roberts	12/15/2017
<b>Secretary</b>	Mary Capps	12/13/2017
<b>Secretary</b>	Karen Norman	12/13/2017
<b>Secretary</b>	Susan Brown	12/13/2017
<b>Senior Accounting Technician</b>	Marla DeVine	12/15/2017
<b>Senior Water Worker</b>	Ron Jones	11/8/2017
<b>Senior Water Worker</b>	George Krieder IV	11/8/2017
<b>Water Systems Supervisor</b>	Frank Almaguer	12/21/2017
<b>Water Worker II</b>	Mario Magana	11/2/2017
<b>Water Worker II</b>	Jeff Helgager	11/2/2017
<b>Water Worker II</b>	Ken Kuhlman	11/2/2017
<b>Water Worker III</b>	Dave Currall	11/2/2017

CPS HR recommends no reorganization, nor allocation recommendations for any of the studied classifications. Based on the review of the current classification descriptions, PDQs, and interviews with the incumbents and supervisors, CPS HR updated the current classification descriptions to more accurately reflect the current essential functions, knowledge and skills required to perform the job, and minimum qualifications. CPS HR has recommended title changes for various positions. The original classification descriptions are presented in [Appendix D](#) and the revised classification descriptions are presented in [Appendix E](#). Please see Table 11 for proposed titles (if applicable).

**Table 11: Changes to Classifications Studied**

<b>Current Classification Title</b>	<b>No Change or Retitled To:</b>
Account Clerk I,II	No Change
Accounting Technician Payroll	No Change
Accounting Technician	No Change
Secretary	Administrative Assistant
Senior Accounting Technician	No Change
Senior Water Worker	Senior Water Construction Specialist
Water Worker I/II	Water Distribution Operator I/II
Water Worker III	Water Distribution Operator III

## Summary and Next Steps

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This updated final report provides detailed information concerning the scope of the project, the methodology used to complete each component to the overall study, as well as the results of the classification and total compensation study.

The next steps include LVMWD's review of the updated final report. CPS HR will address any comments or feedback prior to finalizing the total compensation report which includes agreed upon charts to visualize the data for each study classification and its stance in the market. In anticipation of stakeholders' reactions to the study findings, CPS HR recommends meeting to discuss the impacts of the results.

Should you require any further information or have questions and comments with respect to this updated final report, please do not hesitate to contact Jennifer Ramos at 916-471-3125 or via email at [jramos@cpshr.us](mailto:jramos@cpshr.us).

## Appendix A: Base Salary and Total Compensation Datasheets

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CPS HR has also provided datasheets as a separate attachment.

Account Clerk I,II

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Account Clerk II	\$3,754	\$5,176					\$1,476	\$158	\$5			\$458	\$396	\$7,669	\$7,348
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	No Comparable Class															
City of Oxnard	Account Clerk II	\$2,758	\$4,279	\$86		\$171		\$927					\$319	\$62	\$5,844	\$5,844
City of Santa Barbara	Accounting Assistant	\$4,227	\$5,138				\$362	\$1,100	\$83	\$10			\$532	\$75	\$7,300	\$7,300
City of Santa Monica	No Comparable Class															
City of Simi Valley	Account Clerk II	\$3,376	\$4,312				\$1,942						\$359	\$63	\$6,676	\$6,676
City of Thousand Oaks	Accounting Assistant III	\$3,718	\$4,982		\$100			\$1,115	\$175	\$15			\$387	\$381	\$7,155	\$6,846
City of Ventura	Senior Accounting Assistant	\$3,904	\$4,745				\$1,097			\$15			\$370	\$69	\$6,296	\$6,296
Contra Costa Water District	Account Clerk II	\$5,098	\$6,198			\$62		\$1,907	\$170	\$17			\$527	\$474	\$9,355	\$8,971
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Accounting Clerk	\$3,832	\$5,281					\$1,576	\$144	\$23			\$374	\$77	\$7,475	\$7,475
Los Angeles County Sanitation District	Account Clerk II	\$3,863	\$5,140	\$51		\$360		\$1,650	\$130				\$356	\$75	\$7,762	\$7,762
Los Angeles Department of Water and Power	Accounting Clerk II	\$4,084	\$5,808	\$290			\$1,970						\$941	\$84	\$9,094	\$9,094
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp w/o FICA Rank
4	4	5
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
10	10	10
6	6	6
N/A	N/A	N/A
9	8	8
7	7	7
8	9	9
1	1	2
N/A	N/A	N/A
N/A	N/A	N/A
3	5	4
5	3	3
2	2	1
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Base Salary Median	\$5,138
Percentage Above or Below Median	0.74%

Total Compensation Median	\$7,300	\$7,300
Percentage Above or Below Median	5.06%	0.66%

Base Salary 75th Percentile	\$5,281
Base Salary 90% of 75th Percentile	\$4,753
Base Salary % Above/Below 90% of the 75th Percentile	8.90%

Total Compensation 75th Percentile	\$7,762	\$7,762
Total Compensation 90% of 75th Percentile	\$6,986	\$6,986
Base Salary % Above/Below 90% of the 75th	9.78%	5.19%

Percentile of District class base salary within total labor	66.60%
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Percentile of District class total compensation within	66.6%	55.5%
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Total Matches:	9
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Accounting Tech

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Accounting Technician	\$4,273	\$5,891					\$1,476	\$158	\$5			\$521	\$451	\$8,502	\$8,136
Alameda County Water District	Accounting Assistant II	\$6,142	\$7,466					\$2,761					\$799	\$108	\$11,134	\$11,134
Central Contra Costa Sanitary District	Accounting Technician II	\$5,727	\$6,922	\$173	\$429		\$3,926						\$1,182	\$100	\$12,733	\$12,733
City of Camarillo	Accounting Specialist II	\$3,872	\$5,222		\$366	\$366	\$1,616						\$469	\$76	\$8,114	\$8,114
City of Oxnard	Accounting Technician	\$3,649	\$5,660	\$113		\$226		\$927					\$422	\$82	\$7,431	\$7,431
City of Santa Barbara	Accounting Technician	\$4,443	\$5,401				\$362	\$1,100	\$83	\$10			\$559	\$78	\$7,594	\$7,594
City of Santa Monica	No Comparable Class															
City of Simi Valley	Accounting Technician	\$3,713	\$4,738				\$1,942						\$395	\$69	\$7,143	\$7,143
City of Thousand Oaks	Accounting Specialist	\$4,280	\$5,735		\$100			\$1,115	\$175	\$15			\$445	\$439	\$8,024	\$7,668
City of Ventura	Accounting Technician	\$4,467	\$5,430				\$1,097			\$15			\$423	\$79	\$7,044	\$7,044
Contra Costa Water District	Accountant II	\$7,204	\$8,757			\$263		\$1,907	\$170	\$17			\$739	\$670	\$12,523	\$11,980
Eastern Municipal Water District	Finance Technician II	\$4,378	\$5,453		\$98	\$55	\$1,887						\$447	\$79	\$8,019	\$8,019
Inland Empire Utility Agency	Accounting Technician I	\$4,166	\$5,075				\$1,381						\$419	\$388	\$7,263	\$6,948
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	Accounting Assistant	\$4,356	\$5,412	\$54		\$379		\$1,650	\$130				\$375	\$78	\$8,078	\$8,078
Los Angeles Department of Water and Power	Accounting Aide	\$4,693	\$5,831	\$292			\$1,970						\$945	\$85	\$9,122	\$9,122
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	Accounting Technician II	\$6,494	\$7,893				\$2,483						\$694	\$114	\$11,184	\$11,184
Vallecitos Water District	Accounting Technician	\$4,531	\$6,072	\$607		\$121		\$1,795	\$123	\$17			\$771	\$465	\$9,971	\$9,595

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
6	7	7
3	4	4
4	1	1
14	8	8
9	13	13
13	12	12
N/A	N/A	N/A
16	15	14
8	10	11
11	16	15
1	2	2
10	11	10
15	14	16
N/A	N/A	N/A
12	9	9
7	6	6
N/A	N/A	N/A
2	3	3
5	5	5

Base Salary Median	\$5,660
Percentage Above or Below Median	4.08%

Total Compensation Median	\$8,078	\$8,078
Percentage Above or Below Median	5.24%	0.72%

Base Salary 75th Percentile	\$6,497
Base Salary 90% of 75th Percentile	\$5,847
Base Salary % Above/Below 90% of the 75th Percentile	0.75%

Total Compensation 75th Percentile	\$10,553	\$10,365
Total Compensation 90% of 75th Percentile	\$9,497	\$9,328
Base Salary % Above/Below 90% of the 75th	-10.48%	-12.77%

Percentile of District class base salary within total labor	66.60%
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Percentile of District class total compensation within	60.0%	60.0%
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Total Matches:	15
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest



**Administrative Assistant**

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Administrative Assistant	\$4,222	\$5,821					\$1,476	\$158	\$5			\$515	\$445	\$8,420	\$8,059
Alameda County Water District	Administrative Office Assistant II	\$5,473	\$6,653			\$166		\$2,761			\$42		\$712	\$96	\$10,431	\$10,431
Central Contra Costa Sanitary District	Administrative Assistant	\$5,862	\$7,078	\$177	\$439		\$3,926						\$1,209	\$103	\$12,931	\$12,931
City of Camarillo	Administrative Specialist II	\$4,029	\$5,434		\$380	\$380	\$1,616						\$488	\$79	\$8,378	\$8,378
City of Oxnard	Administrative Assistant	\$4,095	\$6,353	\$127		\$254		\$927					\$474	\$92	\$8,227	\$8,227
City of Santa Barbara	Executive Assistant	\$4,269	\$5,189				\$362	\$1,100	\$83	\$10			\$537	\$75	\$7,357	\$7,357
City of Santa Monica	Administrative Assistant	\$4,300	\$5,309					\$2,581					\$511	\$77	\$8,477	\$8,477
City of Simi Valley	Administrative Assistant	\$4,460	\$5,687			\$171	\$2,280						\$474	\$82	\$8,694	\$8,694
City of Thousand Oaks	No Comparable Class															
City of Ventura	Administrative Secretary	\$4,385	\$5,328		\$137		\$1,097			\$15			\$415	\$77	\$7,070	\$7,070
Contra Costa Water District	Senior Clerk	\$5,484	\$6,665			\$67		\$1,907	\$170	\$17			\$567	\$510	\$9,902	\$9,489
Eastern Municipal Water District	Administrative Assistant II	\$4,378	\$5,453		\$98	\$55	\$1,887						\$447	\$79	\$8,019	\$8,019
Inland Empire Utility Agency	Administrative Assistant I	\$4,374	\$5,329				\$1,381						\$440	\$408	\$7,558	\$7,227
Irvine Ranch Water District	Administrative Assistant	\$5,415	\$7,704					\$1,576	\$144	\$23			\$546	\$112	\$10,104	\$10,104
Los Angeles County Sanitation District	Secretary II	\$3,844	\$5,320	\$53		\$372		\$1,650	\$130				\$368	\$77	\$7,971	\$7,971
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Administrative Assistant II	\$4,942	\$6,493					\$2,741	\$162	\$11			\$510	\$94	\$10,011	\$10,011
Union Sanitary District	Administrative Specialist II	\$6,074	\$7,383				\$2,483						\$649	\$107	\$10,622	\$10,622
Vallecitos Water District	Administrative Secretary	\$5,263	\$7,052	\$705		\$141		\$1,795	\$123	\$17			\$895	\$539	\$11,268	\$10,831

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
9	10	12
6	4	4
3	1	1
12	11	10
8	12	11
17	16	15
16	9	9
10	8	8
N/A	N/A	N/A
14	17	17
5	7	7
11	13	13
13	15	16
1	5	5
15	14	14
N/A	N/A	N/A
7	6	6
2	3	3
4	2	2

Base Salary Median	\$6,020
Percentage Above or Below Median	-3.31%
Base Salary 75th Percentile	\$6,762
Base Salary 90% of 75th Percentile	\$6,086
Base Salary % Above/Below 90% of the 75th Percentile	-4.35%
Percentile of District class base salary within total labor	50.00%
Total Matches:	16

Total Compensation Median	\$8,586	\$8,586
Percentage Above or Below Median	-1.93%	-6.13%
Total Compensation 75th Percentile	\$10,186	\$10,186
Total Compensation 90% of 75th Percentile	\$9,167	\$9,167
Base Salary % Above/Below 90% of the 75th	-8.15%	-12.09%
Percentile of District class total compensation within	43.7%	31.2%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Accounting Tech Payroll

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Accounting Technician	\$4,273	\$5,891					\$1,476	\$158	\$5			\$521	\$451	\$8,502	\$8,136
Alameda County Water District	Accounting Assistant II	\$6,142	\$7,466					\$2,761					\$799	\$108	\$11,134	\$11,134
Central Contra Costa Sanitary District	Payroll Analyst	\$7,464	\$9,489	\$237	\$588		\$3,926						\$1,621	\$138	\$15,999	\$15,999
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	Accounting Technician	\$4,443	\$5,401				\$362	\$1,100	\$83	\$10			\$559	\$78	\$7,594	\$7,594
City of Santa Monica	Payroll Specialist	\$5,442	\$6,718					\$2,581					\$646	\$97	\$10,042	\$10,042
City of Simi Valley	Accounting Technician	\$3,713	\$4,738				\$1,942						\$395	\$69	\$7,143	\$7,143
City of Thousand Oaks	Payroll Specialist	\$4,280	\$5,735		\$100			\$1,115	\$175	\$15			\$445	\$439	\$8,024	\$7,668
City of Ventura	Accounting Technician	\$4,467	\$5,430				\$1,097			\$15			\$423	\$79	\$7,044	\$7,044
Contra Costa Water District	Payroll Analyst	\$7,204	\$8,757			\$263		\$1,907	\$170	\$17			\$739	\$670	\$12,523	\$11,980
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Payroll Administrator	\$5,732	\$8,155					\$1,576	\$144	\$23			\$577	\$118	\$10,594	\$10,594
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	Accounting Technician II	\$6,494	\$7,893				\$2,483						\$694	\$114	\$11,184	\$11,184
Vallecitos Water District	Accounting Technician	\$4,531	\$6,072	\$607		\$121		\$1,795	\$123	\$17			\$771	\$465	\$9,971	\$9,595

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
8	8	8
5	4	4
1	1	1
N/A	N/A	N/A
N/A	N/A	N/A
11	10	10
6	6	6
12	11	11
9	9	9
10	12	12
2	2	2
N/A	N/A	N/A
N/A	N/A	N/A
3	5	5
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
4	3	3
7	7	7

Base Salary Median	\$6,718
Percentage Above or Below Median	-12.31%
Base Salary 75th Percentile	\$8,024
Base Salary 90% of 75th Percentile	\$7,222
Base Salary % Above/Below 90% of the 75th Percentile	-18.43%
Percentile of District class base salary within total labor	36.30%
Total Matches:	11

Total Compensation Median	\$10,042	\$10,042
Percentage Above or Below Median	-15.34%	-18.98%
Total Compensation 75th Percentile	\$11,159	\$11,159
Total Compensation 90% of 75th Percentile	\$10,043	\$10,043
Base Salary % Above/Below 90% of the 75th Percentile	-15.35%	-18.99%
Percentile of District class total compensation within	36.3%	36.3%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Associate Engineer

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Associate Engineer	\$7,916	\$10,291	\$25				\$1,476	\$158	\$5			\$910	\$787	\$13,653	\$13,014
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	Associate Engineer	\$9,932	\$12,008	\$300	\$744		\$3,926						\$2,051	\$174	\$19,204	\$19,204
City of Camarillo	Associate Civil Engineer	\$7,319	\$9,873		\$691	\$691	\$1,616						\$887	\$143	\$13,901	\$13,901
City of Oxnard	No Comparable Class															
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Civil Engineer Associate	\$7,723	\$9,534					\$2,581					\$917	\$138	\$13,170	\$13,170
City of Simi Valley	Associate Engineer	\$6,905	\$8,866			\$266	\$2,280						\$738	\$129	\$12,279	\$12,279
City of Thousand Oaks	Associate Engineer	\$7,226	\$10,840		\$108			\$1,115	\$175	\$15			\$841	\$814	\$13,909	\$13,252
City of Ventura	Associate Engineer	\$6,335	\$8,489		\$13		\$1,097			\$15			\$662	\$123	\$10,399	\$10,399
Contra Costa Water District	Associate Engineer	\$9,051	\$11,003			\$330		\$1,907	\$170	\$17			\$929	\$817	\$15,172	\$14,515
Eastern Municipal Water District	Civil Engineer II	\$8,400	\$10,440		\$98	\$104	\$1,887						\$855	\$151	\$13,537	\$13,537
Inland Empire Utility Agency	Associate Engineer	\$6,461	\$9,113				\$1,381						\$752	\$697	\$11,943	\$11,378
Irvine Ranch Water District	Assistant Associate Engineer	\$6,029	\$9,430					\$1,576	\$144	\$23			\$668	\$137	\$11,977	\$11,977
Los Angeles County Sanitation District	Civil Engineer	\$8,089	\$10,050	\$101	\$302	\$704		\$1,650	\$130				\$696	\$146	\$13,777	\$13,777
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Associate Engineer	\$7,450	\$9,781					\$2,741	\$162	\$11			\$768	\$142	\$13,605	\$13,605
Union Sanitary District	Associate Engineer	\$9,454	\$12,409			\$745	\$2,483						\$1,091	\$180	\$16,908	\$16,908
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
6	7	10
N/A	N/A	N/A
2	1	1
8	5	4
N/A	N/A	N/A
N/A	N/A	N/A
10	10	9
13	11	11
4	4	8
14	14	14
3	3	3
5	9	7
12	13	13
11	12	12
7	6	5
N/A	N/A	N/A
9	8	6
1	2	2
N/A	N/A	N/A

Base Salary Median	\$9,873
Percentage Above or Below Median	4.23%
Base Salary 75th Percentile	\$10,840
Base Salary 90% of 75th Percentile	\$9,756
Base Salary % Above/Below 90% of the 75th Percentile	5.48%
Percentile of District class base salary within total labor	61.50%
Total Matches:	13

Total Compensation Median	\$13,605	\$13,537
Percentage Above or Below Median	0.35%	-3.86%
Total Compensation 75th Percentile	\$13,909	\$13,901
Total Compensation 90% of 75th Percentile	\$12,518	\$12,511
Base Salary % Above/Below 90% of the 75th	9.06%	4.02%
Percentile of District class total compensation within	53.80%	30.7%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Chief Water Reclamation Plant Operator**

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Chief Water Reclamation Plant Operator	\$7,607	\$9,890	\$25				\$1,476	\$158	\$5			\$875	\$757	\$13,185	\$12,572
Alameda County Water District	Treatment and Distribution Supervisor II	\$10,818	\$13,150			\$329		\$2,761			\$42		\$1,407	\$191	\$17,880	\$17,880
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	Wastewater Treatment Supervisor	\$7,538	\$9,162				\$1,110						\$949	\$133	\$11,354	\$11,354
City of Santa Monica	No Comparable Class															
City of Simi Valley	Plant Operations Manager	\$7,325	\$9,412			\$282	\$2,280						\$784	\$136	\$12,895	\$12,895
City of Thousand Oaks	Wastewater Treatment Plant Operations Supervisor	\$6,325	\$9,488		\$285			\$1,115	\$175	\$15			\$736	\$726	\$12,540	\$11,951
City of Ventura	Wastewater Plant Supervisor	\$6,335	\$8,489		\$13		\$1,097			\$15			\$662	\$123	\$10,399	\$10,399
Contra Costa Water District	Water Treatment Superintendent	\$11,411	\$13,543			\$406		\$1,907	\$170	\$17			\$1,143	\$854	\$18,040	\$17,383
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	Operations Supervisor	\$7,810	\$9,516				\$1,381						\$785	\$728	\$12,410	\$11,820
Irvine Ranch Water District	Chief Plant Operator	\$7,793	\$10,948					\$1,576	\$144	\$23			\$775	\$159	\$13,625	\$13,625
Los Angeles County Sanitation District	Supervisor of Treatment Plant Operations I	\$7,046	\$8,754	\$88	\$263	\$613		\$1,650	\$130				\$606	\$127	\$12,230	\$12,230
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	Coach Collections Services	\$10,136	\$13,303			\$798	\$2,483						\$1,170	\$193	\$17,947	\$17,947
Vallecitos Water District	Wastewater Treatment Plant Supervisor	\$6,860	\$9,193	\$919		\$184		\$1,795	\$123	\$17			\$1,167	\$703	\$14,102	\$13,532

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	6	7
3	3	2
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
10	11	11
N/A	N/A	N/A
8	7	6
7	8	9
12	12	12
1	1	3
N/A	N/A	N/A
6	9	10
4	5	4
11	10	8
N/A	N/A	N/A
N/A	N/A	N/A
2	2	1
9	4	5

Base Salary Median	\$9,488
Percentage Above or Below Median	4.24%
Base Salary 75th Percentile	\$12,049
Base Salary 90% of 75th Percentile	\$10,844
Base Salary % Above/Below 90% of the 75th Percentile	-8.80%
Percentile of District class base salary within total labor	63.60%
Total Matches:	11

Total Compensation Median	\$12,895	\$12,895
Percentage Above or Below Median	2.25%	-2.50%
Total Compensation 75th Percentile	\$15,991	\$15,504
Total Compensation 90% of 75th Percentile	\$14,392	\$13,953
Base Salary % Above/Below 90% of the 75th	-8.38%	-9.90%
Percentile of District class total compensation within	54.5%	45.4%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

**Chief Water Treatment Plant Operator**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Chief Water Treatment Plant Operator	\$5,875	\$8,262					\$1,476	\$158	\$5			\$731	\$632	\$11,264	\$10,752
Alameda County Water District	Advanced Water Treatment Plan Operator	\$8,255	\$10,034					\$2,761					\$1,074	\$145	\$14,014	\$14,014
Central Contra Costa Sanitary District	Senior Plant Operator	\$8,169	\$9,891	\$247	\$613		\$3,926						\$1,689	\$143	\$16,510	\$16,510
City of Camarillo	Lead Water Production Operator	\$5,167	\$6,969		\$488	\$488	\$1,616						\$626	\$101	\$10,288	\$10,288
City of Oxnard	Senior Water Treatment Operator	\$4,527	\$6,101	\$122		\$244		\$670					\$455	\$88	\$7,681	\$7,681
City of Santa Barbara	Water Treatment Chief Operator	\$7,217	\$8,772				\$314	\$1,009	\$83	\$10			\$909	\$127	\$11,224	\$11,224
City of Santa Monica	Lead Water Production and Treatment Plant Operator	\$6,254	\$7,721					\$2,581					\$742	\$112	\$11,156	\$11,156
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	No Comparable Class															
City of Ventura	Lead Plant Operator	\$6,116	\$7,434				\$1,097			\$15			\$580	\$108	\$9,233	\$9,233
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	Water Plant Operator V	\$6,784	\$8,266				\$1,381						\$682	\$632	\$10,962	\$10,449
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	Treatment Plant Operator II	\$7,402	\$9,197	\$92	\$276	\$644		\$1,650	\$130				\$637	\$133	\$12,759	\$12,759
Los Angeles Department of Water and Power	Water Treatment Plant Operator	\$8,248	\$8,707	\$435			\$1,970						\$1,411	\$126	\$12,649	\$12,649
Metropolitan Water District of Southern California	Water Treatment Plant Operator III	\$7,142	\$9,406					\$2,741	\$162	\$11			\$739	\$136	\$13,195	\$13,195
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Senior Water Systems Operator	\$5,508	\$7,381	\$738		\$148		\$1,795	\$123	\$17			\$937	\$565	\$11,704	\$11,246

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
8	7	9
1	2	2
2	1	1
12	11	11
13	13	13
5	8	7
9	9	8
N/A	N/A	N/A
N/A	N/A	N/A
10	12	12
N/A	N/A	N/A
N/A	N/A	N/A
7	10	10
N/A	N/A	N/A
4	4	4
6	5	5
3	3	3
N/A	N/A	N/A
11	6	6

Base Salary Median	\$8,487
Percentage Above or Below Median	-2.64%
Base Salary 75th Percentile	\$9,249
Base Salary 90% of 75th Percentile	\$8,324
Base Salary % Above/Below 90% of the 75th Percentile	-0.74%
Percentile of District class base salary within total labor	41.60%
Total Matches:	12

Total Compensation Median	\$11,464	\$11,235
Percentage Above or Below Median	-1.74%	-4.30%
Total Compensation 75th Percentile	\$12,868	\$12,868
Total Compensation 90% of 75th Percentile	\$11,581	\$11,581
Base Salary % Above/Below 90% of the 75th	-2.74%	-7.16%
Percentile of District class total compensation within	50.0%	33.3%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Collection Systems Technician

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Collection Systems Technician	\$4,535	\$6,254					\$1,476	\$158	\$5			\$553	\$478	\$8,925	\$8,537
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	Maintenance Crew Member II	\$5,577	\$6,757	\$169	\$419		\$3,926						\$1,154	\$98	\$12,523	\$12,523
City of Camarillo	Collection Systems Mechanic II	\$4,677	\$6,309		\$442	\$442	\$1,616						\$567	\$91	\$9,467	\$9,467
City of Oxnard	Wastewater Mechanic II	\$4,222	\$5,691	\$114		\$228		\$670					\$425	\$83	\$7,210	\$7,210
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Water Maintenance Worker	\$4,267	\$5,268					\$2,581					\$507	\$76	\$8,432	\$8,432
City of Simi Valley	Waterworks Systems Technician	\$5,157	\$6,583				\$1,942						\$548	\$95	\$9,169	\$9,169
City of Thousand Oaks	Utilities Maintenance Worker II	\$3,971	\$5,321		\$100			\$1,115	\$175	\$15			\$413	\$407	\$7,546	\$7,216
City of Ventura	Wastewater Collection Utility Worker I	\$3,963	\$4,817				\$1,097			\$15			\$376	\$70	\$6,374	\$6,374
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	Collections Systems Utility Worker II	\$4,475	\$5,574		\$98	\$56	\$1,887						\$457	\$81	\$8,153	\$8,153
Inland Empire Utility Agency	Recycled Water and Ground Water Recharge Maintenance Technician	\$5,581	\$6,800				\$1,381						\$561	\$520	\$9,262	\$8,841
Irvine Ranch Water District	Collection Systems Technician II	\$4,200	\$5,881					\$1,576	\$144	\$23			\$416	\$85	\$8,126	\$8,126
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	Collection System Worker II	\$6,336	\$7,702				\$2,483						\$677	\$112	\$10,974	\$10,974
Vallecitos Water District	Wastewater Collections Systems Worker II	\$4,212	\$5,644	\$564		\$113		\$1,795	\$123	\$17			\$717	\$432	\$9,405	\$9,055

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
6	7	7
N/A	N/A	N/A
3	1	1
5	3	3
8	12	12
N/A	N/A	N/A
12	8	8
4	6	4
11	11	11
13	13	13
N/A	N/A	N/A
10	9	9
2	5	6
7	10	10
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
1	2	2
9	4	5

Base Salary Median	\$5,786
Percentage Above or Below Median	8.09%
Base Salary 75th Percentile	\$6,627
Base Salary 90% of 75th Percentile	\$5,964
Base Salary % Above/Below 90% of the 75th Percentile	4.87%
Percentile of District class base salary within total labor	58.30%
Total Matches:	12

Total Compensation Median	\$8,800	\$8,636
Percentage Above or Below Median	1.41%	-1.15%
Total Compensation 75th Percentile	\$9,420	\$9,243
Total Compensation 90% of 75th Percentile	\$8,478	\$8,319
Base Salary % Above/Below 90% of the 75th	5.27%	2.62%
Percentile of District class total compensation within	50.0%	50.0%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Computer Support Specialist

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Computer Support Specialist	\$4,815	\$6,638					\$1,476	\$158	\$5			\$587	\$508	\$9,372	\$8,960
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Information Systems Administrator	\$6,560	\$8,849		\$619	\$619	\$1,616						\$795	\$128	\$12,627	\$12,627
City of Oxnard	Computer Network Engineer II	\$3,192	\$5,825	\$117		\$233		\$927					\$435	\$84	\$7,621	\$7,621
City of Santa Barbara	Information Technology Technician II	\$4,670	\$5,677				\$362	\$1,100	\$83	\$10			\$588	\$82	\$7,902	\$7,902
City of Santa Monica	Computer Support Technician II	\$5,287	\$6,527					\$2,581					\$628	\$95	\$9,830	\$9,830
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	Information Technology Technician II	\$4,657	\$6,242		\$100			\$1,115	\$175	\$15			\$484	\$478	\$8,609	\$8,222
City of Ventura	Systems Support Technician II	\$4,207	\$5,114				\$1,097			\$15			\$399	\$74	\$6,699	\$6,699
Contra Costa Water District	Network Desktop Support Technician II	\$7,164	\$8,708			\$87		\$1,907	\$170	\$17			\$740	\$666	\$12,295	\$11,756
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Support Specialist	\$3,585	\$4,866					\$1,576	\$144	\$23			\$345	\$71	\$7,024	\$7,024
Los Angeles County Sanitation District	Information Technology Technician I	\$4,904	\$6,092	\$61		\$426		\$1,650	\$130				\$422	\$88	\$8,870	\$8,870
Los Angeles Department of Water and Power	Information Services Specialist	\$6,386	\$7,933	\$397			\$1,970						\$1,285	\$115	\$11,700	\$11,700
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Information Technology Technician	\$5,375	\$7,203	\$720		\$144		\$1,795	\$123	\$17			\$915	\$551	\$11,468	\$11,021

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	6	6
N/A	N/A	N/A
N/A	N/A	N/A
1	1	1
9	10	10
10	9	9
6	5	5
N/A	N/A	N/A
7	8	8
11	12	12
2	2	2
N/A	N/A	N/A
N/A	N/A	N/A
12	11	11
8	7	7
3	3	3
N/A	N/A	N/A
N/A	N/A	N/A
4	4	4

Base Salary Median	\$6,242
Percentage Above or Below Median	6.34%
Base Salary 75th Percentile	\$7,568
Base Salary 90% of 75th Percentile	\$6,811
Base Salary % Above/Below 90% of the 75th Percentile	-2.54%
Percentile of District class base salary within total labor	63.60%
Total Matches:	11

Total Compensation Median	\$8,870	\$8,870
Percentage Above or Below Median	5.66%	1.02%
Total Compensation 75th Percentile	\$11,584	\$11,361
Total Compensation 90% of 75th Percentile	\$10,426	\$10,225
Base Salary % Above/Below 90% of the 75th	-10.11%	-12.36%
Percentile of District class total compensation within	54.5%	54.5%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Construction Supervisor

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Construction Supervisor	\$7,238	\$9,410	\$25				\$1,476	\$158	\$5			\$832	\$720	\$12,626	\$12,043
Alameda County Water District	Distribution Maintenance Supervisor II	\$10,818	\$13,150			\$329		\$2,761					\$1,407	\$191	\$17,838	\$17,838
Central Contra Costa Sanitary District	Maintenance Supervisor	\$9,037	\$10,941	\$274	\$678		\$3,926						\$1,869	\$159	\$17,846	\$17,846
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Water Supervisor Construction	\$6,245	\$7,710					\$2,581					\$741	\$112	\$11,144	\$11,144
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	Utilities Maintenance Supervisor	\$5,841	\$8,762		\$263			\$1,115	\$175	\$15			\$680	\$670	\$11,680	\$11,137
City of Ventura	No Comparable Class															
Contra Costa Water District	O and M Supervisor (Grade 3)	\$8,379	\$10,195			\$306		\$1,907	\$170	\$17			\$860	\$780	\$14,235	\$13,603
Eastern Municipal Water District	Field Services Supervisor	\$6,294	\$7,816		\$98	\$78	\$1,887						\$640	\$113	\$10,633	\$10,633
Inland Empire Utility Agency	Maintenance Supervisor	\$8,201	\$9,992				\$1,381						\$825	\$764	\$12,962	\$12,343
Irvine Ranch Water District	Water Maintenance Supervisor	\$5,754	\$8,171					\$1,576	\$144	\$23			\$579	\$118	\$10,611	\$10,611
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Water Utility Supervisor	\$8,141	\$8,596	\$430			\$1,970						\$1,393	\$125	\$12,513	\$12,513
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	Lead Collection System Worker	\$6,970	\$8,472			\$508	\$2,483						\$745	\$123	\$12,331	\$12,331
Vallecitos Water District	Construction Supervisor	\$6,376	\$8,545	\$855		\$171		\$1,795	\$123	\$17			\$1,085	\$654	\$13,244	\$12,714

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	6	8
1	2	2
2	1	1
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
12	10	9
N/A	N/A	N/A
6	9	10
N/A	N/A	N/A
3	3	3
11	11	11
4	5	6
10	12	12
N/A	N/A	N/A
7	7	5
N/A	N/A	N/A
9	8	7
8	4	4

Base Salary Median	\$8,596
Percentage Above or Below Median	9.47%
Base Salary 75th Percentile	\$10,094
Base Salary 90% of 75th Percentile	\$9,084
Base Salary % Above/Below 90% of the 75th Percentile	3.59%
Percentile of District class base salary within total labor	63.60%
Total Matches:	11

Total Compensation Median	\$12,513	\$12,343
Percentage Above or Below Median	0.90%	-2.43%
Total Compensation 75th Percentile	\$13,740	\$13,159
Total Compensation 90% of 75th Percentile	\$12,366	\$11,843
Base Salary % Above/Below 90% of the 75th	2.11%	1.69%
Percentile of District class total compensation within	54.5%	36.3%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest



**Cross Connection Inspector**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Cross Connection Inspector	\$5,009	\$6,907					\$1,476	\$158	\$5			\$611	\$528	\$9,685	\$9,257
Alameda County Water District	Meter Cross Connection II	\$7,139	\$8,678					\$2,761					\$929	\$126	\$12,494	\$12,494
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Water Inspector	\$5,167	\$6,969		\$488	\$488	\$1,616						\$626	\$101	\$10,288	\$10,288
City of Oxnard	Water Regulatory Compliance Coordinator	\$4,926	\$6,640	\$133		\$266		\$670					\$495	\$96	\$8,300	\$8,300
City of Santa Barbara	Water Reclamation Cross Connection Specialist	\$5,817	\$7,071				\$314	\$1,009	\$83	\$10			\$732	\$103	\$9,322	\$9,322
City of Santa Monica	Field Inspector II	\$5,946	\$7,341					\$2,581					\$706	\$106	\$10,734	\$10,734
City of Simi Valley	Environmental Compliance Inspector	\$4,765	\$6,075				\$1,942						\$506	\$88	\$8,611	\$8,611
City of Thousand Oaks	No Comparable Class															
City of Ventura	No Comparable Class															
Contra Costa Water District	Cross Connection Inspector	\$5,370	\$6,528			\$65		\$1,907	\$170	\$17			\$555	\$499	\$9,742	\$9,337
Eastern Municipal Water District	Backflow and Cross Connection Specialist II	\$5,439	\$6,765		\$98	\$68	\$1,887						\$554	\$98	\$9,470	\$9,470
Inland Empire Utility Agency	Construction Project Inspector	\$6,787	\$8,266				\$1,381						\$682	\$632	\$10,962	\$10,449
Irvine Ranch Water District	Cross Connection Specialist	\$4,684	\$6,641					\$1,576	\$144	\$23			\$470	\$96	\$8,951	\$8,951
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Cross Connection Technician	\$6,146	\$8,091					\$2,741	\$162	\$11			\$635	\$117	\$11,758	\$11,758
Union Sanitary District	Construction Inspector II	\$7,373	\$8,961				\$2,483						\$788	\$130	\$12,362	\$12,362
Vallecitos Water District	Construction Inspector	\$5,508	\$7,381	\$738		\$148		\$1,795	\$123	\$17			\$937	\$565	\$11,704	\$11,246

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
9	9	11
2	1	1
N/A	N/A	N/A
8	7	7
12	14	14
7	11	10
6	6	5
14	13	13
N/A	N/A	N/A
N/A	N/A	N/A
13	8	9
10	10	8
3	5	6
11	12	12
N/A	N/A	N/A
N/A	N/A	N/A
4	3	3
1	2	2
5	4	4

Base Salary Median	<b>\$7,071</b>
Percentage Above or Below Median	<b>-2.32%</b>

Total Compensation Median	<b>\$10,288</b>	<b>\$10,288</b>
Percentage Above or Below Median	<b>-5.86%</b>	<b>-10.02%</b>

Base Salary 75th Percentile	<b>\$8,091</b>
Base Salary 90% of 75th Percentile	<b>\$7,282</b>
Base Salary % Above/Below 90% of the 75th Percentile	<b>-5.15%</b>

Total Compensation 75th Percentile	<b>\$11,704</b>	<b>\$11,246</b>
Total Compensation 90% of 75th Percentile	<b>\$10,533</b>	<b>\$10,121</b>
Base Salary % Above/Below 90% of the 75th	<b>-8.05%</b>	<b>-8.54%</b>

Percentile of District class base salary within total labor	<b>38.40%</b>
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Percentile of District class total compensation within	<b>38.4%</b>	<b>23.0%</b>
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Total Matches:	<b>13</b>
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Customer Service Representative**

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Customer Service Representative	\$3,981	\$5,489					\$1,476	\$158	\$5			\$486	\$420	\$8,033	\$7,693
Alameda County Water District	Customer Account Representative II	\$5,419	\$6,587					\$2,761					\$705	\$96	\$10,149	\$10,149
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Customer Service Specialist II	\$3,795	\$5,119		\$358	\$358	\$1,616						\$460	\$74	\$7,986	\$7,986
City of Oxnard	Customer Service Representative	\$3,028	\$4,697	\$94		\$188		\$927					\$350	\$68	\$6,324	\$6,324
City of Santa Barbara	Accounting Assistant	\$4,227	\$5,138				\$362	\$1,100	\$83	\$10			\$532	\$75	\$7,300	\$7,300
City of Santa Monica	Billing Specialist	\$4,751	\$5,866					\$2,581					\$564	\$85	\$9,096	\$9,096
City of Simi Valley	Customer Service Representative	\$3,278	\$4,184				\$1,942						\$348	\$61	\$6,535	\$6,535
City of Thousand Oaks	Customer Service Representative	\$3,891	\$5,216		\$100			\$1,115	\$175	\$15			\$405	\$399	\$7,425	\$7,101
City of Ventura	Accounting Technician	\$4,467	\$5,430				\$1,097			\$15			\$423	\$79	\$7,044	\$7,044
Contra Costa Water District	Customer Service Representative	\$5,079	\$6,174			\$185		\$1,907	\$170	\$17			\$521	\$472	\$9,447	\$9,064
Eastern Municipal Water District	Customer Service Representative III	\$4,264	\$5,309		\$98	\$53	\$1,887						\$435	\$77	\$7,859	\$7,859
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Customer Service Representative I	\$3,585	\$4,866					\$1,576	\$144	\$23			\$345	\$71	\$7,024	\$7,024
Los Angeles County Sanitation District	Customer Service Representative II	\$4,261	\$5,294	\$53		\$371		\$1,650	\$130				\$967	\$77	\$7,941	\$7,941
Los Angeles Department of Water and Power	Customer Service Representative - D	\$4,940	\$6,138	\$307			\$1,970						\$994	\$89	\$9,498	\$9,498
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Customer Service Representative II	\$4,011	\$5,375	\$538		\$108		\$1,795	\$123	\$17			\$683	\$411	\$9,049	\$8,715

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	6	9
1	1	1
N/A	N/A	N/A
12	7	6
14	15	15
11	11	10
4	4	3
15	14	14
10	10	11
6	12	12
2	3	4
8	9	8
N/A	N/A	N/A
13	13	13
9	8	7
3	2	2
N/A	N/A	N/A
N/A	N/A	N/A
7	5	5

Base Salary Median	\$5,302
Percentage Above or Below Median	3.54%
Base Salary 75th Percentile	\$5,757
Base Salary 90% of 75th Percentile	\$5,181
Base Salary % Above/Below 90% of the 75th Percentile	5.94%
Percentile of District class base salary within total labor	71.40%
Total Matches:	14

Total Compensation Median	\$7,900	\$7,900
Percentage Above or Below Median	1.69%	-2.62%
Total Compensation 75th Percentile	\$9,084	\$8,977
Total Compensation 90% of 75th Percentile	\$8,176	\$8,079
Base Salary % Above/Below 90% of the 75th	-1.74%	-4.78%
Percentile of District class total compensation within	64.2%	42.8%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Director of Facilities and Operations

Group: Executive Management

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Director of Facilities and Operations	\$11,626	\$17,742	\$25				\$1,476	\$158	\$5	\$100		\$1,569	\$914	\$21,990	\$21,333
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Director of Public Works	\$13,165	\$17,758		\$1,776	\$1,243	\$1,616				\$250		\$1,596	\$257	\$24,496	\$24,496
City of Oxnard	No Comparable Class															
City of Santa Barbara	Public Works Director	\$14,344	\$17,435				\$1,718				\$578		\$1,806	\$253	\$21,790	\$21,790
City of Santa Monica	No Comparable Class															
City of Simi Valley	Public Works Director	\$12,088	\$15,715		\$65	\$471	\$2,922				\$400		\$1,309	\$228	\$21,110	\$21,110
City of Thousand Oaks	Public Works Director	\$12,568	\$18,852					\$1,115	\$175	\$15	\$430		\$1,463	\$931	\$22,980	\$22,323
City of Ventura	Public Works Director	\$11,902	\$15,949		\$83		\$1,097			\$15	\$350		\$1,244	\$231	\$18,969	\$18,969
Contra Costa Water District	Director of Operations and Maintenance	\$14,369	\$17,467		\$349	\$349		\$1,907	\$170	\$17			\$3,818	\$910	\$24,988	\$24,331
Eastern Municipal Water District	Director of Field Engineering	\$10,440	\$12,967		\$98	\$130	\$1,887						\$1,063	\$188	\$16,333	\$16,333
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Executive Director Operations	\$12,051	\$18,316					\$1,576	\$144	\$23			\$1,297	\$266	\$21,622	\$21,622
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Water Utility Superintendent III	\$12,156	\$15,101	\$755			\$1,970						\$2,446	\$219	\$20,491	\$20,491
Metropolitan Water District of Southern California	Assistant General Manager Chief Operating Officer	\$18,893	\$25,825					\$2,741	\$162	\$11	\$825		\$2,028	\$374	\$31,966	\$31,966
Union Sanitary District	Manager Treatment and Disposal Services	\$13,612	\$17,865			\$1,072	\$2,483						\$1,571	\$259	\$23,250	\$23,250
Vallecitos Water District	Operations and Maintenance Manager	\$11,174	\$14,975	\$1,498		\$300		\$1,795	\$123	\$17	\$45		\$1,902	\$874	\$21,528	\$20,871

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
6	6	8
N/A	N/A	N/A
N/A	N/A	N/A
5	3	2
N/A	N/A	N/A
8	7	6
N/A	N/A	N/A
10	10	9
2	5	5
9	12	12
7	2	3
13	13	13
N/A	N/A	N/A
3	8	7
N/A	N/A	N/A
11	11	11
1	1	1
4	4	4
12	9	10

Base Salary Median	\$17,451
Percentage Above or Below Median	1.67%

Total Compensation Median	\$21,706	\$21,706
Percentage Above or Below Median	1.31%	-1.72%

Base Salary 75th Percentile	\$17,978
Base Salary 90% of 75th Percentile	\$16,180
Base Salary % Above/Below 90% of the 75th Percentile	9.65%

Total Compensation 75th Percentile	\$23,561	\$23,520
Total Compensation 90% of 75th Percentile	\$21,205	\$21,168
Base Salary % Above/Below 90% of the 75th	3.70%	0.78%

Percentile of District class base salary within total labor	58.30%
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Percentile of District class total compensation within	58.3%	41.6%
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Total Matches:	12
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Director of Finance and Administration

Group: Executive Management

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Director of Finance and Administration	\$11,626	\$17,742	\$25				\$1,476	\$158	\$5	\$100		\$1,569	\$914	\$21,990	\$21,333
Alameda County Water District	Manager of Finance	\$15,863	\$19,283			\$482		\$2,761			\$400		\$2,064	\$280	\$25,270	\$25,270
Central Contra Costa Sanitary District	Director of Finance and Administration	\$15,286	\$19,308	\$483	\$1,197		\$3,926				\$100		\$3,298	\$280	\$28,592	\$28,592
City of Camarillo	Finance Director	\$12,279	\$16,563		\$1,656	\$1,159	\$1,616				\$250		\$1,488	\$240	\$22,973	\$22,973
City of Oxnard	Chief Financial Officer	\$13,909	\$19,125	\$383	\$574	\$383		\$725			\$350		\$1,427	\$277	\$23,243	\$23,243
City of Santa Barbara	Finance Director	\$13,376	\$16,259				\$1,718				\$578		\$1,684	\$236	\$20,475	\$20,475
City of Santa Monica	Director of Finance (Controller/Treasurer)	\$15,366	\$18,970					\$2,581					\$1,824	\$275	\$23,650	\$23,650
City of Simi Valley	Director Administrative Services	\$11,337	\$14,738		\$65	\$442	\$2,922				\$400		\$1,227	\$214	\$20,008	\$20,008
City of Thousand Oaks	Finance Director	\$11,958	\$17,937					\$1,115	\$175	\$15	\$430		\$1,392	\$917	\$21,981	\$21,324
City of Ventura	Finance and Technology Director	\$11,902	\$15,949		\$83		\$1,097			\$15	\$350		\$1,244	\$231	\$18,969	\$18,969
Contra Costa Water District	Director of Finance	\$14,369	\$17,467		\$349	\$349		\$1,907	\$170	\$17			\$3,818	\$910	\$24,988	\$24,331
Eastern Municipal Water District	Deputy General Manager	\$18,869	\$21,699		\$98	\$217	\$1,887						\$1,778	\$315	\$25,994	\$25,994
Inland Empire Utility Agency	Executive Manager of Finance and Administration Asst. General Manager	\$14,808	\$18,042				\$1,381				\$500		\$1,489	\$919	\$22,331	\$21,674
Irvine Ranch Water District	Executive Director of Finance	\$12,051	\$18,316					\$1,576	\$144	\$23			\$1,297	\$266	\$21,622	\$21,622
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Principal Utility Accountant III	\$16,681	\$20,725	\$1,036			\$1,970						\$3,357	\$301	\$27,389	\$27,389
Metropolitan Water District of Southern California	Assistant General Manager/Chief Financial Officer	\$18,394	\$25,130					\$2,741	\$162	\$11			\$1,973	\$364	\$30,382	\$30,382
Union Sanitary District	Manager Business Services Chief Financial Officer	\$14,662	\$19,224			\$1,153	\$2,483						\$1,690	\$279	\$24,830	\$24,830
Vallecitos Water District	Finance Manager	\$11,174	\$14,975	\$1,498		\$300		\$1,795	\$123	\$17	\$45		\$1,902	\$874	\$21,528	\$20,871

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
12	12	13
5	5	5
4	2	2
14	10	10
7	9	9
15	16	16
8	8	8
18	17	17
11	13	14
16	18	18
13	6	7
2	4	4
10	11	11
9	14	12
N/A	N/A	N/A
3	3	3
1	1	1
6	7	6
17	15	15

Base Salary Median	\$18,316
Percentage Above or Below Median	-3.13%
Base Salary 75th Percentile	\$19,283
Base Salary 90% of 75th Percentile	\$17,355
Base Salary % Above/Below 90% of the 75th Percentile	2.23%
Percentile of District class base salary within total labor	35.20%
Total Matches:	17

Total Compensation Median	\$23,243	\$23,243
Percentage Above or Below Median	-5.39%	-8.22%
Total Compensation 75th Percentile	\$25,270	\$25,270
Total Compensation 90% of 75th Percentile	\$22,743	\$22,743
Base Salary % Above/Below 90% of the 75th	-3.31%	-6.20%
Percentile of District class total compensation within	35.2%	29.4%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Electrical/Instrumentation Supervisor

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Electrical and Instrumentation Supervisor	\$7,238	\$9,410	\$25				\$1,476	\$158	\$5			\$832	\$720	\$12,626	\$12,043
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	Electrical Shop Supervisor	\$9,250	\$11,761	\$294	\$729		\$3,926						\$2,009	\$171	\$18,889	\$18,889
City of Camarillo	Assistant Superintendent Water Reclamation	\$7,104	\$9,582		\$671	\$671	\$1,616						\$861	\$139	\$13,539	\$13,539
City of Oxnard	No Comparable Class															
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Facilities Supervisor	\$6,728	\$8,306					\$2,581					\$799	\$120	\$11,806	\$11,806
City of Simi Valley	Plant Maintenance Supervisor	\$6,201	\$7,952			\$239	\$2,280						\$662	\$115	\$11,248	\$11,248
City of Thousand Oaks	No Comparable Class															
City of Ventura	SCADA Instrumentation and Systems Supervisor	\$6,030	\$8,080		\$13		\$1,097			\$15			\$630	\$117	\$9,952	\$9,952
Contra Costa Water District	O and M Supervisor	\$8,228	\$10,000			\$300		\$1,907	\$170	\$17			\$844	\$765	\$14,003	\$13,383
Eastern Municipal Water District	Electrical Services Supervisor	\$6,765	\$8,400		\$98	\$84	\$1,887						\$688	\$122	\$11,279	\$11,279
Inland Empire Utility Agency	Maintenance Supervisor	\$8,201	\$9,992				\$1,381						\$825	\$764	\$12,962	\$12,343
Irvine Ranch Water District	Electrical Supervisor	\$6,263	\$8,896					\$1,576	\$144	\$23			\$630	\$129	\$11,398	\$11,398
Los Angeles County Sanitation District	Supervisor of Electrical and Instrumentation Repair	\$7,221	\$8,972	\$90	\$269	\$628		\$1,650	\$130				\$621	\$130	\$12,490	\$12,490
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Team Manager IV	\$9,247	\$12,080					\$2,741	\$162	\$11			\$949	\$175	\$16,118	\$16,118
Union Sanitary District	Coach Electrical and Instrumentation	\$10,156	\$13,329			\$800	\$2,483						\$1,172	\$193	\$17,977	\$17,977
Vallecitos Water District	Mechanical Electrical Supervisor	\$6,534	\$8,756	\$876		\$175		\$1,795	\$123	\$17			\$1,112	\$670	\$13,523	\$12,981

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	8	9
N/A	N/A	N/A
3	1	1
6	5	4
N/A	N/A	N/A
N/A	N/A	N/A
12	10	10
14	13	13
N/A	N/A	N/A
13	14	14
4	4	5
11	12	12
5	7	8
9	11	11
8	9	7
N/A	N/A	N/A
2	3	3
1	2	2
10	6	6

Base Salary Median	\$8,972
Percentage Above or Below Median	4.88%

Total Compensation Median	\$12,962	\$12,490
Percentage Above or Below Median	-2.59%	-3.58%

Base Salary 75th Percentile	\$10,000
Base Salary 90% of 75th Percentile	\$9,000
Base Salary % Above/Below 90% of the 75th Percentile	4.56%

Total Compensation 75th Percentile	\$14,003	\$13,539
Total Compensation 90% of 75th Percentile	\$12,603	\$12,185
Base Salary % Above/Below 90% of the 75th	0.19%	-1.17%

Percentile of District class base salary within total labor	53.80%
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Percentile of District class total compensation within	46.1%	38.4%
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Total Matches:	13
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

**Electrical/Instrumentation Technician II**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Electrical/Instrumentation Technician II	\$5,534	\$7,631					\$1,476	\$158	\$5			\$675	\$584	\$10,529	\$10,056
Alameda County Water District	Instrument Technician	\$8,297	\$10,085					\$2,761					\$1,079	\$146	\$14,072	\$14,072
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Electrician/Instrumentation Technician	\$5,167	\$6,969		\$488	\$488	\$1,616						\$626	\$101	\$10,288	\$10,288
City of Oxnard	Electrician Instrumentation Technician	\$4,817	\$6,493	\$130		\$260		\$670					\$484	\$94	\$8,131	\$8,131
City of Santa Barbara	Electrician	\$5,058	\$6,148				\$362	\$1,100	\$83	\$10			\$637	\$89	\$8,429	\$8,429
City of Santa Monica	Electrician II	\$5,410	\$6,679					\$2,581					\$642	\$97	\$9,999	\$9,999
City of Simi Valley	Instrumentation Technician	\$5,157	\$6,581				\$1,942						\$548	\$95	\$9,166	\$9,166
City of Thousand Oaks	Instrumentation and Electrical Technician	\$5,491	\$7,360		\$100			\$1,115	\$175	\$15			\$571	\$563	\$9,899	\$9,443
City of Ventura	Instrumentation and Electrical Technician	\$5,399	\$6,563				\$1,097			\$15			\$512	\$95	\$8,282	\$8,282
Contra Costa Water District	Electrical Technician	\$7,668	\$9,320			\$93		\$1,907	\$170	\$17			\$792	\$713	\$13,012	\$12,435
Eastern Municipal Water District	Controls Technician II	\$5,853	\$7,268		\$98	\$73	\$1,887						\$596	\$105	\$10,027	\$10,027
Inland Empire Utility Agency	Electrical/Instrumentation Technician II	\$6,461	\$8,679				\$1,381						\$716	\$664	\$11,440	\$10,902
Irvine Ranch Water District	Electrical Technician II	\$5,249	\$7,915					\$1,576	\$144	\$23			\$560	\$115	\$10,333	\$10,333
Los Angeles County Sanitation District	Electrical and Instrumentation Technician	\$6,592	\$8,191	\$82		\$573		\$1,650	\$130				\$567	\$119	\$11,312	\$11,312
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Instrumentation and Control Technician III	\$6,315	\$8,317					\$2,741	\$162	\$11			\$653	\$121	\$12,005	\$12,005
Union Sanitary District	Instrument Technician Electrician	\$7,867	\$9,562				\$2,483						\$841	\$139	\$13,024	\$13,024
Vallecitos Water District	Electrical Instrumentation Technician	\$5,644	\$7,563	\$756		\$151		\$1,795	\$123	\$17			\$960	\$579	\$11,944	\$11,476

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
8	8	10
1	1	1
N/A	N/A	N/A
12	10	9
16	17	17
17	15	15
13	12	12
14	14	14
10	13	13
15	16	16
3	3	3
11	11	11
4	6	7
7	9	8
6	7	6
N/A	N/A	N/A
5	4	4
2	2	2
9	5	5

Base Salary Median	\$7,462
Percentage Above or Below Median	2.27%
Base Salary 75th Percentile	\$8,408
Base Salary 90% of 75th Percentile	\$7,567
Base Salary % Above/Below 90% of the 75th Percentile	0.85%
Percentile of District class base salary within total labor	56.20%
Total Matches:	16

Total Compensation Median	\$10,311	\$10,311
Percentage Above or Below Median	2.12%	-2.47%
Total Compensation 75th Percentile	\$11,960	\$11,608
Total Compensation 90% of 75th Percentile	\$10,764	\$10,447
Base Salary % Above/Below 90% of the 75th	-2.18%	-3.75%
Percentile of District class total compensation within	56.2%	43.7%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Environmental Analyst II**

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Environmental Analyst II	\$6,618	\$8,603	\$25				\$1,476	\$158	\$5			\$761	\$658	\$11,686	\$11,153
Alameda County Water District	Water Operations Analyst I	\$7,852	\$9,545			\$239		\$2,761			\$42		\$1,022	\$138	\$13,747	\$13,747
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Storm Water Assistant	\$5,430	\$7,325		\$513	\$513	\$1,616						\$658	\$106	\$10,731	\$10,731
City of Oxnard	No Comparable Class															
City of Santa Barbara	Environmental Specialist II	\$6,688	\$8,129				\$362	\$1,100	\$83	\$10			\$842	\$118	\$10,644	\$10,644
City of Santa Monica	No Comparable Class															
City of Simi Valley	Environmental Compliance Program Coordinator	\$6,556	\$8,412			\$252	\$2,280						\$701	\$122	\$11,767	\$11,767
City of Thousand Oaks	No Comparable Class															
City of Ventura	Environmental Services Specialist	\$4,949	\$6,632		\$13		\$1,097			\$15			\$517	\$96	\$8,370	\$8,370
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	Environmental Compliance Analyst II	\$6,294	\$7,816		\$98	\$78	\$1,887						\$640	\$113	\$10,633	\$10,633
Inland Empire Utility Agency	Environmental Resource Planner II	\$6,461	\$9,113				\$1,381						\$752	\$697	\$11,943	\$11,378
Irvine Ranch Water District	Environmental Compliance Specialist	\$5,568	\$7,915					\$1,576	\$144	\$23			\$560	\$115	\$10,333	\$10,333
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Environmental Specialist B	\$7,572	\$7,572	\$379			\$1,970						\$1,227	\$110	\$11,257	\$11,257
Metropolitan Water District of Southern California	Associate Environmental Specialist	\$7,048	\$9,270					\$2,741	\$162	\$11			\$728	\$134	\$13,046	\$13,046
Union Sanitary District	Environmental Program Coordinator	\$9,340	\$12,259			\$736	\$2,483						\$1,078	\$178	\$16,733	\$16,733
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	6	7
2	2	2
N/A	N/A	N/A
11	8	8
N/A	N/A	N/A
7	9	9
N/A	N/A	N/A
6	5	4
N/A	N/A	N/A
12	12	12
N/A	N/A	N/A
9	10	10
4	4	5
8	11	11
N/A	N/A	N/A
10	7	6
3	3	3
1	1	1
N/A	N/A	N/A

Base Salary Median	\$8,129
Percentage Above or Below Median	5.83%

Total Compensation Median	\$11,257	\$11,257
Percentage Above or Below Median	3.81%	-0.93%

Base Salary 75th Percentile	\$9,192
Base Salary 90% of 75th Percentile	\$8,272
Base Salary % Above/Below 90% of the 75th Percentile	4.00%

Total Compensation 75th Percentile	\$12,495	\$12,407
Total Compensation 90% of 75th Percentile	\$11,245	\$11,166
Base Salary % Above/Below 90% of the 75th	3.92%	-0.12%

Percentile of District class base salary within total labor	63.60%
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Percentile of District class total compensation within	54.5%	45.4%
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Total Matches:	11
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Facilities Inspector

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Facilities Inspector	\$5,265	\$7,260					\$1,476	\$158	\$5			\$642	\$555	\$10,097	\$9,646
Alameda County Water District	Construction Inspector II	\$8,465	\$10,289					\$2,761					\$1,101	\$149	\$14,300	\$14,300
Central Contra Costa Sanitary District	Construction Inspector	\$7,797	\$9,427	\$236	\$584		\$3,926						\$1,610	\$137	\$15,920	\$15,920
City of Camarillo	Public Works Inspector	\$5,218	\$7,039		\$493	\$493	\$1,616						\$632	\$102	\$10,375	\$10,375
City of Oxnard	Construction Inspector II	\$4,926	\$6,640	\$133		\$266		\$670					\$495	\$96	\$8,300	\$8,300
City of Santa Barbara	Public Works Inspector II	\$5,659	\$6,878				\$362	\$1,100	\$83	\$10			\$712	\$100	\$9,245	\$9,245
City of Santa Monica	Public Works Inspector	\$7,021	\$8,668					\$2,581					\$834	\$126	\$12,208	\$12,208
City of Simi Valley	Public Works Inspector	\$4,794	\$6,113				\$1,942						\$509	\$89	\$8,653	\$8,653
City of Thousand Oaks	Construction Inspector	\$5,356	\$7,178		\$100			\$1,115	\$175	\$15			\$557	\$549	\$9,689	\$9,244
City of Ventura	Construction Inspector	\$5,111	\$6,212				\$1,097			\$15			\$484	\$90	\$7,898	\$7,898
Contra Costa Water District	Construction Inspector	\$7,105	\$8,635			\$86		\$1,907	\$170	\$17			\$734	\$661	\$12,210	\$11,675
Eastern Municipal Water District	Construction and Safety Inspector II	\$5,439	\$6,765		\$98	\$68	\$1,887						\$554	\$98	\$9,470	\$9,470
Inland Empire Utility Agency	Construction Inspector	\$6,784	\$8,266				\$1,381						\$682	\$632	\$10,962	\$10,449
Irvine Ranch Water District	Construction Inspector	\$5,249	\$7,472					\$1,576	\$144	\$23			\$529	\$108	\$9,852	\$9,852
Los Angeles County Sanitation District	Construction Inspector III	\$6,385	\$7,932	\$79		\$555		\$1,650	\$130				\$549	\$115	\$11,011	\$11,011
Los Angeles Department of Water and Power	Construction Inspector	\$5,531	\$6,873	\$344			\$1,970						\$1,113	\$100	\$10,400	\$10,400
Metropolitan Water District of Southern California	Construction Inspector III	\$7,048	\$9,270					\$2,741	\$162	\$11			\$728	\$134	\$13,046	\$13,046
Union Sanitary District	Construction Inspector II	\$7,373	\$8,961				\$2,483						\$788	\$130	\$12,362	\$12,362
Vallecitos Water District	Construction Inspector II	\$5,508	\$7,381	\$738		\$148		\$1,795	\$123	\$17			\$937	\$565	\$11,704	\$11,246

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
11	12	13
1	2	2
2	1	1
13	11	11
17	18	18
14	16	15
5	6	5
19	17	17
12	14	16
18	19	19
6	5	6
16	15	14
7	9	9
9	13	12
8	8	8
15	10	10
3	3	3
4	4	4
10	7	7

Base Salary Median	\$7,427
Percentage Above or Below Median	-2.24%

Total Compensation Median	\$10,681	\$10,424
Percentage Above or Below Median	-5.47%	-7.46%

Base Salary 75th Percentile	\$8,660
Base Salary 90% of 75th Percentile	\$7,794
Base Salary % Above/Below 90% of the 75th Percentile	-6.85%

Total Compensation 75th Percentile	\$12,209	\$12,075
Total Compensation 90% of 75th Percentile	\$10,989	\$10,867
Base Salary % Above/Below 90% of the 75th	-8.12%	-11.23%

Percentile of District class base salary within total labor	44.40%
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Percentile of District class total compensation within	38.8%	33.3%
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Total Matches:	18
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest



Facilities Maintenance Supervisor

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Facilities Maintenance Supervisor	\$7,238	\$9,410	\$25				\$1,476	\$158	\$5			\$832	\$720	\$12,626	\$12,043
Alameda County Water District	Facilities Maintenance Supervisor	\$10,818	\$13,150			\$329		\$2,761			\$42		\$1,407	\$191	\$17,880	\$17,880
Central Contra Costa Sanitary District	Vehicle and Equipment Maintenance Supervisor	\$8,620	\$10,429	\$261	\$647		\$3,926						\$1,781	\$151	\$17,195	\$17,195
City of Camarillo	No Comparable Class															
City of Oxnard	Facilities Maintenance Supervisor	\$4,577	\$7,682			\$307		\$633					\$573	\$111	\$9,307	\$9,307
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Facilities Supervisor	\$6,728	\$8,306					\$2,581					\$799	\$120	\$11,806	\$11,806
City of Simi Valley	Maintenance Supervisor	\$5,749	\$7,364			\$221	\$2,280						\$613	\$107	\$10,585	\$10,585
City of Thousand Oaks	Facilities Maintenance Supervisor	\$7,157	\$9,027		\$271			\$1,115	\$175	\$15			\$700	\$691	\$11,994	\$11,434
City of Ventura	Facilities Maintenance Supervisor	\$5,463	\$7,320		\$13		\$1,097			\$15			\$571	\$106	\$9,122	\$9,122
Contra Costa Water District	Operations and Maintenance Supervisor	\$8,228	\$10,000			\$200		\$1,907	\$170	\$17			\$1,153	\$765	\$14,212	\$13,592
Eastern Municipal Water District	Construction and Safety Inspection Supervisor	\$7,268	\$9,032		\$98	\$90	\$1,887						\$740	\$131	\$11,979	\$11,979
Inland Empire Utility Agency	Facilities Program Supervisor	\$7,854	\$9,569				\$1,381						\$790	\$732	\$12,472	\$11,879
Irvine Ranch Water District	Facilities Services Supervisor	\$5,745	\$8,171					\$1,576	\$144	\$23			\$579	\$118	\$10,611	\$10,611
Los Angeles County Sanitation District	Supervisor of Pumping Plants Operations and Maintenance	\$7,028	\$8,732	\$87	\$262	\$611		\$1,650	\$130				\$605	\$127	\$12,204	\$12,204
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Team Manager IV	\$9,247	\$12,080					\$2,741	\$162	\$11			\$949	\$175	\$16,118	\$16,118
Union Sanitary District	Coach Mechanical Maintenance	\$10,027	\$13,160			\$790	\$2,483						\$1,157	\$191	\$17,781	\$17,781
Vallecitos Water District	Mechanical Electrical Supervisor	\$6,534	\$8,756	\$876		\$175		\$1,795	\$123	\$17			\$1,112	\$670	\$13,523	\$12,981

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	7	8
2	1	1
4	3	3
N/A	N/A	N/A
14	15	15
N/A	N/A	N/A
12	12	11
15	14	14
9	10	12
16	16	16
5	5	5
8	11	9
6	8	10
13	13	13
11	9	7
N/A	N/A	N/A
3	4	4
1	2	2
10	6	6

Base Salary Median	\$9,027
Percentage Above or Below Median	4.24%
Base Salary 75th Percentile	\$10,215
Base Salary 90% of 75th Percentile	\$9,193
Base Salary % Above/Below 90% of the 75th Percentile	2.36%
Percentile of District class base salary within total labor	60.00%
Total Matches:	15

Total Compensation Median	\$12,204	\$11,979
Percentage Above or Below Median	3.46%	0.53%
Total Compensation 75th Percentile	\$15,165	\$14,855
Total Compensation 90% of 75th Percentile	\$13,648	\$13,369
Base Salary % Above/Below 90% of the 75th	-7.49%	-9.92%
Percentile of District class total compensation within	60.0%	53.3%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

**Facilities Maintenance Worker**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Facilities Maintenance Worker	\$3,608	\$4,974					\$1,476	\$158	\$5			\$440	\$381	\$7,433	\$7,125
Alameda County Water District	Facilities Maintenance Worker	\$7,139	\$8,678					\$2,761					\$929	\$126	\$12,494	\$12,494
Central Contra Costa Sanitary District	Utility Workers	\$5,577	\$6,757	\$169	\$419		\$3,926						\$1,154	\$98	\$12,523	\$12,523
City of Camarillo	Facilities Maintenance Assistant	\$4,069	\$5,489		\$384	\$384	\$1,616						\$493	\$80	\$8,446	\$8,446
City of Oxnard	Facilities Maintenance Worker II	\$3,228	\$4,350	\$87		\$174		\$670					\$325	\$63	\$5,669	\$5,669
City of Santa Barbara	Facilities Maintenance Worker II	\$3,903	\$4,744				\$362	\$1,100	\$83	\$10			\$491	\$69	\$6,859	\$6,859
City of Santa Monica	Building Systems Technician	\$5,356	\$6,612					\$2,581					\$636	\$96	\$9,925	\$9,925
City of Simi Valley	Building Maintenance Technician	\$3,519	\$4,493				\$1,942						\$374	\$65	\$6,874	\$6,874
City of Thousand Oaks	Building Maintenance Technician I	\$3,612	\$4,839		\$100			\$1,115	\$175	\$15			\$376	\$370	\$6,990	\$6,690
City of Ventura	Facilities Maintenance Worker II	\$3,696	\$4,492				\$1,097			\$15			\$350	\$65	\$6,019	\$6,019
Contra Costa Water District	Maintenance Worker	\$5,789	\$7,036			\$70		\$1,907	\$170	\$17			\$598	\$538	\$10,337	\$9,900
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	Mechanic I	\$4,592	\$5,596				\$1,381						\$462	\$428	\$7,867	\$7,520
Irvine Ranch Water District	Facilities Services Technician	\$4,438	\$6,250					\$1,576	\$144	\$23			\$443	\$91	\$8,526	\$8,526
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Building Repairer	\$5,796	\$7,228	\$361			\$1,970						\$1,171	\$105	\$10,835	\$10,835
Metropolitan Water District of Southern California	Facilities Maintenance Assistant	\$4,183	\$5,509					\$2,741	\$162	\$11			\$433	\$80	\$8,936	\$8,936
Union Sanitary District	Mechanic I	\$6,461	\$7,854				\$2,483						\$691	\$114	\$11,141	\$11,141
Vallecitos Water District	Mechanical Maintenance Worker I	\$3,638	\$4,875	\$488		\$98		\$1,795	\$123	\$17			\$619	\$373	\$8,387	\$8,085

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
11	12	12
1	2	2
5	1	1
10	9	9
17	17	17
14	15	14
6	6	5
15	14	13
13	13	15
16	16	16
4	5	6
N/A	N/A	N/A
8	11	11
7	8	8
N/A	N/A	N/A
3	4	4
9	7	7
2	3	3
12	10	10

Base Salary Median	\$5,553
Percentage Above or Below Median	-10.42%

Total Compensation Median	\$8,486	\$8,486
Percentage Above or Below Median	-12.41%	-16.04%

Base Salary 75th Percentile	\$6,827
Base Salary 90% of 75th Percentile	\$6,144
Base Salary % Above/Below 90% of the 75th Percentile	-19.04%

Total Compensation 75th Percentile	\$10,461	\$10,152
Total Compensation 90% of 75th Percentile	\$9,415	\$9,137
Base Salary % Above/Below 90% of the 75th	-21.05%	-22.02%

Percentile of District class base salary within total labor	37.50%
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Percentile of District class total compensation within	31.2%	31.2%
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Total Matches:	16
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Field Customer Service Representative II

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Field Customer Service Representative II	\$3,946	\$5,440					\$1,476	\$158	\$5			\$481	\$416	\$7,976	\$7,639
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Water Services Technician II	\$3,721	\$5,019		\$351	\$351	\$1,616						\$451	\$73	\$7,861	\$7,861
City of Oxnard	No Comparable Class															
City of Santa Barbara	Water Distribution Operator Technician II	\$5,425	\$6,594				\$314	\$1,009	\$83	\$10			\$683	\$96	\$8,789	\$8,789
City of Santa Monica	Water Resources Technician	\$4,359	\$5,381					\$2,581					\$517	\$78	\$8,557	\$8,557
City of Simi Valley	Waterworks Meter Reader	\$3,236	\$4,120				\$1,942						\$343	\$60	\$6,465	\$6,465
City of Thousand Oaks	Field Service Representative	\$4,442	\$4,962		\$100			\$1,115	\$175	\$15			\$385	\$380	\$7,132	\$6,824
City of Ventura	Utility Service Representative	\$3,677	\$4,470				\$1,097			\$15			\$349	\$65	\$5,995	\$5,995
Contra Costa Water District	Customer Field Representative	\$5,729	\$6,963			\$70		\$1,907	\$170	\$17			\$592	\$533	\$10,251	\$9,819
Eastern Municipal Water District	Customer Service Field Representative II	\$4,059	\$5,058		\$98	\$51	\$1,887						\$414	\$73	\$7,582	\$7,582
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Customer Service Field Technician	\$3,832	\$5,281					\$1,576	\$144	\$23			\$374	\$77	\$7,475	\$7,475
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Meter Service Worker II	\$4,110	\$5,508	\$551		\$110		\$1,795	\$123	\$17			\$699	\$421	\$9,225	\$8,883

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
4	5	6
N/A	N/A	N/A
N/A	N/A	N/A
8	6	5
N/A	N/A	N/A
2	3	3
5	4	4
11	10	10
9	9	9
10	11	11
1	1	1
7	7	7
N/A	N/A	N/A
6	8	8
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
3	2	2

Base Salary Median	\$5,170
Percentage Above or Below Median	5.23%
Base Salary 75th Percentile	\$5,476
Base Salary 90% of 75th Percentile	\$4,929
Base Salary % Above/Below 90% of the 75th Percentile	10.38%
Percentile of District class base salary within total labor	70.00%
Total Matches:	10

Total Compensation Median	\$7,722	\$7,722
Percentage Above or Below Median	3.30%	-1.07%
Total Compensation 75th Percentile	\$8,731	\$8,731
Total Compensation 90% of 75th Percentile	\$7,858	\$7,858
Base Salary % Above/Below 90% of the 75th	1.51%	-2.78%
Percentile of District class total compensation within	60.0%	50.0%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Finance Manager**

Group: Management

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Finance Manager	\$8,832	\$12,364	\$25				\$1,476	\$158	\$5			\$1,094	\$836	\$15,958	\$15,301
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	Finance Manager	\$12,244	\$14,882	\$372	\$923		\$3,926				\$100		\$2,542	\$216	\$22,960	\$22,960
City of Camarillo	Finance Accounting Manager	\$7,392	\$9,971		\$698	\$698	\$1,616						\$896	\$145	\$14,023	\$14,023
City of Oxnard	Accounting Manager	\$6,040	\$10,023			\$401		\$633					\$748	\$145	\$11,950	\$11,950
City of Santa Barbara	Accounting Manager	\$8,798	\$10,694				\$1,676						\$1,108	\$155	\$13,633	\$13,633
City of Santa Monica	Accounting Manager	\$10,946	\$13,513					\$2,581					\$1,299	\$196	\$17,589	\$17,589
City of Simi Valley	Deputy Director Fiscal Services	\$8,947	\$11,521			\$346	\$2,280						\$959	\$167	\$15,273	\$15,273
City of Thousand Oaks	Deputy Finance Director	\$10,300	\$15,450		\$463			\$1,115	\$175	\$15			\$1,199	\$881	\$19,298	\$18,641
City of Ventura	Accounting Manager	\$7,567	\$10,140		\$137		\$1,097			\$15	\$250		\$791	\$147	\$12,577	\$12,577
Contra Costa Water District	Accounting Manager	\$11,355	\$13,803		\$276	\$276		\$1,907	\$170	\$17			\$1,591	\$857	\$18,898	\$18,241
Eastern Municipal Water District	Controller	\$9,710	\$12,066		\$98	\$121	\$1,887						\$989	\$175	\$15,336	\$15,336
Inland Empire Utility Agency	Manager of Finance	\$11,050	\$13,463				\$1,381				\$250		\$1,111	\$852	\$17,058	\$16,400
Irvine Ranch Water District	Controller	\$8,290	\$11,773					\$1,576	\$144	\$23			\$834	\$171	\$14,520	\$14,520
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Controller	\$13,487	\$17,663					\$2,741	\$162	\$11			\$1,387	\$256	\$22,220	\$22,220
Union Sanitary District	Coach Business Services	\$10,932	\$14,348			\$861	\$2,483						\$1,262	\$208	\$19,162	\$19,162
Vallecitos Water District	Accounting Manager	\$7,381	\$9,891	\$989		\$198		\$1,795	\$123	\$17			\$1,256	\$757	\$15,026	\$14,412

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
8	8	9
N/A	N/A	N/A
3	1	1
15	13	13
14	16	16
12	14	14
6	6	6
11	10	10
2	3	4
13	15	15
5	5	5
9	9	8
7	7	7
10	12	11
N/A	N/A	N/A
N/A	N/A	N/A
1	2	2
4	4	3
16	11	12

Base Salary Median	\$12,066
Percentage Above or Below Median	2.47%
Base Salary 75th Percentile	\$14,076
Base Salary 90% of 75th Percentile	\$12,668
Base Salary % Above/Below 90% of the 75th Percentile	-2.40%
Percentile of District class base salary within total labor	53.30%
Total Matches:	15

Total Compensation Median	\$15,336	\$15,336
Percentage Above or Below Median	4.06%	-0.23%
Total Compensation 75th Percentile	\$19,030	\$18,441
Total Compensation 90% of 75th Percentile	\$17,127	\$16,597
Base Salary % Above/Below 90% of the 75th	-6.82%	-7.81%
Percentile of District class total compensation within	53.3%	46.6%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Fleet Technician**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Fleet Technician	\$4,720	\$6,507					\$1,476	\$158	\$5			\$576	\$498	\$9,219	\$8,816
Alameda County Water District	Automotive Mechanic II	\$7,507	\$9,125					\$2,761					\$977	\$132	\$12,995	\$12,995
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	Fleet Services Technician I	\$4,647	\$5,649				\$362	\$1,100	\$83	\$10			\$585	\$82	\$7,871	\$7,871
City of Santa Monica	Mechanic II	\$4,769	\$5,888					\$2,581					\$566	\$85	\$9,121	\$9,121
City of Simi Valley	Mechanic II	\$4,404	\$5,623				\$1,942						\$468	\$82	\$8,115	\$8,115
City of Thousand Oaks	Fleet Technician I/II	\$4,657	\$6,242		\$100			\$1,115	\$175	\$15			\$484	\$478	\$8,609	\$8,222
City of Ventura	Equipment Mechanic II	\$4,423	\$5,376				\$1,097			\$15			\$419	\$78	\$6,985	\$6,985
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	Heavy Fleet Technician II	\$5,058	\$6,294		\$98	\$63	\$1,887						\$516	\$91	\$8,949	\$8,949
Inland Empire Utility Agency	Mechanic II	\$5,581	\$6,800				\$1,381						\$561	\$520	\$9,262	\$8,841
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Operations and Maintenance Technician IV Fleet	\$5,812	\$7,651					\$2,741	\$162	\$11			\$601	\$111	\$11,277	\$11,277
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Mechanic	\$4,643	\$6,222	\$622		\$124		\$1,795	\$123	\$17			\$790	\$476	\$10,170	\$9,784

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
4	5	7
1	1	1
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
9	10	10
8	6	4
10	9	9
6	8	8
11	11	11
N/A	N/A	N/A
5	7	5
3	4	6
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
2	2	2
N/A	N/A	N/A
7	3	3

Base Salary Median	<b>\$6,232</b>
Percentage Above or Below Median	<b>4.41%</b>
Base Salary 75th Percentile	<b>\$6,674</b>
Base Salary 90% of 75th Percentile	<b>\$6,006</b>
Base Salary % Above/Below 90% of the 75th Percentile	<b>8.34%</b>
Percentile of District class base salary within total labor	<b>70.00%</b>
Total Matches:	<b>10</b>

Total Compensation Median	<b>\$9,035</b>	<b>\$8,895</b>
Percentage Above or Below Median	<b>2.04%</b>	<b>-0.89%</b>
Total Compensation 75th Percentile	<b>\$9,943</b>	<b>\$9,618</b>
Total Compensation 90% of 75th Percentile	<b>\$8,949</b>	<b>\$8,656</b>
Base Salary % Above/Below 90% of the 75th	<b>3.03%</b>	<b>1.84%</b>
Percentile of District class total compensation within	<b>60.0%</b>	<b>40.0%</b>

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

**General Manager**

Group: General Manager

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	General Manager	\$21,667	\$21,667					\$1,476	\$158	\$5			\$1,916	\$971	\$26,194	\$25,537
Alameda County Water District	General Manager	\$19,553	\$23,767		\$833	\$594		\$2,761			\$600		\$2,544	\$345	\$31,444	\$31,444
Central Contra Costa Sanitary District	General Manager	\$21,875	\$21,875	\$547	\$1,356		\$3,926				\$100		\$3,736	\$317	\$31,858	\$31,858
City of Camarillo	City Manager	\$19,500	\$19,500		\$1,950	\$1,365	\$1,616				\$250		\$1,752	\$283	\$26,716	\$26,716
City of Oxnard	City Manager	\$22,083	\$22,083	\$442	\$662	\$442		\$725			\$350		\$1,647	\$320	\$26,671	\$26,671
City of Santa Barbara	City Administrator	\$18,639	\$22,656				\$1,718				\$578		\$2,347	\$329	\$27,627	\$27,627
City of Santa Monica	City Manager	\$28,565	\$28,565					\$2,581					\$2,747	\$414	\$34,307	\$34,307
City of Simi Valley	City Manager	\$15,760	\$20,488			\$615	\$2,280						\$1,706	\$297	\$25,386	\$25,386
City of Thousand Oaks	City Manager	\$20,385	\$20,385					\$1,115	\$175	\$15	\$430		\$1,582	\$953	\$24,655	\$23,997
City of Ventura	City Manager	\$20,558	\$20,558		\$83		\$1,097			\$15	\$350		\$1,603	\$298	\$24,005	\$24,005
Contra Costa Water District	General Manager	\$22,574	\$22,574		\$1,500	\$1,129		\$1,907	\$170	\$17			\$4,935	\$985	\$33,216	\$32,559
Eastern Municipal Water District	General Manager	\$23,688	\$23,688		\$98	\$237	\$1,887						\$1,941	\$343	\$28,195	\$28,195
Inland Empire Utility Agency	General Manager	\$25,097	\$25,097				\$1,381				\$700		\$2,072	\$1,021	\$30,271	\$29,613
Irvine Ranch Water District	General Manager	\$14,645	\$22,845					\$1,576	\$144	\$23			\$1,618	\$331	\$26,537	\$26,537
Los Angeles County Sanitation District	Chief Engineer and General Manager	\$22,219	\$27,526	\$275	\$826	\$1,652		\$1,650	\$130				\$1,906	\$399	\$34,364	\$34,364
Los Angeles Department of Water and Power	General Manager and Chief Engineer Water and Power	\$29,168	\$29,168	\$1,458			\$1,970						\$4,725	\$423	\$37,745	\$37,745
Metropolitan Water District of Southern California	General Manager	\$32,542	\$32,542					\$2,741	\$162	\$11	\$725		\$2,556	\$472	\$39,208	\$39,208
Union Sanitary District	General Manager District Engineer	\$16,619	\$21,808			\$1,308	\$2,483						\$1,918	\$316	\$27,833	\$27,833
Vallecitos Water District	General Manager	\$18,020	\$18,020	\$1,802		\$360		\$1,795	\$123	\$17	\$45		\$2,288	\$918	\$25,369	\$24,712

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
14	15	15
6	7	7
12	6	6
18	12	12
11	13	13
9	11	11
3	4	4
16	16	16
17	18	19
15	19	18
10	5	5
7	9	9
5	8	8
8	14	14
4	3	3
2	2	2
1	1	1
13	10	10
19	17	17

Base Salary Median	\$22,615
Percentage Above or Below Median	-4.19%
Base Salary 75th Percentile	\$24,765
Base Salary 90% of 75th Percentile	\$22,288
Base Salary % Above/Below 90% of the 75th Percentile	-2.79%
Percentile of District class base salary within total labor	27.70%
Total Matches:	18

Total Compensation Median	\$28,014	\$28,014
Percentage Above or Below Median	-6.50%	-8.84%
Total Compensation 75th Percentile	\$32,876	\$32,383
Total Compensation 90% of 75th Percentile	\$29,589	\$29,145
Base Salary % Above/Below 90% of the 75th	-11.47%	-12.38%
Percentile of District class total compensation within	22.2%	22.2%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

GIS Coordinator

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	GIS Coordinator	\$5,534	\$7,631					\$1,476	\$158	\$5			\$675	\$584	\$10,529	\$10,056
Alameda County Water District	Engineering Technician III (Development/Technical Services)	\$7,852	\$8,245					\$2,761					\$882	\$120	\$12,008	\$12,008
Central Contra Costa Sanitary District	GIS Analyst	\$8,412	\$10,183	\$255	\$631		\$3,926						\$1,739	\$148	\$16,882	\$16,882
City of Camarillo	Geographic Information Systems Specialist	\$6,560	\$8,849		\$619	\$619	\$1,616						\$795	\$128	\$12,627	\$12,627
City of Oxnard	Geographic Information System Technician III	\$4,506	\$6,990	\$140		\$280		\$927					\$521	\$101	\$8,959	\$8,959
City of Santa Barbara	Geographic Information Systems Coordinator	\$7,464	\$9,072				\$362	\$1,100	\$83	\$10			\$940	\$132	\$11,698	\$11,698
City of Santa Monica	GIS Analyst	\$7,879	\$9,727					\$2,581					\$935	\$141	\$13,384	\$13,384
City of Simi Valley	GIS Coordinator	\$7,758	\$9,969			\$299	\$2,280						\$830	\$145	\$13,523	\$13,523
City of Thousand Oaks	Geographic Information Systems (GIS) Specialist	\$5,632	\$8,448		\$84			\$1,115	\$175	\$15			\$656	\$646	\$11,139	\$10,616
City of Ventura	Geographic Information Systems Coordinator	\$6,822	\$9,142		\$13		\$1,097			\$15			\$713	\$133	\$11,112	\$11,112
Contra Costa Water District	Geographic Information System Analyst	\$7,462	\$9,069			\$272		\$1,907	\$170	\$17			\$765	\$694	\$12,894	\$12,332
Eastern Municipal Water District	GIS Analyst	\$5,853	\$7,268		\$98	\$73	\$1,887						\$596	\$105	\$10,027	\$10,027
Inland Empire Utility Agency	GIS Specialist	\$6,153	\$7,497				\$1,381						\$619	\$574	\$10,070	\$9,606
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Information Technology GIS Analyst III	\$6,859	\$9,024					\$2,741	\$162	\$11			\$709	\$131	\$12,778	\$12,778
Union Sanitary District	No Comparable Class															
Vallecitos Water District	GIS CADD Technician	\$4,875	\$6,534	\$653		\$131		\$1,795	\$123	\$17			\$830	\$500	\$10,583	\$10,178

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
11	12	12
10	7	7
1	1	1
8	6	5
14	15	15
5	8	8
3	3	3
2	2	2
9	9	10
4	10	9
6	4	6
13	14	13
12	13	14
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
7	5	4
N/A	N/A	N/A
15	11	11

Base Salary Median	\$8,937
Percentage Above or Below Median	-14.61%
Base Salary 75th Percentile	\$9,125
Base Salary 90% of 75th Percentile	\$8,212
Base Salary % Above/Below 90% of the 75th Percentile	-7.08%
Percentile of District class base salary within total labor	28.50%
Total Matches:	14

Total Compensation Median	\$11,853	\$11,853
Percentage Above or Below Median	-11.17%	-15.16%
Total Compensation 75th Percentile	\$12,865	\$12,740
Total Compensation 90% of 75th Percentile	\$11,579	\$11,466
Base Salary % Above/Below 90% of the 75th	-9.07%	-12.30%
Percentile of District class total compensation within	21.4%	21.4%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Information Systems Manager

Group: Management

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Information Systems Manager	\$9,282	\$12,995	\$25				\$1,476	\$158	\$5			\$1,149	\$846	\$16,654	\$15,997
Alameda County Water District	Information Technology Manager	\$12,445	\$15,128			\$378		\$2,761			\$42		\$1,619	\$219	\$20,148	\$20,148
Central Contra Costa Sanitary District	Information Technology Manager	\$13,854	\$16,840	\$421	\$1,044		\$3,926						\$2,876	\$244	\$25,352	\$25,352
City of Camarillo	No Comparable Class															
City of Oxnard	Systems Administrator	\$6,644	\$11,495			\$460		\$633					\$858	\$167	\$13,612	\$13,612
City of Santa Barbara	Information Technology Manager	\$9,917	\$12,054				\$1,676						\$1,249	\$175	\$15,153	\$15,153
City of Santa Monica	Systems and Networks Manager	\$11,260	\$13,901					\$2,581					\$1,337	\$202	\$18,020	\$18,020
City of Simi Valley	Deputy Director Information Services	\$9,988	\$12,874			\$386	\$2,280						\$1,072	\$187	\$16,799	\$16,799
City of Thousand Oaks	Information Technology Manager	\$9,323	\$13,986		\$420			\$1,115	\$175	\$15			\$1,085	\$860	\$17,656	\$16,999
City of Ventura	Information Technology Manager	\$8,775	\$11,759		\$137		\$1,097			\$15			\$917	\$171	\$14,096	\$14,096
Contra Costa Water District	Information System Manager	\$11,922	\$14,491		\$290	\$290		\$1,907	\$170	\$17			\$1,671	\$867	\$19,703	\$19,046
Eastern Municipal Water District	Senior Director of Information Systems	\$12,066	\$14,986		\$98	\$150	\$1,887						\$1,228	\$217	\$18,566	\$18,566
Inland Empire Utility Agency	Manager of Business Information Services	\$11,050	\$13,463				\$1,381						\$1,111	\$852	\$16,808	\$16,150
Irvine Ranch Water District	Networking and Support Manager	\$8,290	\$11,773					\$1,576	\$144	\$23			\$834	\$171	\$14,520	\$14,520
Los Angeles County Sanitation District	Information Technology Manager	\$11,399	\$14,165	\$142	\$425	\$850		\$1,650	\$130				\$981	\$205	\$18,548	\$18,548
Los Angeles Department of Water and Power	Information Systems Manager II	\$11,552	\$14,353	\$718			\$1,970						\$2,325	\$208	\$19,574	\$19,574
Metropolitan Water District of Southern California	Business Applications Team Manager	\$9,781	\$12,782					\$2,741	\$162	\$11			\$1,004	\$185	\$16,885	\$16,885
Union Sanitary District	Information Technology Administrator	\$10,877	\$14,289			\$857	\$2,483						\$1,256	\$207	\$19,093	\$19,093
Vallecitos Water District	Information Technology Supervisor	\$7,942	\$10,642	\$1,064		\$213		\$1,795	\$123	\$17			\$1,351	\$812	\$16,017	\$15,360

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
11	13	13
2	2	2
1	1	1
N/A	N/A	N/A
17	18	18
14	15	15
9	8	8
12	12	11
8	9	9
16	17	17
4	3	5
3	6	6
10	11	12
15	16	16
7	7	7
5	4	3
13	10	10
6	5	4
18	14	14

Base Salary Median	\$13,901
Percentage Above or Below Median	-6.52%

Total Compensation Median	\$17,656	\$16,999
Percentage Above or Below Median	-5.67%	-5.89%

Base Salary 75th Percentile	\$14,353
Base Salary 90% of 75th Percentile	\$12,918
Base Salary % Above/Below 90% of the 75th Percentile	0.60%

Total Compensation 75th Percentile	\$19,093	\$19,046
Total Compensation 90% of 75th Percentile	\$17,184	\$17,141
Base Salary % Above/Below 90% of the 75th	-3.08%	-6.68%

Percentile of District class base salary within total labor	41.10%
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Percentile of District class total compensation within	29.4%	29.4%
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Total Matches:	17
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest



Laboratory Assistant

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Califateria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Laboratory Assistant	\$3,681	\$5,075					\$1,476	\$158	\$5			\$449	\$388	\$7,551	\$7,236
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	No Comparable Class															
City of Santa Monica	No Comparable Class															
City of Simi Valley	Laboratory Technician	\$4,429	\$5,874				\$1,942						\$489	\$85	\$8,390	\$8,390
City of Thousand Oaks	Laboratory Assistant	\$5,044	\$6,760		\$100			\$1,115	\$175	\$15			\$525	\$517	\$9,207	\$8,788
City of Ventura	Laboratory Assistant	\$3,378	\$4,106				\$1,097			\$15			\$320	\$60	\$5,598	\$5,598
Contra Costa Water District	Laboratory Technician	\$6,389	\$7,765			\$78		\$1,907	\$170	\$17			\$660	\$594	\$11,191	\$10,709
Eastern Municipal Water District	Water Quality Technician	\$3,867	\$4,819		\$98	\$48	\$1,887						\$395	\$70	\$7,317	\$7,317
Inland Empire Utility Agency	Laboratory Assistant	\$4,593	\$5,596				\$1,381						\$462	\$428	\$7,867	\$7,520
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	Laboratory Attendant	\$3,453	\$4,282	\$43		\$300		\$1,650	\$130				\$297	\$62	\$6,763	\$6,763
Los Angeles Department of Water and Power	Laboratory Technician	\$5,370	\$6,673	\$334			\$1,970						\$1,081	\$97	\$10,154	\$10,154
Metropolitan Water District of Southern California	Laboratory Assistant II	\$4,183	\$5,509					\$2,741	\$162	\$11			\$433	\$80	\$8,936	\$8,936
Union Sanitary District	Laboratory Analyst	\$7,306	\$8,880				\$2,483						\$781	\$129	\$12,273	\$12,273
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
8	8	9
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
5	6	6
3	4	5
11	11	11
2	2	2
9	9	8
6	7	7
N/A	N/A	N/A
10	10	10
4	3	3
7	5	4
1	1	1
N/A	N/A	N/A

Base Salary Median	\$5,735
Percentage Above or Below Median	-11.51%
Base Salary 75th Percentile	\$6,738
Base Salary 90% of 75th Percentile	\$6,064
Base Salary % Above/Below 90% of the 75th Percentile	-16.32%
Percentile of District class base salary within total labor	30.00%
Total Matches:	10

Total Compensation Median	\$8,663	\$8,589
Percentage Above or Below Median	-12.83%	-15.75%
Total Compensation 75th Percentile	\$9,918	\$9,850
Total Compensation 90% of 75th Percentile	\$8,926	\$8,865
Base Salary % Above/Below 90% of the 75th	-15.40%	-18.37%
Percentile of District class total compensation	30.0%	20.0%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Laboratory Technician II

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Laboratory Technician II	\$5,111	\$7,047					\$1,476	\$158	\$5			\$623	\$539	\$9,848	\$9,411
Alameda County Water District	Laboratory Technician II	\$6,689	\$8,131					\$2,761					\$870	\$118	\$11,880	\$11,880
Central Contra Costa Sanitary District	Chemist II	\$6,947	\$8,412	\$210	\$522		\$3,926						\$1,437	\$122	\$14,629	\$14,629
City of Camarillo	Source Control Inspector	\$5,430	\$7,325		\$513	\$513	\$1,616						\$658	\$106	\$10,731	\$10,731
City of Oxnard	Laboratory Technician	\$3,963	\$6,148	\$123		\$246		\$927					\$459	\$89	\$7,992	\$7,992
City of Santa Barbara	Laboratory Analyst II	\$5,603	\$6,811				\$314	\$1,009	\$83	\$10			\$705	\$99	\$9,031	\$9,031
City of Santa Monica	Water Chemist	\$7,258	\$8,961					\$2,581					\$862	\$130	\$12,534	\$12,534
City of Simi Valley	Laboratory Chemist	\$6,522	\$8,368				\$1,942						\$697	\$121	\$11,128	\$11,128
City of Thousand Oaks	No Comparable Class															
City of Ventura	Laboratory Technician II	\$5,010	\$6,090				\$1,097			\$15			\$475	\$88	\$7,765	\$7,765
Contra Costa Water District	Chemist Microbiologist	\$7,384	\$8,975			\$269		\$1,907	\$170	\$17			\$757	\$687	\$12,782	\$12,226
Eastern Municipal Water District	Laboratory Analyst III	\$4,699	\$5,853		\$98	\$59	\$1,887						\$480	\$85	\$8,461	\$8,461
Inland Empire Utility Agency	Laboratory Scientist II	\$6,461	\$7,872				\$1,381						\$650	\$602	\$10,505	\$10,017
Irvine Ranch Water District	Laboratory Analyst	\$3,832	\$5,281					\$1,576	\$144	\$23			\$374	\$77	\$7,475	\$7,475
Los Angeles County Sanitation District	Laboratory Technician II	\$4,965	\$6,168	\$62		\$432		\$1,650	\$130				\$427	\$89	\$8,958	\$8,958
Los Angeles Department of Water and Power	Laboratory Technician A	\$6,535	\$8,117	\$406			\$1,970						\$1,315	\$118	\$11,926	\$11,926
Metropolitan Water District of Southern California	Laboratory Technologist II	\$5,079	\$6,670					\$2,741	\$162	\$11			\$524	\$97	\$10,205	\$10,205
Union Sanitary District	Chemist I	\$7,671	\$9,325			\$560	\$2,483						\$820	\$135	\$13,323	\$13,323
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
10	11	11
6	6	6
4	1	1
9	8	8
14	15	15
11	12	12
3	4	3
5	7	7
N/A	N/A	N/A
15	16	16
2	3	4
16	14	14
8	9	10
17	17	17
13	13	13
7	5	5
12	10	9
1	2	2
N/A	N/A	N/A

Base Salary Median	\$7,599
Percentage Above or Below Median	-7.26%
Base Salary 75th Percentile	\$8,379
Base Salary 90% of 75th Percentile	\$7,541
Base Salary % Above/Below 90% of the 75th Percentile	-6.56%
Percentile of District class base salary within total labor	43.70%
Total Matches:	16

Total Compensation Median	\$10,618	\$10,468
Percentage Above or Below Median	-7.25%	-10.09%
Total Compensation 75th Percentile	\$12,078	\$12,001
Total Compensation 90% of 75th Percentile	\$10,870	\$10,801
Base Salary % Above/Below 90% of the 75th	-9.40%	-12.86%
Percentile of District class total compensation within	37.5%	37.5%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Maintenance Mechanic II**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Maintenance Mechanic II	\$5,111	\$7,047					\$1,476	\$158	\$5			\$623	\$539	\$9,848	\$9,411
Alameda County Water District	Utility Mechanic II	\$7,507	\$9,125					\$2,761					\$977	\$132	\$12,995	\$12,995
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Water Reclamation Plant Mechanic II	\$4,151	\$5,599		\$392	\$392	\$1,616						\$503	\$81	\$8,583	\$8,583
City of Oxnard	Wastewater Mechanic II	\$4,438	\$5,691	\$114		\$228		\$670					\$425	\$83	\$7,210	\$7,210
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Water Maintenance Worker	\$4,267	\$5,268					\$2,581					\$507	\$76	\$8,432	\$8,432
City of Simi Valley	Plant Maintenance Technician II	\$4,265	\$5,443				\$1,942						\$453	\$79	\$7,917	\$7,917
City of Thousand Oaks	Plant and Equipment Mechanic	\$4,969	\$6,659		\$100			\$1,115	\$175	\$15			\$517	\$509	\$9,090	\$8,677
City of Ventura	Utilities Mechanic II	\$4,292	\$5,217				\$1,097			\$15			\$407	\$76	\$6,811	\$6,811
Contra Costa Water District	Maintenance Mechanic	\$6,330	\$7,694			\$77		\$1,907	\$170	\$17			\$654	\$589	\$11,108	\$10,630
Eastern Municipal Water District	Mechanical Maintenance Technician II	\$5,058	\$6,294		\$98	\$63	\$1,887						\$516	\$91	\$8,949	\$8,949
Inland Empire Utility Agency	Mechanic II	\$5,581	\$7,871				\$1,381						\$650	\$602	\$10,504	\$10,016
Irvine Ranch Water District	Maintenance Mechanic	\$4,438	\$6,250					\$1,576	\$144	\$23			\$443	\$91	\$8,526	\$8,526
Los Angeles County Sanitation District	Maintenance and Construction Worker II	\$4,702	\$5,842	\$58		\$409		\$1,650	\$130				\$405	\$85	\$8,579	\$8,579
Los Angeles Department of Water and Power	Waterworks Mechanic	\$6,873	\$8,994	\$450			\$1,970						\$1,457	\$130	\$13,001	\$13,001
Metropolitan Water District of Southern California	Operations and Maintenance Technician IV Mechanical	\$5,977	\$7,875					\$2,741	\$162	\$11			\$618	\$114	\$11,522	\$11,522
Union Sanitary District	Mechanic II	\$7,236	\$8,796				\$2,483						\$773	\$128	\$12,180	\$12,180
Vallecitos Water District	Mechanical Maintenance Worker II	\$4,011	\$5,375	\$538		\$108		\$1,795	\$123	\$17			\$683	\$411	\$9,049	\$8,715

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	7	7
1	2	2
N/A	N/A	N/A
13	11	11
12	16	16
N/A	N/A	N/A
16	14	14
14	15	15
8	8	10
17	17	17
6	5	5
9	10	8
5	6	6
10	13	13
11	12	12
2	1	1
4	4	4
3	3	3
15	9	9

Base Salary Median	\$6,272
Percentage Above or Below Median	12.35%

Total Compensation Median	\$8,999	\$8,696
Percentage Above or Below Median	9.44%	8.22%

Base Salary 75th Percentile	\$7,872
Base Salary 90% of 75th Percentile	\$7,085
Base Salary % Above/Below 90% of the 75th Percentile	-0.54%

Total Compensation 75th Percentile	\$11,211	\$10,853
Total Compensation 90% of 75th Percentile	\$10,090	\$9,768
Base Salary % Above/Below 90% of the 75th	-2.40%	-3.65%

Percentile of District class base salary within total labor	62.50%
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Percentile of District class total compensation within	62.5%	62.5%
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Total Matches:	16
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Management Analyst II

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Management Analyst II	\$6,618	\$8,603	\$25				\$1,476	\$158	\$5			\$761	\$658	\$11,686	\$11,153
Alameda County Water District	Administrative Analyst II	\$7,852	\$9,545			\$239		\$2,761			\$42		\$1,022	\$138	\$13,747	\$13,747
Central Contra Costa Sanitary District	Management Analyst	\$8,412	\$10,183	\$255	\$631		\$3,926						\$1,739	\$148	\$16,882	\$16,882
City of Camarillo	Senior Management Analyst	\$6,895	\$9,300		\$651	\$651	\$1,616						\$836	\$135	\$13,188	\$13,188
City of Oxnard	Management Analyst II	\$4,750	\$7,959			\$318		\$633					\$594	\$115	\$9,620	\$9,620
City of Santa Barbara	Administrative Analyst II	\$6,926	\$8,418				\$362	\$1,100	\$83	\$10			\$872	\$122	\$10,967	\$10,967
City of Santa Monica	Senior Administrative Analyst	\$5,356	\$9,296					\$2,581					\$894	\$135	\$12,906	\$12,906
City of Simi Valley	Management Analyst	\$6,049	\$7,753			\$233	\$2,280						\$646	\$112	\$11,024	\$11,024
City of Thousand Oaks	Senior Analyst	\$6,706	\$10,058		\$101			\$1,115	\$175	\$15			\$781	\$769	\$13,014	\$12,390
City of Ventura	Management Analyst II	\$5,073	\$6,797		\$13		\$1,097			\$15			\$530	\$99	\$8,551	\$8,551
Contra Costa Water District	Administrative Analyst II	\$7,462	\$9,069			\$272		\$1,907	\$170	\$17			\$765	\$694	\$12,894	\$12,332
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	Senior Management Analyst	\$7,479	\$9,113				\$1,381						\$752	\$697	\$11,943	\$11,378
Irvine Ranch Water District	Management Analyst	\$6,029	\$8,136					\$1,576	\$144	\$23			\$576	\$118	\$10,573	\$10,573
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Management Analyst	\$5,909	\$7,341	\$367			\$1,970						\$1,189	\$106	\$10,974	\$10,974
Metropolitan Water District of Southern California	Administrative Analyst	\$6,315	\$8,317					\$2,741	\$162	\$11			\$653	\$121	\$12,005	\$12,005
Union Sanitary District	No Comparable Class															
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
8	9	9
3	2	2
1	1	1
4	3	3
12	14	14
9	12	12
5	5	4
13	10	10
2	4	5
15	15	15
7	6	6
N/A	N/A	N/A
6	8	8
11	13	13
N/A	N/A	N/A
14	11	11
10	7	7
N/A	N/A	N/A
N/A	N/A	N/A

Base Salary Median	\$8,744
Percentage Above or Below Median	-1.61%
Base Salary 75th Percentile	\$9,299
Base Salary 90% of 75th Percentile	\$8,369
Base Salary % Above/Below 90% of the 75th Percentile	2.79%
Percentile of District class base salary within total labor	50.00%
Total Matches:	14

Total Compensation Median	\$11,974	\$11,692
Percentage Above or Below Median	-2.40%	-4.61%
Total Compensation 75th Percentile	\$12,987	\$12,777
Total Compensation 90% of 75th Percentile	\$11,688	\$11,499
Base Salary % Above/Below 90% of the 75th	-0.02%	-3.01%
Percentile of District class total compensation within	42.8%	42.8%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Principal Engineer**

Group: Management

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Principal Engineer	\$9,563	\$13,388	\$25				\$1,476	\$158	\$5			\$1,184	\$851	\$17,087	\$16,430
Alameda County Water District	Project Engineering Manager	\$12,445	\$15,128			\$378		\$2,761					\$1,619	\$219	\$20,106	\$20,106
Central Contra Costa Sanitary District	Planning and Development Services Division Manager	\$13,854	\$16,840	\$421	\$1,044		\$3,926						\$2,876	\$244	\$25,352	\$25,352
City of Camarillo	Principal Civil Engineer	\$9,020	\$12,167		\$852	\$852	\$1,616						\$1,093	\$176	\$16,756	\$16,756
City of Oxnard	Supervising Civil Engineer	\$7,750	\$12,760			\$510		\$633					\$952	\$185	\$15,040	\$15,040
City of Santa Barbara	Principal Engineer	\$9,434	\$11,467				\$1,676						\$1,188	\$166	\$14,497	\$14,497
City of Santa Monica	Principal Civil Engineer	\$10,762	\$13,287					\$2,581					\$1,278	\$193	\$17,338	\$17,338
City of Simi Valley	Principal Engineer	\$9,043	\$11,645			\$349	\$2,280						\$970	\$169	\$15,413	\$15,413
City of Thousand Oaks	Engineering Division Manager	\$9,324	\$13,986		\$420			\$1,115	\$175	\$15			\$1,085	\$860	\$17,656	\$16,999
City of Ventura	Principal Civil Engineer	\$8,775	\$11,759		\$137		\$1,097			\$15			\$917	\$171	\$14,096	\$14,096
Contra Costa Water District	Principal Engineer	\$11,593	\$14,090			\$423		\$1,907	\$170	\$17			\$1,189	\$862	\$18,657	\$18,000
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	Manager of Engineering	\$12,182	\$14,483				\$1,381						\$1,195	\$867	\$17,927	\$17,269
Irvine Ranch Water District	Principal Engineer	\$7,097	\$13,110					\$1,576	\$144	\$23			\$928	\$190	\$15,971	\$15,971
Los Angeles County Sanitation District	Division Engineer II	\$13,548	\$16,873	\$169	\$506	\$1,012		\$1,650	\$130				\$1,168	\$245	\$21,753	\$21,753
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Engineering Services Section Manager	\$13,858	\$18,150					\$2,741	\$162	\$11			\$1,425	\$263	\$22,752	\$22,752
Union Sanitary District	Principal Engineer	\$10,498	\$13,779			\$827	\$2,483						\$1,212	\$200	\$18,500	\$18,500
Vallecitos Water District	District Engineer	\$11,450	\$15,345	\$1,535		\$307		\$1,795	\$123	\$17	\$45		\$1,949	\$880	\$21,995	\$21,337

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
10	11	12
5	5	5
3	1	1
14	12	11
13	15	15
17	16	16
11	10	8
16	14	14
8	9	10
15	17	17
7	6	7
N/A	N/A	N/A
6	8	9
12	13	13
2	4	3
N/A	N/A	N/A
1	2	2
9	7	6
4	3	4

Base Salary Median	<b>\$13,883</b>
Percentage Above or Below Median	<b>-3.56%</b>

Total Compensation Median	<b>\$17,791</b>	<b>\$17,304</b>
Percentage Above or Below Median	<b>-3.96%</b>	<b>-5.05%</b>

Base Salary 75th Percentile	<b>\$15,182</b>
Base Salary 90% of 75th Percentile	<b>\$13,664</b>
Base Salary % Above/Below 90% of the 75th Percentile	<b>-2.02%</b>

Total Compensation 75th Percentile	<b>\$20,518</b>	<b>\$20,414</b>
Total Compensation 90% of 75th Percentile	<b>\$18,466</b>	<b>\$18,372</b>
Base Salary % Above/Below 90% of the 75th	<b>-7.46%</b>	<b>-10.57%</b>

Percentile of District class base salary within total labor	<b>43.70%</b>
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Percentile of District class total compensation within	<b>37.5%</b>	<b>31.2%</b>
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Total Matches:	<b>16</b>
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Public Affairs Associate

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Public Affairs Associate	\$7,025	\$9,133	\$25				\$1,476	\$158	\$5			\$808	\$699	\$12,303	\$11,737
Alameda County Water District	Public Affairs Specialist III	\$7,852	\$9,545			\$239		\$2,761			\$42		\$1,022	\$138	\$13,747	\$13,747
Central Contra Costa Sanitary District	Community Affairs Representative	\$8,018	\$9,705	\$243	\$602		\$3,926						\$1,658	\$141	\$16,274	\$16,274
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Communications and Marketing Coordinator	\$7,530	\$9,296					\$2,581					\$894	\$135	\$12,906	\$12,906
City of Simi Valley	Community Services Specialist	\$5,306	\$6,788			\$204	\$2,280						\$565	\$98	\$9,935	\$9,935
City of Thousand Oaks	Communications and Marketing Associate	\$6,224	\$9,334		\$93			\$1,115	\$175	\$15			\$724	\$714	\$12,171	\$11,592
City of Ventura	Civic Engagement Specialist	\$5,463	\$7,320		\$13		\$1,097			\$15			\$571	\$106	\$9,122	\$9,122
Contra Costa Water District	Public Information Specialist	\$7,828	\$9,514			\$285		\$1,907	\$170	\$17			\$803	\$728	\$13,424	\$12,834
Eastern Municipal Water District	Public Affairs Officer II	\$7,268	\$9,032		\$98	\$90	\$1,887						\$740	\$131	\$11,979	\$11,979
Inland Empire Utility Agency	External Affairs Manager	\$5,861	\$7,141				\$1,381						\$589	\$546	\$9,658	\$9,215
Irvine Ranch Water District	Public Affairs Specialist	\$5,405	\$7,689					\$1,576	\$144	\$23			\$544	\$111	\$10,088	\$10,088
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Public Relations Specialist	\$5,744	\$7,136	\$357			\$1,970						\$1,156	\$103	\$10,722	\$10,722
Metropolitan Water District of Southern California	Public Affairs Representative II	\$6,146	\$8,091					\$2,741	\$162	\$11			\$635	\$117	\$11,758	\$11,758
Union Sanitary District	Communications and Intergovernmental Relations Coordinator	\$8,276	\$10,060			\$604	\$2,483						\$885	\$146	\$14,177	\$14,177
Vallejitos Water District	Public Information Representative	\$5,644	\$7,563	\$756		\$151		\$1,795	\$123	\$17			\$960	\$579	\$11,944	\$11,476

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	6	8
3	3	3
2	1	1
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
6	5	4
15	13	13
5	7	9
12	15	15
4	4	5
8	8	6
13	14	14
10	12	12
N/A	N/A	N/A
14	11	11
9	10	7
1	2	2
11	9	10

Base Salary Median	\$8,562
Percentage Above or Below Median	6.68%
Base Salary 75th Percentile	\$9,469
Base Salary 90% of 75th Percentile	\$8,522
Base Salary % Above/Below 90% of the 75th Percentile	7.17%
Percentile of District class base salary within total labor	57.10%
Total Matches:	14

Total Compensation Median	\$11,962	\$11,675
Percentage Above or Below Median	2.86%	0.53%
Total Compensation 75th Percentile	\$13,295	\$12,888
Total Compensation 90% of 75th Percentile	\$11,965	\$11,599
Base Salary % Above/Below 90% of the 75th	2.83%	1.19%
Percentile of District class total compensation within	64.2%	50.0%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Receptionist/Office Assistant

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Receptionist/Office Assistant	\$3,568	\$4,920					\$1,476	\$158	\$5			\$435	\$376	\$7,371	\$7,066
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Staff Assistant II	\$3,368	\$4,543		\$318	\$318	\$1,616						\$408	\$66	\$7,269	\$7,269
City of Oxnard	Office Assistant II	\$2,239	\$3,891	\$78		\$156		\$927					\$290	\$56	\$5,398	\$5,398
City of Santa Barbara	Office Specialist II	\$3,377	\$4,105				\$362	\$1,100	\$83	\$10			\$425	\$60	\$6,145	\$6,145
City of Santa Monica	Customer Service Assistant	\$4,167	\$5,145					\$2,581					\$495	\$75	\$8,295	\$8,295
City of Simi Valley	Clerk II	\$2,919	\$3,708				\$1,942						\$309	\$54	\$6,013	\$6,013
City of Thousand Oaks	Administrative Clerk I	\$3,189	\$4,273		\$100			\$1,115	\$175	\$15			\$332	\$327	\$6,336	\$6,072
City of Ventura	Office Assistant II	\$3,042	\$3,698				\$1,097			\$15			\$288	\$54	\$5,152	\$5,152
Contra Costa Water District	Office Services Clerk	\$4,827	\$5,867			\$59		\$1,907	\$170	\$17			\$499	\$449	\$8,967	\$8,603
Eastern Municipal Water District	Administrative Assistant II	\$4,264	\$5,309		\$98	\$53	\$1,887						\$435	\$77	\$7,859	\$7,859
Inland Empire Utility Agency	Office Assistant	\$3,428	\$4,176				\$1,381						\$345	\$319	\$6,221	\$5,962
Irvine Ranch Water District	Office Specialist	\$3,744	\$5,137					\$1,576	\$144	\$23			\$364	\$74	\$7,318	\$7,318
Los Angeles County Sanitation District	Telephone Operator and Receptionist	\$3,798	\$4,714	\$47		\$330		\$1,650	\$130				\$326	\$68	\$7,266	\$7,266
Los Angeles Department of Water and Power	Communications Information Representative	\$3,879	\$4,820	\$241			\$1,970						\$781	\$70	\$7,882	\$7,882
Metropolitan Water District of Southern California	Administrative Assistant I	\$4,417	\$5,812					\$2,741	\$162	\$11			\$456	\$84	\$9,267	\$9,267
Union Sanitary District	Office Assistant I	\$5,414	\$5,487				\$2,483						\$482	\$80	\$8,532	\$8,532
Vallecitos Water District	Cashier Receptionist	\$3,638	\$4,875	\$488		\$98		\$1,795	\$123	\$17			\$619	\$373	\$8,387	\$8,085

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	8	11
N/A	N/A	N/A
N/A	N/A	N/A
11	10	9
15	16	16
14	14	12
5	5	4
16	15	14
12	12	13
17	17	17
1	2	2
4	7	7
13	13	15
6	9	8
10	11	10
9	6	6
2	1	1
3	3	3
8	4	5

Base Salary Median	\$4,767
Percentage Above or Below Median	3.21%
Base Salary 75th Percentile	\$5,186
Base Salary 90% of 75th Percentile	\$4,667
Base Salary % Above/Below 90% of the 75th Percentile	5.41%
Percentile of District class base salary within total labor	62.50%
Total Matches:	16

Total Compensation Median	\$7,294	\$7,294
Percentage Above or Below Median	1.05%	-3.13%
Total Compensation 75th Percentile	\$8,318	\$8,137
Total Compensation 90% of 75th Percentile	\$7,486	\$7,324
Base Salary % Above/Below 90% of the 75th	-1.55%	-3.52%
Percentile of District class total compensation within	56.2%	37.5%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Senior Accountant

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Senior Accountant	\$6,618	\$8,603	\$25				\$1,476	\$158	\$5			\$761	\$658	\$11,686	\$11,153
Alameda County Water District	Accountant III	\$9,310	\$11,316			\$283		\$2,761					\$1,211	\$164	\$15,735	\$15,735
Central Contra Costa Sanitary District	Senior Accountant	\$8,018	\$9,705	\$243	\$602		\$3,926						\$1,658	\$141	\$16,274	\$16,274
City of Camarillo	Accounting Supervisor	\$6,759	\$9,117		\$638	\$638	\$1,616						\$819	\$132	\$12,961	\$12,961
City of Oxnard	No Comparable Class															
City of Santa Barbara	Senior Accountant	\$6,237	\$7,581				\$362	\$1,100	\$83	\$10			\$785	\$110	\$10,031	\$10,031
City of Santa Monica	Senior Accountant	\$6,951	\$8,581					\$2,581					\$825	\$124	\$12,112	\$12,112
City of Simi Valley	Senior Accountant	\$6,924	\$8,890			\$267	\$2,280						\$740	\$129	\$12,306	\$12,306
City of Thousand Oaks	Senior Accountant	\$6,774	\$10,160		\$102			\$1,115	\$175	\$15			\$788	\$777	\$13,132	\$12,502
City of Ventura	Senior Accountant	\$5,329	\$7,142		\$13		\$1,097			\$15			\$557	\$104	\$8,927	\$8,927
Contra Costa Water District	Senior Accountant	\$8,232	\$10,007			\$300		\$1,907	\$170	\$17			\$845	\$766	\$14,011	\$13,391
Eastern Municipal Water District	Accountant III	\$6,765	\$8,400		\$98	\$84	\$1,887						\$688	\$122	\$11,279	\$11,279
Inland Empire Utility Agency	Senior Accountant	\$6,461	\$7,873				\$1,381						\$650	\$602	\$10,506	\$10,018
Irvine Ranch Water District	Senior Accountant	\$6,235	\$8,454					\$1,576	\$144	\$23			\$599	\$123	\$10,918	\$10,918
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Senior Utility Accountant	\$7,162	\$8,765	\$438			\$1,970						\$1,420	\$127	\$12,720	\$12,720
Metropolitan Water District of Southern California	Accounts Payable Administrator	\$8,091	\$10,601					\$2,741	\$162	\$11			\$832	\$154	\$14,501	\$14,501
Union Sanitary District	Senior Accounting and Financial Analyst	\$9,046	\$11,873			\$712	\$2,483						\$1,044	\$172	\$16,285	\$16,285
Vallecitos Water District	Accounting Supervisor	\$7,381	\$9,891	\$989		\$198		\$1,795	\$123	\$17			\$1,256	\$757	\$15,026	\$14,412

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
11	12	13
2	3	3
7	2	2
8	8	7
N/A	N/A	N/A
16	16	15
12	11	11
9	10	10
4	7	9
17	17	17
5	6	6
14	13	12
15	15	16
13	14	14
N/A	N/A	N/A
10	9	8
3	5	4
1	1	1
6	4	5

Base Salary Median	\$9,004
Percentage Above or Below Median	-4.45%
Base Salary 75th Percentile	\$10,045
Base Salary 90% of 75th Percentile	\$9,041
Base Salary % Above/Below 90% of the 75th Percentile	-4.84%
Percentile of District class base salary within total labor	37.50%
Total Matches:	16

Total Compensation Median	\$12,841	\$12,611
Percentage Above or Below Median	-8.99%	-11.57%
Total Compensation 75th Percentile	\$14,632	\$14,435
Total Compensation 90% of 75th Percentile	\$13,169	\$12,991
Base Salary % Above/Below 90% of the 75th	-11.26%	-14.15%
Percentile of District class total compensation within	31.2%	25.0%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest



Senior Accounting Tech

Group: Office

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Senior Accounting Tech	\$4,673	\$6,443					\$1,476	\$158	\$5			\$570	\$493	\$9,145	\$8,745
Alameda County Water District	Accountant II	\$7,852	\$9,545			\$239		\$2,761					\$1,022	\$138	\$13,705	\$13,705
Central Contra Costa Sanitary District	Accounting Technician III	\$6,287	\$7,609	\$190	\$472		\$3,926						\$1,300	\$110	\$13,607	\$13,607
City of Camarillo	Finance Assistant	\$5,015	\$6,764		\$473	\$473	\$1,616						\$608	\$98	\$10,033	\$10,033
City of Oxnard	Accountant II	\$4,471	\$6,937	\$139		\$277		\$927					\$518	\$101	\$8,898	\$8,898
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Accountant I	\$5,706	\$7,045					\$2,581					\$677	\$102	\$10,406	\$10,406
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	No Comparable Class															
City of Ventura	No Comparable Class															
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	Finance Technician III	\$4,826	\$6,011		\$98	\$60	\$1,887						\$493	\$87	\$8,636	\$8,636
Inland Empire Utility Agency	Accounting Technician II	\$4,822	\$5,875				\$1,381						\$485	\$449	\$8,190	\$7,826
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	Senior Account Clerk	\$4,282	\$5,700	\$57		\$399		\$1,650	\$130				\$395	\$83	\$8,413	\$8,413
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	Accounting Technical Specialist	\$7,306	\$8,880				\$2,483						\$781	\$129	\$12,273	\$12,273
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	6	7
1	1	1
3	2	2
6	5	5
5	7	6
N/A	N/A	N/A
4	4	4
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
8	8	8
9	10	10
N/A	N/A	N/A
10	9	9
N/A	N/A	N/A
N/A	N/A	N/A
2	3	3
N/A	N/A	N/A

Base Salary Median	\$6,937
Percentage Above or Below Median	-7.12%
Base Salary 75th Percentile	\$7,609
Base Salary 90% of 75th Percentile	\$6,848
Base Salary % Above/Below 90% of the 75th Percentile	-5.92%
Percentile of District class base salary within total labor	33.30%
Total Matches:	9

Total Compensation Median	\$10,033	\$10,033
Percentage Above or Below Median	-8.85%	-12.83%
Total Compensation 75th Percentile	\$12,273	\$12,273
Total Compensation 90% of 75th Percentile	\$11,045	\$11,045
Base Salary % Above/Below 90% of the 75th	-17.21%	-20.82%
Percentile of District class total compensation within	44.4%	33.3%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Senior Electrical/Instrumentation Technician

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Senior Electrical/Instrumentation Technician	\$5,992	\$8,262					\$1,476	\$158	\$5			\$731	\$632	\$11,264	\$10,752
Alameda County Water District	Senior Instrument Technician	\$8,723	\$10,604					\$2,761					\$1,135	\$154	\$14,654	\$14,654
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	No Comparable Class															
City of Oxnard	No Comparable Class															
City of Santa Barbara	Senior Control Systems Operator Specialist	\$7,217	\$8,772				\$314	\$1,009	\$83	\$10			\$909	\$127	\$11,224	\$11,224
City of Santa Monica	Electrical Crew Leader	\$5,833	\$7,201					\$2,581					\$692	\$104	\$10,579	\$10,579
City of Simi Valley	Senior Instrumentation Technician	\$5,670	\$7,238				\$1,942						\$603	\$105	\$9,888	\$9,888
City of Thousand Oaks	Senior Instrumentation and Electrical Technician	\$5,772	\$7,736		\$100			\$1,115	\$175	\$15			\$600	\$592	\$10,333	\$9,853
City of Ventura	No Comparable Class															
Contra Costa Water District	Electrical Technician	\$7,668	\$9,320			\$93		\$1,907	\$170	\$17			\$792	\$713	\$13,012	\$12,435
Eastern Municipal Water District	Senior Controls Technician	\$6,294	\$7,816		\$98	\$78	\$1,887						\$640	\$113	\$10,633	\$10,633
Inland Empire Utility Agency	Electric Instrumentation Technician IV	\$7,479	\$9,113				\$1,381						\$752	\$697	\$11,943	\$11,378
Irvine Ranch Water District	Senior Instrumentation Technician	\$5,249	\$7,915					\$1,576	\$144	\$23			\$560	\$115	\$10,333	\$10,333
Los Angeles County Sanitation District	Senior Electrical and Instrumentation Technician	\$6,960	\$8,648	\$86		\$605		\$1,650	\$130				\$599	\$125	\$11,844	\$11,844
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Instrumentation and Control Technician Specialist	\$6,859	\$9,024					\$2,741	\$162	\$11			\$709	\$131	\$12,778	\$12,778
Union Sanitary District	No Comparable Class															
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
7	6	7
1	1	1
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
5	7	6
12	9	9
11	12	11
10	11	12
N/A	N/A	N/A
2	2	3
9	8	8
3	4	5
8	10	10
6	5	4
N/A	N/A	N/A
4	3	2
N/A	N/A	N/A
N/A	N/A	N/A

Base Salary Median	\$8,648
Percentage Above or Below Median	-4.46%
Base Salary 75th Percentile	\$9,069
Base Salary 90% of 75th Percentile	\$8,162
Base Salary % Above/Below 90% of the 75th Percentile	1.23%
Percentile of District class base salary within total labor	45.40%
Total Matches:	11

Total Compensation Median	\$11,224	\$11,224
Percentage Above or Below Median	0.36%	-4.21%
Total Compensation 75th Percentile	\$12,360	\$12,139
Total Compensation 90% of 75th Percentile	\$11,124	\$10,925
Base Salary % Above/Below 90% of the 75th	1.25%	-1.59%
Percentile of District class total compensation within	54.5%	45.4%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

Senior Engineer

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Senior Engineer	\$8,550	\$11,114	\$25				\$1,476	\$158	\$5			\$983	\$818	\$14,579	\$13,922
Alameda County Water District	Engineering Supervisor II	\$11,779	\$14,317			\$358		\$2,761			\$42		\$1,532	\$208	\$19,218	\$19,218
Central Contra Costa Sanitary District	Senior Engineer	\$10,941	\$13,230	\$331	\$820		\$3,926						\$2,260	\$192	\$20,759	\$20,759
City of Camarillo	Senior Civil Engineer	\$8,166	\$11,015		\$771	\$771	\$1,616						\$990	\$160	\$15,323	\$15,323
City of Oxnard	Senior Civil Engineer	\$7,349	\$11,401	\$228		\$456		\$927					\$851	\$165	\$14,028	\$14,028
City of Santa Barbara	No Comparable Class															
City of Santa Monica	No Comparable Class															
City of Simi Valley	Senior Engineer	\$7,889	\$10,145			\$304	\$2,280						\$845	\$147	\$13,721	\$13,721
City of Thousand Oaks	Senior Engineer	\$7,945	\$11,918		\$119			\$1,115	\$175	\$15			\$925	\$830	\$15,097	\$14,440
City of Ventura	Senior Civil Engineer	\$7,530	\$10,091		\$13		\$1,097			\$15			\$787	\$146	\$12,149	\$12,149
Contra Costa Water District	Senior Engineer	\$9,991	\$12,144			\$364		\$1,907	\$170	\$17			\$1,025	\$833	\$16,461	\$15,803
Eastern Municipal Water District	Senior Civil Engineer	\$9,710	\$12,066		\$98	\$121	\$1,887						\$989	\$175	\$15,336	\$15,336
Inland Empire Utility Agency	Senior Engineer	\$9,546	\$11,630				\$1,381						\$960	\$826	\$14,797	\$14,140
Irvine Ranch Water District	Senior Engineer	\$8,290	\$11,773					\$1,576	\$144	\$23			\$834	\$171	\$14,520	\$14,520
Los Angeles County Sanitation District	Supervising Engineer I	\$9,519	\$11,827	\$118	\$355	\$828		\$1,650	\$130				\$819	\$171	\$15,898	\$15,898
Los Angeles Department of Water and Power	Water System Water Works Engineer	\$10,221	\$12,699	\$635			\$1,970						\$2,057	\$184	\$17,545	\$17,545
Metropolitan Water District of Southern California	Construction Management Team Manager	\$11,173	\$14,612					\$2,741	\$162	\$11			\$1,147	\$212	\$18,885	\$18,885
Union Sanitary District	Senior Engineer	\$9,342	\$12,261			\$736	\$2,483						\$1,078	\$178	\$16,736	\$16,736
Vallecitos Water District	Development Services Senior Engineer	\$8,339	\$11,174	\$1,117		\$223		\$1,795	\$123	\$17			\$1,419	\$819	\$16,688	\$16,031

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
14	13	15
2	2	2
3	1	1
15	10	10
12	15	14
N/A	N/A	N/A
N/A	N/A	N/A
16	16	16
8	11	12
17	17	17
6	7	8
7	9	9
11	12	13
10	14	11
9	8	7
4	4	4
1	3	3
5	5	5
13	6	6

Base Salary Median	\$11,873
Percentage Above or Below Median	-6.39%
Base Salary 75th Percentile	\$12,371
Base Salary 90% of 75th Percentile	\$11,133
Base Salary % Above/Below 90% of the 75th Percentile	-0.17%
Percentile of District class base salary within total labor	18.70%
Total Matches:	16

Total Compensation Median	\$15,617	\$15,569
Percentage Above or Below Median	-6.64%	-10.58%
Total Compensation 75th Percentile	\$16,938	\$16,938
Total Compensation 90% of 75th Percentile	\$15,244	\$15,244
Base Salary % Above/Below 90% of the 75th	-4.36%	-8.67%
Percentile of District class total compensation within	25.0%	12.5%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

Senior Water Construction Specialist

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Senior Water Construction Specialist	\$4,911	\$6,771					\$1,476	\$158	\$5			\$599	\$518	\$9,527	\$9,107
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Lead Water Distribution Operator	\$5,167	\$6,969		\$488	\$488	\$1,616						\$626	\$101	\$10,288	\$10,288
City of Oxnard	Data Not Available															
City of Santa Barbara	No Comparable Class															
City of Santa Monica	Water Crew Leader	\$5,483	\$6,769					\$2,581					\$651	\$98	\$10,099	\$10,099
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	Utilities Maintenance Crew Leader	\$4,795	\$6,425		\$100			\$1,115	\$175	\$15			\$499	\$492	\$8,820	\$8,422
City of Ventura	No Comparable Class															
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	No Comparable Class															
Irvine Ranch Water District	Water Maintenance Technician III, Construction Series	\$4,955	\$7,049					\$1,576	\$144	\$23			\$499	\$102	\$9,393	\$9,393
Los Angeles County Sanitation District	Lead Maintenance and Construction Worker	\$5,944	\$7,873	\$79		\$551		\$1,650	\$130				\$545	\$114	\$10,942	\$10,942
Los Angeles Department of Water and Power	Water Utility Worker	\$5,606	\$6,965	\$348			\$1,970						\$1,128	\$101	\$10,513	\$10,513
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	5	6
N/A	N/A	N/A
N/A	N/A	N/A
3	3	3
N/A	N/A	N/A
N/A	N/A	N/A
6	4	4
N/A	N/A	N/A
7	7	7
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
2	6	5
1	1	1
4	2	2
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Base Salary Median	\$6,967
Percentage Above or Below Median	-2.81%

Total Compensation Median	\$10,193	\$10,193
Percentage Above or Below Median	-6.54%	-10.66%

Base Salary 75th Percentile	\$7,029
Base Salary 90% of 75th Percentile	\$6,326
Base Salary % Above/Below 90% of the 75th Percentile	7.03%

Total Compensation 75th Percentile	\$10,456	\$10,456
Total Compensation 90% of 75th Percentile	\$9,411	\$9,411
Base Salary % Above/Below 90% of the 75th	1.23%	-3.23%

Percentile of District class base salary within total labor	33.30%
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Percentile of District class total compensation within	33.3%	16.6%
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Total Matches:	6
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Systems Analyst**

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Systems Analyst	\$7,166	\$9,316	\$25				\$1,476	\$158	\$5			\$824	\$713	\$12,517	\$11,939
Alameda County Water District	Information Systems Analyst II	\$8,723	\$10,604			\$265		\$2,761			\$42		\$1,135	\$154	\$14,961	\$14,961
Central Contra Costa Sanitary District	Information Technology Analyst	\$8,375	\$10,138	\$253	\$629		\$3,926						\$1,732	\$147	\$16,825	\$16,825
City of Camarillo	Information Systems Analyst	\$7,847	\$10,585		\$741	\$741	\$1,616						\$951	\$153	\$14,787	\$14,787
City of Oxnard	Systems Analyst II	\$5,704	\$9,485			\$379		\$633					\$708	\$138	\$11,343	\$11,343
City of Santa Barbara	Applications Analyst Confidential	\$6,053	\$7,358				\$362	\$1,100	\$83	\$10			\$762	\$107	\$9,782	\$9,782
City of Santa Monica	Software Systems Analyst Enterprise Resource Planning ERP	\$7,624	\$9,412					\$2,581					\$905	\$136	\$13,035	\$13,035
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	Information Technology Analyst II	\$6,841	\$10,263		\$100			\$1,115	\$175	\$15			\$796	\$785	\$13,250	\$12,613
City of Ventura	Systems Analyst II	\$6,181	\$8,282		\$13		\$1,097			\$15			\$646	\$120	\$10,173	\$10,173
Contra Costa Water District	Senior Systems Analyst	\$8,998	\$10,937			\$328		\$1,907	\$170	\$17			\$923	\$816	\$15,098	\$14,441
Eastern Municipal Water District	Business Systems Analyst II	\$6,765	\$8,400		\$98	\$84	\$1,887						\$688	\$122	\$11,279	\$11,279
Inland Empire Utility Agency	Business Systems Analyst II	\$7,123	\$8,679				\$1,381						\$716	\$664	\$11,440	\$10,902
Irvine Ranch Water District	Senior Applications Analyst	\$7,793	\$10,948					\$1,576	\$144	\$23			\$775	\$159	\$13,625	\$13,625
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	Systems Analyst B	\$5,886	\$7,313	\$366			\$1,970						\$1,185	\$106	\$10,939	\$10,939
Metropolitan Water District of Southern California	Information Technology Enterprise Application Analyst III	\$6,859	\$9,024					\$2,741	\$162	\$11			\$709	\$131	\$12,778	\$12,778
Union Sanitary District	Senior Information Technology Analyst	\$8,398	\$11,022			\$661	\$2,483						\$969	\$160	\$15,295	\$15,295
Vallencitos Water District	Systems Administrator	\$6,376	\$8,545	\$855		\$171		\$1,795	\$123	\$17			\$1,085	\$654	\$13,244	\$12,714

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
10	11	11
4	4	3
7	1	1
5	5	4
8	13	12
16	17	17
9	9	7
N/A	N/A	N/A
6	7	10
15	16	16
3	3	5
14	14	13
12	12	15
2	6	6
N/A	N/A	N/A
17	15	14
11	10	8
1	2	2
13	8	9

Base Salary Median	<b>\$9,449</b>
Percentage Above or Below Median	<b>-1.40%</b>
Base Salary 75th Percentile	<b>\$10,590</b>
Base Salary 90% of 75th Percentile	<b>\$9,531</b>
Base Salary % Above/Below 90% of the 75th Percentile	<b>-2.25%</b>
Percentile of District class base salary within total labor	<b>43.70%</b>
Total Matches:	<b>16</b>

Total Compensation Median	<b>\$13,139</b>	<b>\$12,746</b>
Percentage Above or Below Median	<b>-4.74%</b>	<b>-6.33%</b>
Total Compensation 75th Percentile	<b>\$14,831</b>	<b>\$14,527</b>
Total Compensation 90% of 75th Percentile	<b>\$13,348</b>	<b>\$13,075</b>
Base Salary % Above/Below 90% of the 75th	<b>-6.23%</b>	<b>-8.69%</b>
Percentile of District class total compensation within	<b>37.5%</b>	<b>37.5%</b>

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Water Distribution Operator I, II**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Water Worker II	\$3,946	\$5,440					\$1,476	\$158	\$5			\$481	\$416	\$7,976	\$7,639
Alameda County Water District	Utility Worker II	\$6,426	\$7,811					\$2,761					\$836	\$113	\$11,521	\$11,521
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Distribution Operator II	\$4,151	\$5,599		\$392	\$392	\$1,616						\$503	\$81	\$8,583	\$8,583
City of Oxnard	Water Distribution Operator II	\$3,292	\$4,438	\$89		\$178		\$670					\$331	\$64	\$5,770	\$5,770
City of Santa Barbara	Water Distribution Operator Technician II	\$5,425	\$6,594				\$314	\$1,009	\$83	\$10			\$683	\$96	\$8,789	\$8,789
City of Santa Monica	Water Production and Treatment Plant Operator	\$5,818	\$7,183					\$2,581					\$691	\$104	\$10,559	\$10,559
City of Simi Valley	Waterworks Services Worker II	\$3,734	\$4,769				\$1,942						\$397	\$69	\$7,177	\$7,177
City of Thousand Oaks	Water System Operator	\$4,612	\$6,181		\$100			\$1,115	\$175	\$15			\$480	\$473	\$8,538	\$8,155
City of Ventura	Water Distribution Operator II	\$4,271	\$5,191				\$1,097			\$15			\$405	\$75	\$6,783	\$6,783
Contra Costa Water District	No Comparable Class															
Eastern Municipal Water District	Distribution Operator II	\$4,597	\$5,725		\$98	\$57	\$1,887						\$469	\$83	\$8,320	\$8,320
Inland Empire Utility Agency	Water Plant Operator II	\$6,153	\$7,497				\$1,381						\$619	\$574	\$10,070	\$9,606
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Water Systems Operator II	\$4,875	\$6,534	\$653		\$131		\$1,795	\$123	\$17			\$830	\$500	\$10,583	\$10,178

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
9	9	9
1	1	1
N/A	N/A	N/A
8	6	6
12	12	12
4	5	5
3	3	2
11	10	10
6	7	8
10	11	11
N/A	N/A	N/A
7	8	7
2	4	4
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
5	2	3

Base Salary Median	\$6,181
Percentage Above or Below Median	-11.99%
Base Salary 75th Percentile	\$6,889
Base Salary 90% of 75th Percentile	\$6,200
Base Salary % Above/Below 90% of the 75th Percentile	-12.25%
Percentile of District class base salary within total labor	27.20%
Total Matches:	11

Total Compensation Median	\$8,583	\$8,583
Percentage Above or Below Median	-7.07%	-11.00%
Total Compensation 75th Percentile	\$10,315	\$9,892
Total Compensation 90% of 75th Percentile	\$9,283	\$8,902
Base Salary % Above/Below 90% of the 75th	-14.08%	-14.19%
Percentile of District class total compensation within	27.2%	27.2%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.  
 \* Ranking is from lowest to highest

**Water Distribution Operator III**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Water Worker III	\$4,535	\$6,254					\$1,476	\$158	\$5			\$553	\$478	\$8,925	\$8,537
Alameda County Water District	Utility Worker III	\$7,139	\$8,678					\$2,761					\$929	\$126	\$12,494	\$12,494
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Distribution Operator III	\$4,585	\$6,185		\$433	\$433	\$1,616						\$556	\$90	\$9,312	\$9,312
City of Oxnard	Senior Water Distribution Operator	\$3,861	\$5,203	\$104		\$208		\$670					\$388	\$75	\$6,649	\$6,649
City of Santa Barbara	No Comparable Class															
City of Santa Monica	No Comparable Class															
City of Simi Valley	No Comparable Class															
City of Thousand Oaks	No Comparable Class															
City of Ventura	No Comparable Class															
Contra Costa Water District	Distribution Operator	\$6,477	\$7,873			\$79		\$1,907	\$170	\$17			\$669	\$602	\$11,317	\$10,829
Eastern Municipal Water District	Distribution Operator III	\$5,195	\$6,464		\$98	\$65	\$1,887						\$530	\$94	\$9,137	\$9,137
Inland Empire Utility Agency	Senior Water Plant Operator III	\$7,123	\$8,679				\$1,381						\$716	\$664	\$11,440	\$10,902
Irvine Ranch Water District	No Comparable Class															
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Data Not Available															
Union Sanitary District	No Comparable Class															
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
5	6	6
2	1	1
N/A	N/A	N/A
6	4	4
7	7	7
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
3	3	3
4	5	5
1	2	2
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Base Salary Median	\$7,169
Percentage Above or Below Median	-12.76%

Total Compensation Median	\$10,315	\$10,071
Percentage Above or Below Median	-13.48%	-15.23%

Base Salary 75th Percentile	\$8,477
Base Salary 90% of 75th Percentile	\$7,629
Base Salary % Above/Below 90% of the 75th Percentile	-18.02%

Total Compensation 75th Percentile	\$11,410	\$10,884
Total Compensation 90% of 75th Percentile	\$10,269	\$9,796
Base Salary % Above/Below 90% of the 75th	-13.09%	-12.85%

Percentile of District class base salary within total labor	33.30%
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Percentile of District class total compensation within	16.6%	16.6%
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Total Matches:	6
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

**Water Reclamation Plant Operator II**

Group: General

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Water Reclamation Plant Operator II	\$5,318	\$7,333					\$1,476	\$158	\$5			\$649	\$561	\$10,182	\$9,727
Alameda County Water District	Water Treatment Plant Operator	\$7,658	\$9,309					\$2,761					\$996	\$135	\$13,201	\$13,201
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	Water Reclamation Plant Operator III	\$5,485	\$7,398		\$518	\$518	\$1,616						\$665	\$107	\$10,822	\$10,822
City of Oxnard	Wastewater Operator III	\$4,222	\$5,690	\$114		\$228		\$670					\$424	\$83	\$7,209	\$7,209
City of Santa Barbara	No Comparable Class															
City of Santa Monica	No Comparable Class															
City of Simi Valley	Plant Operator II	\$4,581	\$5,848				\$1,942						\$487	\$85	\$8,362	\$8,362
City of Thousand Oaks	No Comparable Class															
City of Ventura	Plant Operator Grade III	\$5,060	\$5,161				\$1,097			\$15			\$402	\$75	\$6,750	\$6,750
Contra Costa Water District	Water Treatment Plant Operator	\$7,242	\$9,251			\$93		\$1,907	\$170	\$17			\$786	\$708	\$12,932	\$12,358
Eastern Municipal Water District	No Comparable Class															
Inland Empire Utility Agency	Wastewater Treatment Operator III	\$6,153	\$7,497				\$1,381						\$619	\$574	\$10,070	\$9,606
Irvine Ranch Water District	Operator III (Recycling Operations)	\$4,999	\$7,113					\$1,576	\$144	\$23			\$504	\$103	\$9,463	\$9,463
Los Angeles County Sanitation District	Treatment Plant Operator I	\$5,643	\$7,011	\$70		\$491		\$1,650	\$130				\$486	\$102	\$9,939	\$9,939
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	No Comparable Class															
Union Sanitary District	Plant Operator III	\$7,824	\$9,510				\$2,483						\$836	\$138	\$12,967	\$12,967
Vallecitos Water District	No Comparable Class															

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
6	5	6
2	1	1
N/A	N/A	N/A
5	4	4
10	10	10
N/A	N/A	N/A
N/A	N/A	N/A
9	9	9
N/A	N/A	N/A
11	11	11
3	3	3
N/A	N/A	N/A
4	6	7
7	8	8
8	7	5
N/A	N/A	N/A
N/A	N/A	N/A
1	2	2
N/A	N/A	N/A

Base Salary Median	\$7,256
Percentage Above or Below Median	1.07%
Base Salary 75th Percentile	\$8,813
Base Salary 90% of 75th Percentile	\$7,931
Base Salary % Above/Below 90% of the 75th Percentile	-7.54%
Percentile of District class base salary within total labor	50.00%
Total Matches:	10

Total Compensation Median	\$10,005	\$9,772
Percentage Above or Below Median	1.77%	-0.46%
Total Compensation 75th Percentile	\$12,404	\$11,974
Total Compensation 90% of 75th Percentile	\$11,164	\$10,777
Base Salary % Above/Below 90% of the 75th	-8.80%	-9.74%
Percentile of District class total compensation within	60.0%	50.0%

\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest



Water Systems Supervisor

Group: SPC

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Comp.	Monthly Total Comp w/o FICA*
Las Virgenes Municipal Water District	Water Systems Supervisor	\$7,238	\$9,410	\$25				\$1,476	\$158	\$5			\$832	\$720	\$12,626	\$12,043
Alameda County Water District	No Comparable Class															
Central Contra Costa Sanitary District	No Comparable Class															
City of Camarillo	No Comparable Class															
City of Oxnard	Chief Operator	\$5,265	\$8,782			\$351		\$633					\$655	\$127	\$10,549	\$10,549
City of Santa Barbara	Water Distribution Superintendent	\$8,667	\$10,535				\$1,110						\$1,091	\$153	\$12,889	\$12,889
City of Santa Monica	Water Production and Treatment Plant Supervisor	\$7,135	\$8,809					\$2,581					\$847	\$128	\$12,365	\$12,365
City of Simi Valley	Water Systems Supervisor	\$6,291	\$8,068			\$242	\$2,280						\$672	\$117	\$11,379	\$11,379
City of Thousand Oaks	Wastewater Treatment Plant Operations Supervisor	\$6,325	\$9,488		\$285			\$1,115	\$175	\$15			\$736	\$726	\$12,540	\$11,951
City of Ventura	Water Treatment Production Supervisor	\$6,335	\$8,489		\$13		\$1,097			\$15			\$662	\$123	\$10,399	\$10,399
Contra Costa Water District	Water Treatment Supervisor	\$10,130	\$12,314			\$369		\$1,907	\$170	\$17			\$1,039	\$836	\$16,652	\$15,995
Eastern Municipal Water District	Water Operations Supervisor	\$6,765	\$8,400		\$98	\$84	\$1,887						\$688	\$122	\$11,279	\$11,279
Inland Empire Utility Agency	Operations Supervisor	\$7,810	\$9,516				\$1,381						\$785	\$728	\$12,410	\$11,820
Irvine Ranch Water District	Operations Supervisor (Water Operations)	\$6,452	\$9,163					\$1,576	\$144	\$23			\$649	\$133	\$11,688	\$11,688
Los Angeles County Sanitation District	No Comparable Class															
Los Angeles Department of Water and Power	No Comparable Class															
Metropolitan Water District of Southern California	Team Manager VI	\$10,565	\$13,815					\$2,741	\$162	\$11			\$1,085	\$200	\$18,014	\$18,014
Union Sanitary District	No Comparable Class															
Vallecitos Water District	Water Systems Supervisor	\$6,860	\$9,193	\$919		\$184		\$1,795	\$123	\$17			\$1,167	\$703	\$14,102	\$13,532

Base Salary Rank	Total Comp. w/ FICA Rank	Total Comp. w/o FICA Rank
6	5	6
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
10	12	12
3	4	4
9	8	5
13	10	10
5	6	7
11	13	13
2	2	2
12	11	11
4	7	8
8	9	9
N/A	N/A	N/A
N/A	N/A	N/A
1	1	1
N/A	N/A	N/A
7	3	3

Base Salary Median	\$9,178
Percentage Above or Below Median	2.53%

Total Compensation Median	\$12,388	\$11,886
Percentage Above or Below Median	1.93%	1.32%

Base Salary 75th Percentile	\$9,771
Base Salary 90% of 75th Percentile	\$8,794
Base Salary % Above/Below 90% of the 75th Percentile	7.01%

Total Compensation 75th Percentile	\$13,192	\$13,050
Total Compensation 90% of 75th Percentile	\$11,873	\$11,745
Base Salary % Above/Below 90% of the 75th	6.34%	2.54%

Percentile of District class base salary within total labor	58.30%
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Percentile of District class total compensation within	66.6%	58.3%
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Total Matches:	12
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\*Monthly Total Compensation w/o FICA: not all agencies contribute FICA to Social Security, this amount reflects all agencies contributing to Medicare only.

\* Ranking is from lowest to highest

## Appendix B: Benefits Summary Table

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**Table B-1: Retirement Contribution Practices**

\*Medicare is 1.45% and FICA is 6.20%

\*\*Employer Pickup is the portion of the employee contribution that the employer is contributing on the behalf of the employee

Agency	Retirement Plan	Plan Type/ Employee Group	Employer Contribution	Employer Pickup of Classic Tiers**	Retirement Benefit & Formula	Social Security*
<b>Las Virgenes Municipal Water District</b>	CalPERS	Classic: PEPRA:	8.845% 6.750%	No employer pickup	Classic: 2.00% @ 55, highest 12 consecutive month average PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare & FICA
<b>Alameda County Water District</b>	CalPERS	Classic: PEPRA:	10.703% 7.000%	Management/Confidential/ Professional – 2.5% No other units receive pickup	2.50% @ 55, final compensation one year 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
<b>Central Contra Costa Sanitary District</b>	CalPERS	Classic: PEPRA:	17.080% 11.700%	<sup>3</sup> No employer pickup	Classic: 2.00% @ 55, highest 12 months PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare <sup>4</sup>
<b>City of Camarillo</b>	CalPERS	Misc.	8.985%	7%	Classic: 2.00% @ 55, highest 12 consecutive months PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
<b>City of Oxnard</b>	CalPERS	Misc.	7.460%	<sup>5</sup> OMMA – 4% <sup>6</sup> IUOE - 4% <sup>7</sup> SEIU – 3% <sup>8</sup> Unrepresented Exec. – 2% <sup>9</sup> Unrepresented Mid-Management – 4%	Classic: 2.00 % @ 55, single highest year PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare

<sup>3</sup> Central Contra Costa Sanitary District: No employer pickup as of 4/2017 – all units

<sup>4</sup> Central Contra Costa Sanitary District: pays only the Medicare portion of Social Security; the District contributes 6.20% to a 401(a) Money Purchase plan, an amount equivalent to FICA. This amount is reflected in the datasheets in Deferred Compensation, not Retirement. See Deferred Compensation.

<sup>5</sup> City of Oxnard: Effective 1/1/2018 employer pickup is 3%; effective 7/1/2019 employer pickup will be 0%.

<sup>6</sup> City of Oxnard: Effective 1/1/2018 employer pickup is 3%; effective 7/1/2019 employer pickup will be 0%.

<sup>7</sup> City of Oxnard: Effective 7/1/2019 employer pickup will be 0%.

<sup>8</sup> City of Oxnard: Effective 7/1/2019 employer pickup will be 0%.

<sup>9</sup> City of Oxnard: Effective 1/1/2018 employer pickup is 3%; effective 7/1/2019 employer pickup will be 0%.

**Table B-1: Retirement Contribution Practices**

\*Medicare is 1.45% and FICA is 6.20%

\*\*Employer Pickup is the portion of the employee contribution that the employer is contributing on the behalf of the employee

Agency	Retirement Plan	Plan Type/ Employee Group	Employer Contribution	Employer Pickup of Classic Tiers**	Retirement Benefit & Formula	Social Security*
City of Santa Barbara	CalPERS	Misc.	10.358%	<sup>10</sup> No employer pickup	Classic: 2.70% @ 55, highest 3-year average PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
City of Santa Monica	CalPERS	Misc.	9.616%	<sup>11</sup> Tier 1: 1.2% Tier 2: 0%	Classic Tier 1: 2.70% @ 55, highest 36 consecutive months Classic Tier 2: 2.0% @ 55, highest 36 consecutive months PEPRA: 2.0% @ 62, highest average annual compensation over 36 consecutive months	Medicare
City of Simi Valley	CalPERS	Misc.	8.328%	General/SEIU: 0% Management: 3%	Classic: 2.00% @ 55, Highest single year PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
City of Thousand Oaks	CalPERS	Misc.	7.760%	<sup>12</sup> No employer pickup	Classic: 2.00% @ 55, highest single year PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare & FICA
City of Ventura	CalPERS	Misc.	7.798%	<sup>13</sup> No employer pickup	Classic Tier 1: 2.00% @ 55, highest single year Classic Tier 2: 2.00% @ 60, highest 3 consecutive years PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
Contra Costa Water District	CCWD	Cleric/Maint. Prof./Super. Unrepresented Directors	8.500% 8.440% 11.530% 21.860%	1% 3% 2%-0% 2%-0%	Classic: 2.35% @ 55, highest 12 consecutive months PEPRA: 2.00% @ 62, highest 36 consecutive months	Medicare & FICA

<sup>10</sup> City of Santa Barbara: In September 2005, City employees in the Miscellaneous Employee Group approved a change from the "2% at age 55" to the "2.7% at 55" retirement benefit formula. Under that agreement, miscellaneous employees agreed to pay the full cost of the enhanced benefit under a set "cost/benefit" sharing formula. Employees pay 7.162%, plus either a credit or payment equal to 30.559% of the amount by which the PERS employer rate is lower or higher than 20.164%.

<sup>11</sup> City of Santa Monica: Employer pickup reported by agency contact is 1.20% for Tier 1 only and 0% for Tier 2. CPS HR calculated on Tier 2.

<sup>12</sup> City of Thousand Oaks: MOUs on website state no employer pickup, however, CPS HR was unable to confirm with agency directly.

<sup>13</sup> City of Ventura: No employer pickup as of 8/2014 – all units

**Table B-1: Retirement Contribution Practices**

\*Medicare is 1.45% and FICA is 6.20%

\*\*Employer Pickup is the portion of the employee contribution that the employer is contributing on the behalf of the employee

Agency	Retirement Plan	Plan Type/ Employee Group	Employer Contribution	Employer Pickup of Classic Tiers**	Retirement Benefit & Formula	Social Security*
		General Mngr.	21.860%	5%-3% - based on years of service		
<b>Eastern Municipal Water District</b>	CalPERS	Misc.:	8.194%	Tier 1- 1.5% Tier 2 - 1% <sup>14</sup>	Classic: 2.00% @ 55, highest single year PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
<b>Inland Empire Utility</b>	CalPERS	Misc.:	8.254%	No employer pickup	Classic Tier 1: 2.50% @ 55, 1-year FAC Classic Tier 2: 2.00% @ 55, 3-year FAC PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare & FICA
<b>Irvine Ranch Water District</b>	CalPERS	Misc.:	7.081%	No employer pickup	Classic Tier 1: 2.00% @ 55, highest year of recurring pay Classic Tier 2: 2.00% @ 60, highest three-year average PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
<b>Los Angeles County Sanitation District</b>	CalPERS	Misc.:	6.925%	<sup>15</sup> Blue Collar, White Collar, Technical, Professional, Supervisory: 7.00% Management: 6.00%	Classic: 2.00% @ 55, highest single year PEPRA: 2% @ 62, three years	Medicare
<b>Los Angeles Department of Water and Power</b>	DWPER	Misc.:	16.200%	<sup>16</sup> No policy documented; could not be confirmed with agency	Tier 1: 2.30% @ 55, must be 55 with 30 years of service or 2.10% if not 55 and/or do not have 30 years. Tier 2: 60 years old with 10 years of service = 1.50%; 60/30 = 2.00%; 63/10 = 2.00%; 63/30 = 2.10% Based on 78 successive biweekly pay periods.	Medicare

<sup>14</sup> Eastern Municipal Water District: No employer pickup as of 1/2019 – all units; all tiers. CPS HR calculated on current contribution for Tier 2.

<sup>15</sup> Los Angeles County Sanitation District: Employer’s pickup of may vary yearly by - 0.50% based on COLAs equal to or greater than 1.0%. Amounts were confirmed verbally for non-Blue and non-White collar units.

<sup>16</sup> Los Angeles Department of Water and Power: CPS HR contacted the agency, and the retirement system, no clear policy was defined but can assume no policy. CPS HR is unable to confirm with agency directly.

**Table B-1: Retirement Contribution Practices**

\*Medicare is 1.45% and FICA is 6.20%

\*\*Employer Pickup is the portion of the employee contribution that the employer is contributing on the behalf of the employee

Agency	Retirement Plan	Plan Type/ Employee Group	Employer Contribution	Employer Pickup of Classic Tiers**	Retirement Benefit & Formula	Social Security*
<b>Metropolitan Water District of Southern California</b>	CalPERS	Misc.:	7.853%	<sup>17</sup> No policy documented; could not be confirmed with agency	Classic: 2.00% @ 55, highest 12 consecutive months PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
<b>Union Sanitary District</b>	CalPERS	Misc.:	8.793%	Unrepresented units - 6%	Classic: 2.50% @ 55, highest single year PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare
<b>Vallecitos Water District</b>	CalPERS	Classic: PEPRA:	12.698% 6.533%	<sup>18</sup> 2%	Classic: 3.00% @ 60, highest single year PEPRA: 2.00% @ 62, highest average annual compensation over 36 consecutive months	Medicare & FICA

<sup>17</sup> Metropolitan Water District of Southern California: No information online documenting policy regarding employer pickup. CPS HR was unable to confirm with agency directly.

<sup>18</sup> Vallecitos Water District: Employees received a 0.5% lump sum payment as offset for reduction in employer pickup which has been phasing out since fiscal year 2015/2016 at which time the pickup was 4%; effective fiscal year 2018/19 the employer pickup will be eliminated (0.0%), employees will receive a 1% lump sum payment as an offset.

**Table B-2: Deferred Compensation, Longevity Pay Practices, and Educational Reimbursement Practices**

Agency	Deferred Compensation	Longevity Policy	Educational Reimbursement
<b>Las Virgenes Municipal Water District</b> <i>General and Office</i>	457, no agency contribution	None	Up to \$685.00 per class
<i>Management, Supervisor, Professional, and Confidential</i>	457, 401(a), Agency <i>matching</i> contribution of 3.00% or \$104.17 (whichever is greater) for Supervisor, Professional, and Confidential and 3.00% or \$125.00 for Management (whichever is greater).	Years 10 - 14 = \$300/annual (\$25/month) Years 15 - 19 = \$500/annual (\$41.66/month) Years 20+ = \$700/annual (\$58.33/month) (Presented as monthly in datasheets for calculations purposes)	
<i>Executive Management</i>	457, 401(a), agency <i>matching</i> contribution of 3.00%		
<i>General Manager</i>	457, 401(a), agency <i>matching</i> contribution 3.00%	None	None
<b>Alameda County Water District</b>	MCP, OE3, OA: 457, no agency contribution; 401(a) agency <i>matching</i> contribution of \$41.66/month. General Manager: 457, No agency contribution; 401(a) agency <i>non-matching</i> contribution of 5% base compensation once annually not to exceed \$10,000, and, matching up to \$41.66 monthly.	All: Longevity is tied to Retiree Health Insurance in that employees only receive benefits if they retire from the ACWD and enroll in retiree health plan. OE3 and OA: employees who reach 20 years will be moved to range 2.50% above their base salary.	100% up to \$5,000 per calendar year
<b>Central Contra Costa Sanitary District</b>	457, no agency contribution 401(a), District contributes to a 401(a) Money Purchase plan an amount equivalent to the employer portion of contributions to the Social Security System (currently 6.2%).	Cumulative increase up to 5.00% based on years of continuous service 10 years = 2.50% 20 years = 2.50%	PEU/MSCG: tuition (only) reimbursement up to \$2,000 FY Management Only: Professional Expense Reimbursement up to \$3,000 per FY; unused portions may carry over two additional FYs, allowing for a maximum in any FY of \$9,000.
<b>City of Camarillo</b>	General, Mid-Management: 457, no agency contribution; 401(a), agency <i>non-matching</i> contribution of 7.00% Executive: 457, agency <i>non-matching</i> contribution of 3% base salary; 401(a), agency <i>non-matching</i> contribution of 7.00%	No policy	All: 75% of expenses up to \$1,800/FY

**Table B-2: Deferred Compensation, Longevity Pay Practices, and Educational Reimbursement Practices**

Agency	Deferred Compensation	Longevity Policy	Educational Reimbursement
<b>City of Oxnard</b>	Executive: 457, agency contribution of 3.00%; may convert up to 80 hours leave annually. All others: 457, no agency contribution	Mid-Management: none  All others: 5 years = 1.00% 10 years = 2.00% 15 years = 3.00%	Unrepresented, Executive, Management, Confidential, Mid-Management: 75% up to maximum of \$5,000/FY IUOE: 50% up to \$5,000/FY General - SEIU: 100% up to \$1,000/FY
<b>City of Santa Barbara</b>	457, no agency contribution	No policy	\$1,000 annually
<b>City of Santa Monica</b> <i>Administrative, Supervisory, Management</i>	457, no agency contribution <sup>19</sup>	No policy	Administrative and Management: \$2,500 annually
<i>Teamsters and Municipal Employees</i>	457, agency <i>matching</i> contribution of \$50/month		Supervisory and Teamsters: \$2,750 annually
<b>City of Simi Valley</b> <i>General</i>	457, agency <i>matching</i> contribution of \$62/month	No policy	\$900 annually
<i>Management</i>	457, 401(k), and Roth 401(k), agency <i>matching</i> contribution up to \$125.84 to either 457 or 401(k)		\$1,600 annually
<i>Executive</i>	457, 401(k), and Roth 401(k), agency <i>matching</i> contribution up to \$125.84 to either 457 or 401(k), <i>non-matching</i> contribution of \$65.00		\$1,600 annually
<b>City of Thousand Oaks</b> <i>General</i>	401(a), agency <i>non-matching</i> contribution of \$100/month 457, no agency contribution	No policy	Based on degree: Associates - \$1,000/FY; Bachelors or Masters - \$5,000/FY
<i>Professional</i>	401(a), agency <i>non-matching</i> contribution of 1.00% 457, no agency contribution		
<i>Senior Management</i>	401(a), agency <i>non-matching</i> contribution of 3.00%		

<sup>19</sup> City of Santa Monica: Deferred Compensation – Effective July 2018 Administrative and Supervisory employees receive \$50/month to 401(a) and in October 2019 increases to \$100. *matching* contribution. Effective October 2019, Management will receive \$68/month to 457.



**Table B-2: Deferred Compensation, Longevity Pay Practices, and Educational Reimbursement Practices**

Agency	Deferred Compensation	Longevity Policy	Educational Reimbursement
	457, no agency contribution		
<i>Executive</i>	401(a), agency <i>matching</i> contribution of 6.00% 457, no agency contribution		
<b>City of Ventura</b>			
<i>Non-Supervisory/General</i>	457, agency <i>matching</i> contribution of up to \$34/month	No policy	Up to \$2,500/FY
<i>Supervisory, Professional</i>	457, <i>non-matching</i> contribution of \$12.92/month and <i>matching</i> contribution up to \$63.26/month		
<i>Unrepresented M</i>	457, agency <i>non-matching</i> contribution of \$137.49/month, <i>matching</i> contribution up to \$36.83/month		
<i>Unrepresented E (Executive)</i>	457, <i>non-matching</i> contribution of \$83.33, <i>matching</i> contribution up to \$187.15/ month		
<b>Contra Costa Water District</b>			
<i>Clerical/Maintenance</i>	457b and Roth IRA, no agency contribution	No policy	\$3,000/FY
<i>Professional/Supervisory</i>	457b, 401a, and Roth IRA, <i>matching</i> contribution up to 3.00% to one plan		
<i>Unrepresented</i>	457b, 401a, and Roth IRA, agency contribution based on years of service: 0 - 3 years = 2.00% (calculated) 3 - 5 years = 3.00% 6 - 8 years = 4.00% 9+ years = 5.00%		
<i>General Manager</i>	457b, 401a, and Roth IRA, agency contributes maximum amount allowable by under Internal Revenue Code Section 457(b). For this study the amount of \$1,500/monthly was used (2015-2017 maximum of \$18,000/year).		
<b>Eastern Municipal Water District</b>	401a, agency contribution of \$98.31/month (7.15% of the employee's first \$16,500 annual earnings up to \$1,179.75/year) 457, agency <i>matching</i> contribution of 2.00% with increase to 3.00% and 4.00% in 2018 and 2019.	No policy	90% up to \$4,200/year
<b>Inland Empire Utility</b>	457, 401(k), no agency contribution	Executive: none All others: based on years of service, receive additional PTO 10 years - 2 Days 15 years - 3 Days	Laboratory: up to \$2,000 annually Supervisory: up to \$2,200 annually All others: up to \$2,500 annually

**Table B-2: Deferred Compensation, Longevity Pay Practices, and Educational Reimbursement Practices**

Agency	Deferred Compensation	Longevity Policy	Educational Reimbursement
		20 years - 4 Days 25 years - 5 Days 30 years - 5 Days 35 years - 5 Days 40 years - 6 Days 45 years - 6 Days 50 years - 7 Days	
<b>Irvine Ranch Water District</b>	457, agency <i>matching</i> contribution of 3.00% after one year	No policy	75% up to \$5,250 annually
<b>Los Angeles County Sanitation District</b>	General: 457, no agency contribution Management: 457, agency <i>nonmatching</i> contribution of 3.00%	General: based on years of service as follows with minimum of \$500 10 years: 1.00% 15 years: 2.00% 20 and 56 years old: 3.00% 25 and 61 years old: 4.00% Management: no policy	Up to \$5,280 annually
<b>Los Angeles Department of Water and Power</b>	457, no agency contribution	All as follows: 5 years = 2.50% 10 years = +2.50% (totaling 5.00%)	100% reimbursement upon approval
<b>Metropolitan Water District of Southern California</b>	457, 401(k), agency <i>matching</i> contribution to 401(k) of 1:1 up to 4.50%.	No policy	Up to \$9,000 annually
<b>Union Sanitary District</b>	457, no agency contribution	No policy	Up to \$1,500 annually
<i>Classified General (SEIU)</i>	457, no agency contribution		
<i>Exempt and Non-Exempt Unclassified Management</i>	457, agency match up to \$254.16/month		
	457, agency <i>matching</i> contribution up to \$350.00/month		
<b>Vallecitos Water District</b>	457, agency <i>matching</i> contribution up to \$83.33/month	All: as follows, except for if unsatisfactory performance or experience. 5 years = 5% 10 years = 10%	Up to \$2,500 annually – but limited to agency budget, years of service, and cumulative reimbursement cap.

<b>Table B-3: Vehicle and Phone Allowances</b>						
<b>Agency</b>	<b>Director of Facilities and Operations</b>		<b>Director of Finance and Administration</b>		<b>General Manager</b>	
	Vehicle	Phone	Vehicle	Phone	Vehicle	Phone
<b>Las Virgenes Municipal Water District</b>	None	\$100.00	None	\$100.00	Provided	Provided
<b>Alameda County Water District</b>	NCC	N/A	NCC	N/A	\$600.00	None
<b>Central Contra Costa Sanitary District</b>	NCC	N/A	\$100.00	None	\$100.00	None
<b>City of Camarillo</b>	\$250.00	\$0.00	\$250.00	None	NCC	None
<b>City of Oxnard</b>	\$350.00	\$0.00	\$350.00	None	\$400.00	None
<b>City of Santa Barbara</b>	\$578.0	\$0.00	\$578	None	\$578.00	None
<b>City of Santa Monica</b>	None	None	NCC	N/A	NCC	N/A
<b>City of Simi Valley</b>	\$400.00	\$0.00	\$400.00	None	\$400.00	None
<b>City of Thousand Oaks</b>	\$429.59	\$0.00	\$429.59	None	\$429.59	None
<b>City of Ventura</b>	\$350.00	\$20.00 if using personal	\$250.00	\$20.00 if using personal	\$350.00	\$20.00 if using personal
<b>Contra Costa Water District<sup>20</sup></b>	DNA	DNA	DNA	DNA	DNA	DNA
<b>Eastern Municipal Water District</b>	None	Provided	None	Provided	Provided	Provided
<b>Inland Empire Utility</b>	\$500	Provided	\$500	Provided	\$700	Provided
<b>Irvine Ranch Water District</b>	None	None	None	None	None	None
<b>Los Angeles County Sanitation District</b>	DNA	DNA	DNA	DNA	DNA	DNA
<b>Los Angeles Department of Water and Power</b>	DNA	DNA	DNA	DNA	DNA	DNA
<b>Metropolitan Water District of Southern California</b>	\$700	\$125	NCC	N/A	\$600	\$125
<b>Union Sanitary District</b>	None	None	None	None	None	None
<b>Vallecitos Water District</b>	None	\$45.00	None	\$45.00	None	\$45.00

<sup>20</sup> Contra Costa Water District: Vehicle allowance of \$475.00 for Unrepresented employees when designated.

**Table B-4: Medical, Dental, and Vision Pay Practices**

Amounts are the most expensive family plan  
Where Dental or Vision say "Included", employer amount is included in the Medical premium.

Agency	Medical		Dental		Vision		Life Insurance	Long Term Disability
	Employer	Employee	Employer	Employee	Employer	Employee		
<b>Las Virgenes Municipal Water District</b> <sup>21</sup>	\$1,475.54	\$30.11	\$157.75	DNA	\$5.00	\$8.95	Employer Paid	Employer Paid
<b>Alameda County Water District</b>	\$2,761.88	1.00% of Base Salary <sup>22</sup>	Included	N/A	Included	N/A	Employer Paid	Employer Paid
<b>Central Contra Costa Sanitary District</b> <sup>23</sup>	\$3,925.95	\$0.00	Included	N/A	Included	N/A	Employer Paid	Employer Paid
<b>City of Camarillo</b>	\$1,616.00	\$369.29	Included	N/A	Included	N/A	Employer Paid	Employer Paid
<b>City of Oxnard</b>								
<i>IUOE</i>	\$670.14	\$1,237.18	Included	\$0.00	\$0.00	\$14.86	Employer Paid	Employer Paid
<i>Mid-Management</i>	\$633.13	\$1,274.19	Included	\$0.00	\$0.00	\$14.86	Employer Paid	Employer Paid
<i>SEIU</i>	\$926.57	\$988.16	Included	\$0.00	\$0.00	\$14.86	Employer Paid	Employer Paid
<i>Confidential/Unrepresented/Executive</i>	\$724.81	\$1,182.51	Included	\$0.00	\$0.00	\$14.86	Employer Paid	Employer Paid
<b>City of Santa Barbara</b>								
<i>General</i>	\$1,110.01	\$1,417.30	\$82.66	\$78.20	\$10.21	\$10.89	Employer Paid	Employer Paid
<i>Confidential</i>	\$1,145.01	\$1,382.30	\$82.66	\$78.20	\$10.21	\$10.89	Employer Paid	Employer Paid
<i>Treatment and Patrol (TAP)</i>	\$1,009.43	\$356.12 - \$1,517.88	\$76.00	\$84.86	\$9.26	\$11.84	Employer Paid	Employer Paid
<i>Supervisor</i>	\$1,110.00	\$1,718.00	Included	\$0.00	Included	\$0.00	Employer Paid	Employer Paid
<i>Management</i>	\$1,516.31	\$809.30	Included	\$0.00	Included	\$0.00	Employer Paid	Employer Paid
<b>City of Santa Monica</b>	\$2,581.42	\$165.10	Included	\$0.00	Not provided	\$0.00	Employer Paid	Employer Paid

<sup>21</sup> LVMWD: Medical coverage is 98% of Kaiser HMO Family Rate.

<sup>22</sup> Alameda County Water District: Employees contribution 1.00% of salary toward the cost of medical benefits to purchase additional benefits, balance rollovers to Deferred Compensation.

<sup>23</sup> Central Contra Costa Sanitary District confirmed the medical amount of \$3,925.95 as the highest plan but that employees who select the PPO plan are required to pay the difference in the premiums between the PPO plan and the highest cost HMO plan.

**Table B-4: Medical, Dental, and Vision Pay Practices**

Amounts are the most expensive family plan  
Where Dental or Vision say "Included", employer amount is included in the Medical premium.

Agency	Medical		Dental		Vision		Life Insurance	Long Term Disability
	Employer	Employee	Employer	Employee	Employer	Employee		
<b>City of Simi Valley</b>								
<i>General</i>	\$1,942.28	\$63.42	Included	\$0.00	Included	\$0.00	Employer Paid	Not provided
<i>Management</i>	\$2,279.51	\$88.92	Included	\$0.00	Included	\$0.00	Employer Paid	Not provided
<i>Executive</i>	\$2,922.00	\$86.96	Included	\$0.00	Included	\$0.00	Employer Paid	Not provided
<b>City of Thousand Oaks<sup>24</sup></b>	\$1,115	\$636.70	\$175.00	\$0.00	\$15.00	\$0.00	Employer Paid	Not provided
<b>City of Ventura</b>	\$1,097.00	\$1,893.18	Included	\$0.00	\$14.58	\$0.00	Employer Paid	Employer Paid
<b>Contra Costa Water District</b>	\$1,906.81	\$835.07	\$169.90	\$0.00	\$17.21	\$0.00	Employer Paid	Employer Paid
<b>Eastern Municipal Water District</b>	\$1,886.81	\$127.00	Included	\$0.00	Included	\$0.00	Employer Paid	Employer Paid
<b>Inland Empire Utility Agency</b>	\$1,381.00	\$647.30	Included	\$0.00	\$0.00	Full amount DNA	Employer Paid	Employer Paid
<b>Irvine Ranch Water District</b>	\$1,576.00	\$175.17	\$143.85	\$0.00	\$23.04	\$0.00	Employer Paid	Employer Paid
<b>Los Angeles County Sanitation District</b>	\$1,650.07 (max for any plan)	\$390.20 (max for any plan)	\$129.60	\$0.00	\$0.00	100% Full amount DNA	Employer Paid	Employer Paid
<b>Los Angeles Department of Water and Power</b>	\$1,970.05	\$761.02	Included	\$0.00	See footnote <sup>25</sup>	See footnote	Not provided	Not provided
<b>Metropolitan Water District of Southern California</b>	\$2,741.00	\$0.00	\$162.00	\$0.00	\$11.00	\$0.00	Employer Paid	Employer Paid
<b>Union Sanitary District</b>	\$2,482.80	\$725.44	Included	\$0.00	Included	\$0.00	Employer Paid	Employer Paid
<b>Vallecitos Water District</b>	\$1,795.00	\$439.93	\$122.90	\$0.00	\$17.21	\$0.00	Employer Paid	Employer Paid

<sup>24</sup> Thousand Oaks: Medical is a Cafeteria plan but does not include Dental and Vision due to no employee contribution.

<sup>25</sup> Los Angeles Department of Water and Power: Vision insurance is covered in Medical for Municipal Employee Association (MEA), no plan is provided for International Brotherhood of Electrical Workers (IBEW)

**Table B-5: Vacation Accrual Practices**

<i>*Universal/Annual Leave</i>											
Agency	Year 1		Year 5		Year 10		Year 15		Max Accrual Year		Cash-Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
<b>Las Virgenes Municipal Water District</b>											
<i>General, Office</i>	96	288	104 @ 4	288	112 @ 7 120 @ 10	288	128 @ 13 136 @ 16	288	144 @ 19 152 @ 22 160 @ 25	288	No Cash Out
<i>M/SPC, Executive Management</i>	104	311	112 @ 4	311	120 @ 7 128 @ 10	311	136 @ 13 144 @ 16	311	152 @ 19 160 @ 22 168 @ 25	311	M/SPC: No Cash Out  Executive Management: Annual cash-out of 40 hours based on use and balance requirements.
<i>General Manager</i>	135	311	198	311	198	311	198	311	198 @ 5	311	None
<b>Alameda County Water District (All)</b>	80	400	104 @ 3 136 @ 5	400	160 @ 11	400	176 @ 16	400	200 @ 21	400	Annual pay out of time exceeding 400 hours.
<b>Central Contra Costa Sanitary District (All)</b>	80	160	120 @ 3 128 @ 5	240 256	136	272	160	320	200 @ 20 240 @ 25	400 480	May request to cash-out up to 20 days in calendar year if met use, balance, and accrual requirements.
<b>City of Camarillo</b>											
<i>Sanitation District Employees*</i>	160	160	200	360	240	480	248	604	280 @ 19	744	No cash-out until termination.
<i>General, Mid-Management, Executive</i>	80	120	120	300	160	400	168	420	200 @ 19	500	
<b>City of Oxnard<sup>26</sup></b>										612	
<i>Unrepresented Management and Confidential, Operating Engineers (IUOE), Mid-Management*</i>	162	324	194	388	248	496	306	612	306 @ 15	612	After 5 and 10 years of service may cash-out up to 40 hours/year twice annually.
<i>Unrepresented Executive*</i>	186	372	250 @ 4 314 @ 5	500 628.16	314	628.16	314	628.16	314 @ 5	628.16	May cash-out up to 80 hours annually, no restrictions.

<sup>26</sup> City of Oxnard increases vacation leave by 8 hours each year between years 6 – 15.

**Table B-5: Vacation Accrual Practices**

<i>*Universal/Annual Leave</i>											
Agency	Year 1		Year 5		Year 10		Year 15		Max Accrual Year		Cash-Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
General (SEIU)	114	228	130	260	170	340	210	420	210 @ 15	420	After 5 and 10 years of service may cash-out up to 40 hours/year twice annually.
<b>City of Santa Barbara</b> General, Confidential, and Treatment and Patrol	80	256	104 @ 3 144 @ 6	256	184 @ 11	256	184	11	200 @ 18 224 @ 24	256	No policy
Supervisor	96	320	120 @ 3	320	176 @ 6	320	176	320	200 @ 18 224 @ 24	320	
Management 1	160	392	200 @ 4 224 @ 6	392	224	392	224	392	224 @ 6	320	
Management 2	120	392	160 @ 3 200 @ 6	392	224 @ 8	392	224	392	224 @ 8	392	
<b>City of Santa Monica</b>	96	288	120	360	144	432	168	432	168 @ 15	504	See footnote <sup>27</sup>
<b>City of Simi Valley</b> General*	172	500	212	500	212	500	212	500	212 @ 5	500	At one year of service, may cash-out 8 - 100 hours semiannually
Management*	208	800	248	800	260	800	260	800	260 @ 10	800	>5 years of service may cash-out up to 209/year; at 5+ may cash out up to 235/year
Executive*	260	800	260	800	260	800	260	800	260 @ 1	800	
<b>City of Thousand Oaks</b> General	100	650	140	650	164	50	180	650	196 @ 18 212 @ 23 228 @ 28	650	Up to 80 hours annually based on use and balance policy.
Professional, Senior Management, and Executive*	190	1,040	230	1,040	254	1,040	270	1,040	190 @ 18 306 @ 23 322 @ 29	1,040	

<sup>27</sup> City of Santa Monica: Vacation cash-out policies as follows – Administrative and Supervisory may cash-out up to 48 hours of vacation twice annually; Teamsters and Municipal employees may cash-out based on years of service, >10 years up to 40 hours 10-15 years up to 60 hours, 15+ years up to 80 hours; Management employees may cash-out based on years of service, >5 years up to 30 years, 5+ years up to 60 hours.

**Table B-5: Vacation Accrual Practices**

<i>*Universal/Annual Leave</i>											
Agency	Year 1		Year 5		Year 10		Year 15		Max Accrual Year		Cash-Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
<b>City of Ventura</b>											
<i>Non-Supervisory Maintenance, Operations and Laboratory*</i>	120 @ 1 136 @ 3	240	144 @ 5 152 @ 7	240	160 @ 10 184 @ 13	360 360	200	360	200 @ 15	360	May cash-out up to 40 hours based on use and balance requirements.
<i>Non-Supervisory Clerical, Technical, Paraprofessional*</i>	116 @ 1 132 @ 3	240	128 @ 5 148 @ 7	240	160 @ 10 184 @ 13	360	200	360	200 @ 15	360	
<i>Professional and Supervisory</i>	104 @ 1 112 @ 3	400	128 @ 5 144 @ 7	400	160	400	160	400	160 @ 10	360	
<i>Unrepresented E – Management</i>	160	400	320 @ 7	400	400 @ 13	400	400	400	400 @ 13	400	
<i>Unrepresented M – Management</i>	120	400	160 @ 5	400	160	400	160	400	160 @ 5	400	May cash-out up to 40 hours, no requirements.
<b>Contra Costa Water District</b>											
<i>Clerical/Maintenance</i>	80 @ 0 104 @ 3	160 172	136	208	152	304	184	368	224 @ 20 240 @ 25	448 480	May not cash-out but may convert 1 hour leave to 2 hours sick leave.
<i>Professional/Supervisory</i>	80 @ 0 120 @ 1 136 @ 2	160 172 240	168 @ 4	336	184 @ 9	368	224 @ 14	448	264 @ 19 280 @ 24	528 560	
<i>Unrepresented</i>	120 @ 0 136 @ 2	240 272	168 @ 4	336	184 @ 9	368	224 @ 14	48	264 @ 19 280 @ 24	528 560	May convert 1 hour leave to 2 hours sick leave.  May convert to pay at one hour paid for every hour taken up to 120 hours each anniversary year.



**Table B-5: Vacation Accrual Practices**

<i>*Universal/Annual Leave</i>											
Agency	Year 1		Year 5		Year 10		Year 15		Max Accrual Year		Cash-Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
<i>General Manager</i>	80 @ 0 120 @ 1 136 @ 2	160 240 272	168 @ 4	336	184 @ 9	368	224 @ 14	448	264 @ 19 280 @ 24	528 560	May convert vacation leave credits to compensation not to exceed 2 x the employee's annual accumulation.  May convert 1 hour leave to 2 hours sick leave.
<b>Eastern Municipal Water District*</b>	176	675	216	675	223 @ 8 225 @ 9 236 @ 10 256 @ 11	675	256	675	256 @ 11	675	All PTO in excess of 675 is paid out or paid into deferred compensation annually.  Employee may also cash-out based on use and balance requirements.
<b>Inland Empire Utility</b>											Employee may cash-out up to 70% annually based on use and balance requirements.
<i>Executive</i>	120	384	168 @ 7	500	200 @ 10	650	200 @ 10	650	240 @ 19	650	
<i>General, Laboratory, and Operator, Supervisory</i>	80	160	96 @ 5 112 @ 6 128 @ 7	192 224 256	160 @ 9	320	176	352	200 @ 20	400	
<i>Unrepresented</i>	80	200	96 @ 5 112 @ 6 128 @ 7	288 336 384	160 @ 9	480	176	528	200 @ 20	600	
<i>Professional</i>	80	200	96 @ 5 112 @ 6 128 @ 7	288 336 384	160 @ 9	480	176	480	200 @ 20	500	
<b>Irvine Ranch Water District</b>	80	DNA	120 @ 6	DNA	160	DNA	160	DNA	160 @ 10	DNA	No cash-out
<b>Los Angeles County Sanitation District</b>											May cash-out up to 100 hours
<i>Blue Collar</i>	88	DNA	128	DNA	136	DNA	168	DNA	208 @ 25	DNA	
<i>All others</i>	80	DNA	120	DNA	128	DNA	160	DNA	200 @ 25	DNA	

**Table B-5: Vacation Accrual Practices**

<i>*Universal/Annual Leave</i>											
Agency	Year 1		Year 5		Year 10		Year 15		Max Accrual Year		Cash-Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
Los Angeles Department of Water and Power <sup>28</sup>	88	176	136	272	144 @ 13 152 @ 14	288 204	160 @ 15	320	192 @ 19 200 @ 25	384 400	No cash-out
Metropolitan Water District of Southern California	80	DNA	80	DNA	136	DNA	136	DNA	200 @23	475	May cash-out hours of excess of 400 hours paid down to 400 once annually.
Union Sanitary District <sup>29</sup>	80	200	120 @ 4	240	128	248	168	288	200 @ 19	320	Employees accruing vacation at a rate of 15+ days/year may sell back maximum of 40 hours of accrued vacation per FY.
Vallecitos Water District <i>General Manager</i>	176	DNA	176	DNA	176	DNA	176	DNA	176	DNA	DNA
<i>All others</i>	80	240	96 @ 4 120 @ 6	240	160 @ 11	240	160	240	176 @ 16	240	May cash-out up to 40 hours annually if meet use and balance requirement.

<sup>28</sup> Los Angeles Department of Water and Power: between years 13 – 19, employees accrue an additional 8 hours per year with a max accrual of 16 hours for each year.

<sup>29</sup> Union Sanitary District: after 10 years, employees receive annual and max accrual of additional 8 hours per year.

**Table B-6: Sick Leave Accrual and Cash-Out Policies**

Agency	Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Sick Leave Cash-Out	Cash-Out Policy
<b>Las Virgenes Municipal Water District</b>	96	Unlimited	Upon termination Upon retirement Service credit upon retirement	<p>Upon Termination/Death paid for accrued unused sick leave as follows:                      General &amp; Office: 5 - 9 yr = 25% - 45% (+5% per yr. maximum of 45% @ 9 yrs.); 10 -19 yrs. = 50%; 20 yrs. = 75%; 21 yrs.= +5% per yr.; maximum 25 yrs. = 100%</p> <p>M/SPC: 5 yrs. = 25% +5% per yr. thereafter; maximum 20 years = 100%</p> <p>Upon Retirement: options of (1) being paid for accrued but unused sick leave according to the schedule above with the balance, if any, being applied as PERS retirement credit, or (2) receiving no payment and instead having all accrued but unused sick leave applied as PERS retirement credit.</p> <p>Annual Cash-Out:                      General, Office, M/SPC, Executive: may cash-out 32 hours with balance of 160 or 48 hours with balance of 200 based on use, accrual, and balance requirements.                      General Manager: may cash out sick leave in excess of 215 hours up to twice annually</p>
<b>Alameda County Water District</b>	96	Unlimited	Service credit upon retirement Other credit(s)	<p>MCP – Unrepresented: employees will receive Management Leave hours if sick leave use over prior FY does not exceed following: 8 hours Sick Leave used = 16 Management Leave; 16 hours = 12 hours Management Leave; 24 hours = 8 hours Management Leave.</p> <p>OE3 and OA: Employees will receive floating holiday hours, if their sick leave usage over the prior fiscal year does not exceed policy amount.</p>

**Table B-6: Sick Leave Accrual and Cash-Out Policies**

Agency	Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Sick Leave Cash-Out	Cash-Out Policy															
<b>Central Contra Costa Sanitary District</b>	96	Unlimited	Cash-out upon termination Cash-out upon retirement	May cash-out upon termination or retirement as follows <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Years</td> <td style="padding: 2px 10px;">Termination</td> <td style="padding: 2px 10px;">Retirement</td> </tr> <tr> <td style="padding: 2px 10px;">0-5</td> <td style="padding: 2px 10px;">0%</td> <td style="padding: 2px 10px;">0%</td> </tr> <tr> <td style="padding: 2px 10px;">5-10</td> <td style="padding: 2px 10px;">25%</td> <td style="padding: 2px 10px;">25%</td> </tr> <tr> <td style="padding: 2px 10px;">10-25</td> <td style="padding: 2px 10px;">25%</td> <td style="padding: 2px 10px;">35%</td> </tr> <tr> <td style="padding: 2px 10px;">25+</td> <td style="padding: 2px 10px;">25%</td> <td style="padding: 2px 10px;">40%</td> </tr> </table>	Years	Termination	Retirement	0-5	0%	0%	5-10	25%	25%	10-25	25%	35%	25+	25%	40%
Years	Termination	Retirement																	
0-5	0%	0%																	
5-10	25%	25%																	
10-25	25%	35%																	
25+	25%	40%																	
<b>City of Camarillo</b> <i>Sanitation District Employees*</i>	Annual Leave	N/A	N/A	N/A															
<i>General, Mid-Management, Executive</i>	96	Unlimited	Cash-out upon termination Service credit upon retirement	May cash-out upon termination or retirement as follows <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Years</td> <td style="padding: 2px 10px;">Termination</td> </tr> <tr> <td style="padding: 2px 10px;">0-5</td> <td style="padding: 2px 10px;">0%</td> </tr> <tr> <td style="padding: 2px 10px;">5-10</td> <td style="padding: 2px 10px;">25%</td> </tr> <tr> <td style="padding: 2px 10px;">10-15</td> <td style="padding: 2px 10px;">50%</td> </tr> <tr> <td style="padding: 2px 10px;">15+</td> <td style="padding: 2px 10px;">100%</td> </tr> </table>	Years	Termination	0-5	0%	5-10	25%	10-15	50%	15+	100%					
Years	Termination																		
0-5	0%																		
5-10	25%																		
10-15	50%																		
15+	100%																		
<b>City of Oxnard</b> <i>Unrepresented Management and Confidential, Operating Engineers (IUOE), Mid-Management, Executive*</i>	Annual Leave	N/A	N/A																
<i>General (SEIU)</i>	96	600	Annual cash-out policy	May convert 2 hours to 1 vacation hour for unused leave which exceeds maximum.															
<b>City of Santa Barbara</b> <i>General, Confidential, Treatment and Patrol</i>	96	2,080	Cash-Out upon retirement Service credit upon retirement	Cash-out based on balance and conversion rate(s)															
<i>Supervisor</i>	96	Unlimited	Cash-Out upon retirement Service credit upon retirement																

**Table B-6: Sick Leave Accrual and Cash-Out Policies**

Agency	Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Sick Leave Cash-Out	Cash-Out Policy
<i>Management 1 and 2</i>	96	Unlimited <sup>30</sup>	Cash-Out upon retirement Service credit upon retirement	
<b>City of Santa Monica</b>	96	Unlimited	Annual cash-out	Annual cash-out based upon years of service and sick leave balance.
<b>City of Simi Valley</b>	Annual Leave	N/A	N/A	N/A
<b>City of Thousand Oaks</b>  <i>General</i>	96	Unlimited	Annual cash-out Service credit upon retirement	Employees who have accumulated at least 200 hours of sick leave are eligible to convert unused sick leave to cash at the rate of 50% for each hour not used between 1 to 48 hours during a calendar year.
<i>Professional, Senior Management, Executive*</i>	Annual Leave	N/A	N/A	N/A
<b>City of Ventura</b> <i>Non-Supervisory Maintenance, Operations and Laboratory, Clerical, Technical and Paraprofessional*</i>	Annual Leave	N/A	N/A	N/A
<i>Professional, Supervisory, Management (M and E)</i>	96 hours – first 6 months 48 hours/year following	480	Cash-Out upon termination Cash-Out upon retirement	May cash-out up to 25% of leave upon termination or retirement after 10 years of continuous service. After 20 years, may cash-out up to 50%.

<sup>30</sup> City of Santa Barbara: Management employees are eligible for non-replenishable sick leave. After five (5) years of continuous service, a manager may accumulate additional sick leave at the rate of sixteen (16) hours at full salary for each additional year of continuous service. The maximum accumulation is two hundred and forty (240) hours and is not replenishable. Non-replenishable sick leave hours may only be used after the manager’s entire regular sick leave bank is exhausted.

**Table B-6: Sick Leave Accrual and Cash-Out Policies**

Agency	Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Sick Leave Cash-Out	Cash-Out Policy
<b>Contra Costa Water District</b>	96	Unlimited	General Cash-Out (except General Manager) Cash-Out upon termination (GM only)	All but General Manager: May cash-out up to 16 hours base on use and balance requirements.  General Manager: Sick leave accumulated above 360 hrs. can be cashed out at 1/3 of base salary. Upon termination, after 5 years of service, may cash-out first 35 days 1/2 of compensation excess of 35 days 1/3 of compensation.
<b>Eastern Municipal Water District*</b>	Annual Leave	N/A	N/A	N/A
<b>Inland Empire Utility</b>	96	Unlimited	Cash-Out upon termination Cash-Out upon retirement	Must have 5 or more years of continuous employment.
<b>Irvine Ranch Water District</b>	96	Unlimited	Cash-Out upon termination Cash-Out upon retirement Annual cash-out	Employees may cash-out annually based on maintaining minimum balance; cash-out percentages based on years of service and number of hours.
<b>Los Angeles County Sanitation District</b>	96	1,440	Cash-Out upon termination Cash-Out upon retirement	Cash-out dependent on years of service and accrued number of hours
<b>Los Angeles Department of Water and Power</b>	40	80	Annual cash-out	Annual cash-out for balances exceeding 80.
<b>Metropolitan Water District of Southern California</b>	96	Unlimited	Cash-Out upon termination Cash-Out upon retirement Service credit upon retirement	52.2% is cashed out for employees with 5+ years of service. The remaining 47.8% is converted to CalPERS service credit, if the employee retires within 120 days from separation.
<b>Union Sanitary District<sup>31</sup></b>	96	Unlimited	Service credit upon retirement Other conversion	Other: Sick Leave Maximum Accrual - 96 hours of sick leave will be divided into two portions of 64 hours will be placed in the employee's sick leave account and 32 hours will be placed in the employee's Catastrophic Leave Bank. Catastrophic bank balance can be exchanged for service credit with CalPERS.

<sup>31</sup> Union Sanitary District: Sick Leave Maximum Accrual - 96 hours of sick leave will be divided into two portions of 64 hours will be placed in the employee's sick leave account and 32 hours will be placed in the employee's Catastrophic Leave Bank. Catastrophic bank balance can be exchanged for service credit with CalPERS

**Table B-6: Sick Leave Accrual and Cash-Out Policies**

Agency	Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Sick Leave Cash-Out	Cash-Out Policy
<b>Vallecitos Water District</b>	96	Unlimited	Service credit upon retirement Other conversion	Maximum of 40 hours may be converted to emergency or personal leave based on balance.

**Table B-7: Holiday, Personal, Administrative, and Other Leave**

Agency	Holiday	Floating Holiday	Personal	Administrative
<b>Las Virgenes Municipal Water District</b>	12	0	0	General, Office, SPC: none Management: 72 hours annually; may sell back up to 50 hours providing used combination of 80 hours leave within FY; maximum accrual of 72 hours. Executive: 80 hours annually, may sell back up to 60 hours providing used combination of 80 hours leave within FY; maximum accrual of 88 hours. General Manager: none
<b>Alameda County Water District</b>	11	See Admin & Other	See Admin & Other	MCP – Unrepresented and General Manager: see sick leave usage credit. Can earn between 8 – 16 management hours based on number of Sick Leave hours used in previous FY.
<b>Central Contra Costa Sanitary District</b>	13	0	0	PEU: no administrative leave, 1 day “Birthday” Leave MSCG: 3 days annually Management: 40 hours/5 days annually
<b>City of Camarillo</b> <i>Sanitation District Employees*</i>	Annual Leave	0	0	None
<i>General, Mid-Management, Executive</i>	11	3	0	General: none Mid-Management: 32 hours annually, 1-year maximum accrual, can cash-out up to 60% annually Executive: Directors receive 48 hours annually, 1-year maximum accrual, can cash-out up to 60% annually. Other Executives may receive more.
<b>City of Oxnard</b>	12	0	0	Executive: 80 hours, no carryover, no cash-out Exempt Management: 40 hours, no carryover, no cash-out Mid-Management: 40 hours, no carryover, no cash-out All others: none
<b>City of Santa Barbara</b>	10	0	4	Management: 40 hours annually All others: none
<b>City of Santa Monica</b>	10	2	See footnote <sup>32</sup>	Administrative, Supervisory, Management: 6 days annually All others: none
<b>City of Simi Valley</b>	11	1	0	None

<sup>32</sup> City of Santa Monica: Personal Leave – For Administrative and Supervisory employees if maximum vacation accrual limit reached can accrue 80 hrs. of personal leave in lieu of losing the accrual for vacation.



**Table B-7: Holiday, Personal, Administrative, and Other Leave**

Agency	Holiday	Floating Holiday	Personal	Administrative
<b>City of Thousand Oaks</b>	13	0	0	Senior Management and Executive: 40 hours annually, no carry over or conversion. All others: none
<b>City of Ventura</b>	10 (10 9-hour days)	18 hours	27 hours (excluding Management)	Management: up to 80 hours, no carry over
<b>Contra Costa Water District</b>	12	Prof.: 0 Unrep: 1 GM: 1 Clerc/Mnt: 2	None	Clerical/Maintenance: none Professional/Supervisory: 56 hours annually with maximum accumulation of 64 hours Unrepresented and General Manager: 110 hours annually with maximum accumulation of 96 hours
<b>Eastern Municipal Water District</b>	11	2	0	None
<b>Inland Empire Utility<sup>33</sup></b>	9	See footnote	0	Executive: 6 days with no maximum accrual
<b>Irvine Ranch Water District</b>	11	0	0	None
<b>Los Angeles County Sanitation District</b>	12	1	May use sick leave	DNA
<b>Los Angeles Department of Water and Power<sup>34</sup></b>	11	2	18 – 40 hours See footnote	None
<b>Metropolitan Water District of Southern California</b>	14	0	3	None
<b>Union Sanitary District</b>				
<i>Management</i>	8	5	0	Unclassified Exempt and Management: 80 hours/FY
<i>All others</i>	11	2	0	None

<sup>33</sup> Inland Empire Utility District: Floating Holidays are as follows – Supervisory receives 8 days; Unrepresented Management receives 10, Unrepresented Non-Management receive 4 days; Executive and Professional receive 6 days, and General, Laboratory and Operator receive 4 days each.

<sup>34</sup> Los Angeles Department of Water and Power: Personal Leave – based on classification and bargaining unit.

**Table B-7: Holiday, Personal, Administrative, and Other Leave**

Agency	Holiday	Floating Holiday	Personal	Administrative
Vallecitos Water District	9	3	0	None

**Table B-8: Performance Awards/Compensation and Commuter Program**

Agency	Performance Awards/Compensation	Commuter Program
<b>Las Virgenes Municipal Water District</b>	No Policy	No Policy
<b>Alameda County Water District</b>	Managers: Performance based pay program which includes a lump sum award of 2.0% annually for sustained superior performance. <sup>35</sup>	Bay Area Commuter Benefits Program <sup>36</sup> Employee financed tax deferred commuter benefit up to up to \$260/month.
<b>Central Contra Costa Sanitary District</b>	No policy	Bay Area Commuter Benefits Program <sup>36</sup> Employee financed tax deferred commuter benefit up to up to \$260/month.
<b>City of Camarillo</b>	No policy	No policy
<b>City of Oxnard</b>	No policy	No policy
<b>City of Santa Barbara</b>	No policy	Subsidies for vanpools, carpools, free transit passes, transit subsidies for train lines. If registered commuter in program may use a City fleet car for personal trips during the day.
<b>City of Santa Monica</b>	No policy	Reimbursement of transit fees up to \$100; if not parking \$100 incentive Metro subsidy for vanpool <sup>37</sup>
<b>City of Simi Valley</b>	No policy	Rideshare: 1-day comp time for every 6 months participating in Rideshare program
<b>City of Thousand Oaks</b>	Senior Management: Exceptional Performance Award - 2% - 10%	No policy

<sup>35</sup> Awards have not been made for 3 years, program is not available to new participants and is planned for elimination once there are no longer active participants.

<sup>36</sup> Offers employees a tax deferred reimbursement for transit fees, van pooling, parking etc. thru employee financed (reimbursed through payroll deductions), or employer financed (subsidy) under the Internal Revenue Code Section 132(a). Bay Area employers with 50 or more full-time employees within the Bay Area Air Quality Management District (Air District) geographic boundaries are required to register and offer commuter benefits to their employees in order to comply with Air District Regulation 14, Rule 1, also known as the Bay Area Commuter Benefits Program. Employers must select one of four Commuter Benefit options to offer their employees.

<sup>37</sup> The Metro Vanpool Program provides a lease fare subsidy to all enrolled Volunteer Participants (also to referred to as Captains) who act on behalf of all passengers in their vanpool. The employer has no required participation in the program, unless is required to participate in providing tax deferred reimbursements through an Internal Revenue Code Section 132(a), see Footnote 2.

**Table B-8: Performance Awards/Compensation and Commuter Program**

Agency	Performance Awards/Compensation	Commuter Program
	General Unit: Exceptional Service Award - 5%-10% Professional: No policy documented; could not be confirmed with agency	
<b>City of Ventura</b>	No policy	No policy
<b>Contra Costa Water District</b>	No policy	Bay Area Commuter Benefits Program <sup>36</sup> Employee financed tax deferred commuter benefit up to up to \$260/month.
<b>Eastern Municipal Water District</b>	Paid for performance policy: If performance rating exceeds or greatly exceeds standard performance receive lump sum award not to exceed maximum of 10%; Averages 3%-5% based on a formula	Fleet pool vehicles: Temporary assigned vehicles for District business Vehicle Assignment: Assigned to departments based on need.
<b>Inland Empire Utility</b>	General Manager 10% (per contract) Performance Award <sup>38</sup> A percentage of base salary paid as a lump sum payment up to: Executive - 15% Management – 15% Supervisors – 10% Specialized positions – 10%	No policy documented; could not be confirmed with agency
<b>Irvine Ranch Water District</b>	Exceptional Performance (Top of Range)	No policy
<b>Los Angeles County Sanitation District</b>	Incentive Step Adjustment: Equivalent to 2 salary ranges approximately 5½% -demonstrated outstanding initiative and performance; extraordinary circumstances	Incentive \$50/month who fulfill requirements of program and modified work 9/80
<b>Los Angeles Department of Water and Power</b>	No policy documented; could not be confirmed with agency	Transportation on Ordered Trips: Transportation in a Department-owned passenger vehicle when the use of such transportation is authorized.

<sup>38</sup> Inland Empire Utility: Performance awards have been suspended since 2009.

**Table B-8: Performance Awards/Compensation and Commuter Program**

Agency	Performance Awards/Compensation	Commuter Program
		Public transit subsidy \$50/month, Transit Match up to \$50/month, Bike/Walk to work \$50/month, Vanpool and Carpool Programs. <sup>36</sup>
<b>Metropolitan Water District of Southern California</b>	No policy documented; could not be confirmed with agency	No policy documented; could not be confirmed with agency
<b>Union Sanitary District</b>	Performance award lump sum of 2%-3%	Bay Area Commuter Benefits Program <sup>36</sup> Employee financed tax deferred commuter benefit up to up to \$260/month.
<b>Vallecitos Water District</b>	No policy documented; could not be confirmed with agency	No policy documented: could not be confirmed with agency

## Appendix C: Salary Survey

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## Las Virgenes Municipal Water District, CA Total Compensation Survey – Phase I

### Survey Structure

This salary and benefits survey comprises four sections as follows:

#### *Section 1: General Information – Your Agency*

The first section asks for general information with respect to your agency's size, salary plan structure, and any scheduled pay increases or decreases.

#### *Section 2: Compensation Survey (separate document)*

This section comprises the compensation survey and asks for salary data for the survey class descriptions. A summary description for each survey classification has been provided.

The following pieces of information are needed for each classification.

- Current comparable class title.
- The monthly minimum and maximum salary for the comparable class.
- If the agency utilizes an open range pay structure with a control point, please provide the control or market point for that class.
- What bargaining unit (if represented by a union) the comparable class is assigned to.
- Please include copies of job descriptions, salary schedules, organization charts and a benefit summary if this information is not provided on your agency's website.
- Any additional relevant information on your comparable classification.

#### *Section 3: Benefits Survey*

This section asks for premium pay, pension practices, education, health, and leave practices data.

#### *Section 4: Confidential Classification Pay and Benefits Differentials*

This section asks for salary and benefits information for confidential classifications.

### LANGUAGE IF SENDING TO AGENCY FOR CONFIRMATION

#### **Completing & Returning the Survey**

If you have any questions about the survey or data being requested, please contact [CONSULTANT] by phone at [(###) - ###-####], or email at [EMAIL ADDRESS].

Please send the completed survey and background information by [DATE DESIRED BY COMPLETING CONSULTANT]. If you are unable to complete by that date, please let us know when you anticipate it would be possible to return or what we can help with. Please return the survey to [CONSULTANT] by email at [EMAIL ADDRESS].

Las Virgenes Municipal Water District  
Total Compensation Survey – Phase I  
Comparator Agency: 39T39T

**Participating Agency Information - REQUIRED**

Please complete the following information so that we can track responses and follow-up with questions on the survey if necessary.

[Redacted]		
Agency Name		
[Redacted]	[Redacted]	
Contact Name	Title	
[Redacted]	[Redacted]	[Redacted]
Email	Phone	Fax

Please provide notes (date, time, method of communication with agency contact) - **REQUIRED**

**GENERAL LANGUAGE IF SENDING TO AGENCY**

**General Instructions:**

To participate in this study, please follow these instructions:

1. Review class matches and benefits information, especially those highlighted or areas with comments. Please make any corrections or suggestions using the salary and benefit information for your staff positions that match the classifications listed.
2. Please include copies of salary schedules, organization charts and the classification specifications for the comparable classes if this information is not provided on your agency's website.
3. Please send the completed survey and background information by [DATE DESIRED BY COMPLETING CONSULTANT], or at your earliest convenience, by email at [EMAIL ADDRESS].

*Thank you in advance for your assistance.*



Las Virgenes Municipal Water District  
Total Compensation Survey – Phase I  
Comparator Agency: 39T39T

**Section 1: General Information - REQUIRED**

What is the total number of FTE employees within your agency/organization? Budgeted  Actual

Please provide details of your salary plan structure/administration. If your agency utilizes an open range plan, please provide the control point (e.g. mid-point, range maximum, or any other point within the range that is your agency's maximum market value for the classification).

- Step plan (indicate number of steps):
- Does your Step Plan depend on the classification  YES  NO
- Open range (indicate control point):   
*Note: For control point we are looking for the point on the range that you look to manage your salaries to. With an open range, this is generally the mid-point or market point - the point that you use when comparing your salaries to market.*
- What is the date/amount of the next cost of living increases or decreases for the matched positions?

Group	Unknown	Date	Increase/Decrease	Amount
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	<input type="text"/>

- Is there a pay policy that advances pay for the organization, and if so, describe below (include description, increase amount, frequency (annually/bi-annually), fixed amount or variable, does it apply to all or specific group/positions)? Longevity and pay incentives are surveyed in the benefits section of the document.

Description	Policy
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Las Virgenes Municipal Water District  
Total Compensation Survey – Phase I  
Comparator Agency: 39T39T

**CPS HR Consulting Staff Quality Control Checklist:**

Data Collection by*:	
Data Audited by:	
CompCalc Entry by:	
CompCalc QC by:	

**\*CPS HR Documents Checklist**

- Class Specs (for ALL positions)
- All MOUs, Amendments or Salary Resolutions (for ALL applicable units)
- Salary Schedule(s)
- Financial Budget
- Allocation Documents
- Organizational and/or Departmental Chart(s)
- Benefits Summaries
- Personnel Rules
- Other:

Summary box to allow explanation of why required documents not found

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#	Survey Class Title	Class Description			
1	Associate Civil Engineer	<p>Journey-level professional engineering classification under the supervision of the Principal Engineer. Performs a variety of tasks related to the planning, design, construction, operation and evaluation of the District's water and wastewater facilities.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Bachelor's degree in engineering or related field with a curriculum that is accredited by the Accreditation Board for Engineering and Technology or an Engineer-In-Training (EIT) Certificate. 4 years of increasingly responsible professional engineering experience and project management related to water and/or sewage collection systems. California registration as a Professional Engineer.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
2	Chief Water Reclamation Plant Operator	<p>Supervisory-level classification under general direction of the Water Reclamation Manager. Plans, coordinates, and supervises the operation of the water reclamation plant facilities; ensures the plants meets all regulatory and discharge requirements; develops operating procedures; compiles reports to regulatory agencies; and manages various contracts relating to facility operations.</p> <p><b>Minimum Qualifications/Required Certifications:</b> 5 years of experience in operation of a wastewater treatment plant with at least 3 years in a lead or supervisory capacity. Possession of a valid Grade V Wastewater Treatment Plant Operator Certification issued by the State of California Water Resources Control Board required.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

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#	Survey Class Title	Class Description			
3	Chief Water Treatment Plant Operator	<p>Lead level classification under general supervision of the Water Production and Treatment Supervisor. Leads and coordinates Water Treatment Plant Operators and oversees the day to day operation and maintenance of the facilities used in the pumping, storage, and treatment of the water supply. Responsible for the day-to-day, hands-on operation of the drinking water treatment facility.</p> <p><b>Minimum Qualifications/Required Certifications:</b> 4 years of experience in the operation and maintenance of a drinking water treatment plant.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
4	Collection Systems Technician	<p>Under general supervision of the Construction Supervisor, a Collection Systems Technician inspects, maintains, and repairs the District's sanitary sewer collection system. Checks and inspects sewer lines and access structures for structural integrity, groundwater intrusion and foreign materials. Conducts visual inspections of industrial sites and may take industrial waste samples.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Three (3) years of experience in cleaning, maintenance, inspection, and repair of sewer lines. CWEA Grade I Collection System Maintenance Technologist Certification is required to advance beyond Step A of the salary range.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

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#	Survey Class Title	Class Description			
5	Computer Support Specialist	<p>Under general supervision of the Information Systems Manager, a Computer Support Specialist provides support, implementation, and maintenance of the district's information systems and acts as a liaison with users and vendors. Responsible for the integrity and security of the network. Acts as a systems administrator for various district systems.</p> <p><b>Minimum Qualifications/Required Certifications:</b> An Associate's degree in computer science or related field is desired. The equivalent of 2 years of technical training in computer hardware/software support/maintenance. One (1) year of recent experience maintaining/supporting computer/network hardware/software in a Windows environment.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
6	Construction Supervisor	<p>Supervisory-level classification under the direction of the Water System/Facilities Manager. Directs and coordinates the efforts of construction, installation, and maintenance of the potable, recycled, sewage, steam, process air, and other process fluids utility piping systems for all district facilities. Provides general field construction services to other District departments, divisions, and sections. Manages the underground service alert (USA/DigAlert) utility locating service that the District is responsible for providing to contractors, other utilities, cities, and the general public.</p> <p><b>Minimum Qualifications/Required Certifications:</b> 4 years construction and/or maintenance experience with 2 years of experience as a lead or supervisor in the installation of sewer and/or water systems.  State of California Grade III Water Distribution Certification</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					

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<b>Notes:</b>					
<b># Survey Class Title Class Description</b>					
7	Cross Connection Inspector	<p>Under general supervision of the Customer Service Programs Supervisor, performs skilled work inspecting recycled water system installations, existing recycled water systems, and cross-connection/backflow assemblies. Responsibility for maintaining records and insuring compliance with District, County, and State regulations. Conducts joint site inspections with County Health Inspectors.</p> <p><b>Minimum Qualifications/Required Certifications:</b> 3 years of experience in water distribution operations with 1 year of cross connection field experience.</p> <p>Possession of a Los Angeles County Health Department Backflow Prevention Device Tester's License State of California Grade III Water Distribution Operator certification</p>			
<b>Your Organization Class Title</b>	<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

<b># Survey Class Title Class Description</b>					
8	Customer Service Representative	<p>Under general supervision of the Customer Service Operations Supervisor, prepares and generates water and sewer billings including batching customer accounts in preparation for billings; reviewing accounts and data transferred from field customer service activities for completeness and accuracy; computing and posting adjustments and corrections; and researching and generating specialized reports. Provides a variety of information and assistance to residential and business customers by phone, mail, computer, and in the field; schedules water service and resolves service and billing issues.</p> <p><b>Minimum Qualifications/Required Certifications:</b> 2 years of responsible experience in record processing which included at least some direct customer service.</p>			
<b>Your Organization Class Title</b>	<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

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	<input type="checkbox"/> Contract/No Benefits				
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
9	Director of Facilities and Operations	Executive-level classification under administrative direction of the General Manager. Plans, organizes and directs the engineering, maintenance, operation, modification, and improvements of the potable and reclaimed water distribution systems, the water treatment plant and raw water reservoir, the water reclamation plant, the compost plant, the trunk sewers, lift stations, and facilities maintenance for the District.  <b>Minimum Qualifications/Required Certifications:</b> Equivalent to graduation from an accredited college or university with a degree in civil engineering, public administration, business administration, or closely related field. 4 years of managerial experience in the planning, operation and maintenance of water treatment, distribution, and reclamation facilities.			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
10	Director of Finance and Administration	Executive-level classification under administrative direction of the General Manager. Plans, organizes, and directs the functions of human resources, finance, accounting services, budget and planning, and information technology services.  <b>Minimum Qualifications/Required Certifications:</b> Equivalent to a Bachelor's degree in public administration, business administration, economics, finance or a related field. 7 years of fiscal management experience in a public agency.			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

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	<input type="checkbox"/> Contract/No Benefits			
<b>Required Certifications:</b>				
<b>If no match or unfunded, which position(s) performs these duties?</b>				
<b>Notes:</b>				

#	Survey Class Title	Class Description				
11	Electrical/Instrumentation Supervisor	<p>Supervisory-level classification under direction of the Water System/Facilities Manager. Plans, coordinates, and supervises the maintenance and repair work of District buildings, structures and grounds, electrical, and control systems. Develops and implements the Computer Maintenance Management program and ensures compliance with all applicable codes and standards. Exercises supervision over electrical/instrumentation technicians, and the facility maintenance worker.</p> <p><b>Minimum Qualifications/Required Certifications:</b> High school diploma or equivalent, and course work in engineering, construction, facilities administration or a related field from an accredited college or university. 6 years of facility/instrumentation/electrical equipment maintenance experience, at least 2 years of which were at a lead or supervisory level in a water/wastewater facility or other heavy industrial facility.</p>				
<b>Your Organization Class Title</b>		<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>						
<b>If no match or unfunded, which position(s) performs these duties?</b>						
<b>Notes:</b>						

#	Survey Class Title	Class Description
12	Electrical/Instrumentation Technician II	<p>Journey-level classification under the general supervision of the Electrical/Instrumentation Supervisor. Performs a variety of skilled work related to the installation, maintenance, and repair of industrial low and high voltage electrical motors, motor controls, and all related electrical equipment. This position also requires a variety of skilled work related to the installation, maintenance, calibration and repair of electrical, electronic, pneumatic, hydraulic, and mechanical instruments used for measurement and control.</p> <p><b>Minimum Qualifications/Required Certifications:</b> College level classes in electrical and / or electronics and process control technology may substitute for work experience. 3 years of prior experience as an</p>



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	Electrical/Instrumentation I performing high and low voltage electrical and/or instrumentation work in a water/wastewater facility and/or an industrial setting.				
	Grade II Electrical/Instrumentation Technician Certification				
<b>Your Organization Class Title</b>	<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
13	Environmental Analyst II	Journey-level classification under direction of the Resource Conservation Manager. Performs a variety of analytical duties that are administrative and/or resource conservation/public outreach support activities including providing technical review and analysis of environmental data and issues within the environmental field, developing recommendations on courses of action, and assisting with the implementation of policy and program decisions.			
		<b>Minimum Qualifications/Required Certifications:</b> A Bachelor's degree in a scientific or technical discipline related to the environmental field. 3 years of professional-level experience involving technical analysis and interpretation of environmental data or planning and implementing environmental programs.			
	<b>Your Organization Class Title</b>	<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits			<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
14	Facilities Inspector	Under general supervision of a Civil Engineering Assistant (Supervisor), performs review of plans, specifications, and submittals; inspections of construction projects to ensure conformance with standards and specifications; and inspects existing District facilities for repair and maintenance purposes.			

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	<b>Minimum Qualifications/Required Certifications:</b> College level courses in Public Works Construction Inspection desirable. 2 years of construction experience or three years of experience as a lead in the installation of sewer and/or water systems.				
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
15	Facilities Maintenance Supervisor	Supervisory-level classification under the Water System/Facilities Manager. Plans, coordinates, and supervises the mechanical maintenance and repair work of all District facilities including Tapia, Rancho, Filter plant, pump stations, lift stations, buildings, structures and grounds, and the vehicle/mobile equipment fleet. Develops and implements the preventive maintenance program. Ensures compliance with all applicable codes and standards. Exercises supervision over mechanics, the fleet technician, and the facilities maintenance worker.			
		<b>Minimum Qualifications/Required Certifications:</b> High school diploma or equivalent and course work in engineering, construction, facilities administration or a related field from an accredited college, trade school, or university, 6 years of hands-on mechanical/electrical equipment maintenance experience, at least 2 years of which were at a lead or supervisory level in a water/wastewater facility or other heavy industrial facility.			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
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#	Survey Class Title	Class Description			
16	Facilities Maintenance Worker	Under the general supervision of the Electrical/Instrumentation Supervisor, performs semi-skilled building maintenance work and coordinates the work of vendors and contractors.  <b>Minimum Qualifications/Required Certifications:</b> 1 year of experience in coordinating and performing building maintenance.			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
17	Field Customer Service Representative II	Journey-level classification under general supervision of the Customer Service Operations Supervisor. Reads, records, and reports potable and recycled water meter readings; investigates, resolves, provides follow-up on customer requests or issues for both potable and recycled water regarding turn-on or turn-off of the service, no water, water quality, pressure, billing, and other issues; and distributes notifications. Performs mechanical work installing, repairing, testing, and calibrating water meters, pressure regulators, angle stops, meter boxes, vault lids, pipe coatings; assists and/or performs water audits/surveys at the customer's property and assists with recycled water surveillance, cross connections inspections, backflow testing, and maintenance.  <b>Minimum Qualifications/Required Certifications:</b> 1 year of experience as a Field Customer Service Representative I or comparable experience in potable water systems.  State of California Grade III Water Distribution Operator Certification			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
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#	Survey Class Title	Class Description			
15	Finance Manager	<p>Under general supervision of the Director of Finance and Administration, develops, implements, and directs the finance and accounting functions of the District including investment, general ledger, accounts payable, payroll, budgeting, financial analysis, financial reporting, purchasing, warehousing, and inventory control.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to a Bachelor's degree in accounting or related field. 5 years of progressively responsible experience in governmental / municipal finance, accounting or auditing, at least 3 years of which were at a supervisory level.</p> <p>CPA certificate</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
19	Fleet Technician	<p>Under general supervision of the Facilities Maintenance Supervisor, responsible for coordinating the repair and maintenance of District vehicles and equipment through vendors; makes minor mechanic repairs; and maintains appropriate records and documentation for operational efficiency and safety compliance of fleet.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Training courses related to automotive repair desirable. 3 years of journey level experience in the repair of automotive and other power-driven equipment.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					

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#	Survey Class Title	Class Description										
20	General Manager	<p>Under policy direction of the Board of Directors, the General Manager serves as the chief executive of the District implementing Board policy. The General Manager determines and executes administrative policies through subordinate managers and is responsible for operations and staffing of the District as prescribed by the Board including planning and design of facilities, construction, operation, and maintenance of facilities and the administration of the business affairs of the District. The General Manager supervises all District employees through subordinate managers, manages the employer/employee relations of the District and works closely with Legal/Audit advisors.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to Bachelor's degree with major work in public administration, business administration, civil engineering or a closely related field. 5 years senior-level managerial experience with 3 years of experience as general manager or department head of a government agency or special district.</p>										
<b>Your Organization Class Title</b>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>No Comp/Unfunded?</b></td> <td style="width: 20%;"><b>Min Monthly Salary</b></td> <td style="width: 20%;"><b>Max Monthly Salary</b></td> <td style="width: 20%;"><b>Employee Group/Union</b></td> <td style="width: 20%;"><b>FLSA Status</b></td> </tr> <tr> <td> <input type="checkbox"/> NCC  <input type="checkbox"/> Unfunded  <input type="checkbox"/> Contract/No Benefits                 </td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Exempt  <input type="checkbox"/> Non-Exempt                 </td> </tr> </table>	<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>								
<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt								
<b>Required Certifications:</b>												
<b>If no match or unfunded, which position(s) performs these duties?</b>												
<b>Notes:</b>												

#	Survey Class Title	Class Description										
21	GIS Coordinator	<p>Skilled journey-level classification under the general supervision of the Information Systems Manager. Responsible for the development, installation, and maintenance of the District Enterprise GIS. Performs technical office GIS work to maintain system operation, mapping, and web services. Supports the Facilities and Operations Department in creating GIS analyses for engineers and other office engineering assignments.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Bachelor's degree or equivalent in GIS sciences, computer sciences, engineering, or related field. 4 years of experience operating, maintaining, and implementing automated mapping applications in GIS, civil engineering, or drafting with GIS data analyses at the sub-professional engineering office work level. An additional 2 years of GIS experience may be substituted for the degree requirements.</p>										
<b>Your Organization Class Title</b>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>No Comp/Unfunded?</b></td> <td style="width: 20%;"><b>Min Monthly Salary</b></td> <td style="width: 20%;"><b>Max Monthly Salary</b></td> <td style="width: 20%;"><b>Employee Group/Union</b></td> <td style="width: 20%;"><b>FLSA Status</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>					
<b>No Comp/Unfunded?</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>	<b>Employee Group/Union</b>	<b>FLSA Status</b>								

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	<input type="checkbox"/> NCC			<input type="checkbox"/> Exempt
	<input type="checkbox"/> Unfunded			<input type="checkbox"/> Non-Exempt
	<input type="checkbox"/> Contract/No Benefits			
<b>Required Certifications:</b>				
<b>If no match or unfunded, which position(s) performs these duties?</b>				
<b>Notes:</b>				

#	Survey Class Title	Class Description
22	Information Systems Manager	<p>Under general direction of the Director of Finance and Administration, plans, organizes, coordinates, and directs the District Information systems function including management of the division, systems administration, and systems analyst work. Plans, coordinates, sets strategic direction, and manages all District wide computer functions including District's LAN/WAN infrastructure, IT security, IT training, IP phone disaster recovery, financial system, and customer information system.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to a Bachelor's degree in computer science or related area, 5 years of increasingly responsible information systems experience that includes network administration and systems analysis work for business applications and 2 years of project management/administrative experience.</p>
<b>Your Organization Class Title</b>	<b>No Comp/ Unfunded?</b>	<b>Min Monthly Salary</b>
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits	
		<b>Max Monthly Salary</b>
		<b>Employee Group/Union</b>
		<b>FLSA Status</b>
		<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>		
<b>If no match or unfunded, which position(s) performs these duties?</b>		
<b>Notes:</b>		

#	Survey Class Title	Class Description
23	Laboratory Assistant	<p>Under general supervision of the Laboratory Supervisor, performs routine chemical, physical and bacteriological analysis of samples from potable water, treatment plant influents and effluents, surface water, compost and other materials. This class differs from the Laboratory Technician series in that Laboratory Assistants are not expected to operate sophisticated instrumentation or to carry out complex laboratory procedures and prepare reports.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to the completion of one (1) year of course work from an accredited college or university in a science major, preferably in a laboratory science or related field. No</p>

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experience required:					
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
24	Laboratory Technician II	<p>Journey-level classification under the general supervision of the Laboratory Supervisor. Performs a variety of chemical and bacteriological analyses of potable water, treatment plant influents and effluents, soil, crops, industrial effluents and other materials.</p> <p><b>Minimum Qualifications/Required Certifications:</b>            Equivalent to the completion of 2 years of course work from an accredited college or university in a science major, preferably in chemistry or related field. 2 years of analytical laboratory experience conducting chemical analyses.</p> <p>CWEA Grade II Certification as a Laboratory Analyst</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description
25	Maintenance Mechanic II	<p>Journey-level classification under supervision of the Facilities Maintenance Supervisor. Performs a variety of skilled work related to the installation, maintenance, and repair of a variety of process equipment, pumps, engines, and other mechanical equipment in support of the District's water treatment, distribution, collection, reclamation, and composting operations.</p> <p><b>Minimum Qualifications/Required Certifications:</b>            3 years of experience as a Maintenance Mechanic I or 1 year of journey level experience in mechanical repair of industrial equipment.</p>

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CWEA Grade II Mechanical Technician Certification					
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
26	Management Analyst II	<p>Journey-level classification under the direction of the Water Reclamation Manager or other division Manager. Performs a variety of analytical duties that are administrative and/or operational support activities including providing assistance in budget preparation fiscal management, operational analysis, research of treatment processes, and regulatory monitoring and reporting.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to a Bachelor's degree in public administration, business administration, engineering, life science, or a related field. 3 years of professional administrative, analytical, operational, or engineering analysis experience.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description
27	Principal Engineer	<p>Division-head classification under general direction of the Director of Facilities and Operations. Coordinates and supervises all engineering activities including special projects, planning, design, construction, and regulatory compliance. Manages and coordinates complex engineering projects; provides technical guidance and supervision to District staff, contractors, consultants, and developers.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to a Bachelor's degree in engineering or related field with a curriculum that is:</p>



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	<p>accredited by the Accreditation Board for Engineering and Technology. 5 years of increasingly responsible experience related to planning, evaluation, operation, and assessment of water and/or wastewater systems with 3 years of project management experience that includes supervision.</p> <p>California registration as a Professional Civil Engineer</p>				
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
28	Public Affairs Associate	<p>Under general direction of the Public Affairs &amp; Communications Manager, coordinates and conducts public affairs, community outreach, and educational initiatives for the district. Serves as a key conduit for communications between the district and its varied constituencies and stakeholders; assists in building understanding and support for district initiatives; responsible for developing and carrying out a broad range of programs and projects to strengthen ties and communication including publications, newsletters, multi-media presentations, speeches, liaison initiatives, media coordination, and adult and school educational programs.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Completion of Bachelor's degree from an accredited college or university with major course work in public relations, communications, journalism, public administration, education, or a clearly related field. 3 years of increasingly responsible experience performing professional tasks in implementation of public affairs and community outreach activities, at least 1 year of which must include predominant responsibilities coordinating or supervising major projects or program initiatives.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

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#	Survey Class Title	Class Description				
29	Receptionist/Office Assistant	Under general supervision of the Customer Service Operations Supervisor, performs switchboard operator and receptionist duties; evaluates and provides needed assistance and information to callers and visitors; and provides general clerical support to District staff.  <b>Minimum Qualifications/Required Certifications:</b> High school diploma or equivalent, supplemented by clerical courses and seminars. 2 years of experience in dealing with the public in a customer service capacity. 1 year experience performing basic clerical duties.				
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status	
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>Required Certifications:</b>						
<b>If no match or unfunded, which position(s) performs these duties?</b>						
<b>Notes:</b>						

#	Survey Class Title	Class Description				
30	Senior Accountant	Supervisory classification under general supervision of the Finance Manager. Supervises assigned staff, oversees daily accounts payable activities, provides technical work direction to staff, and prepares detailed analytical and financial reports.  <b>Minimum Qualifications/Required Certifications:</b> Bachelor's degree in accounting, finance, or closely related field. 4 years of increasingly responsible experience performing general accounting duties which include working with accounting software and spreadsheet programs.				
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status	
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>Required Certifications:</b>						
<b>If no match or unfunded, which position(s) performs these duties?</b>						
<b>Notes:</b>						

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#	Survey Class Title	Class Description			
31	Senior Electrical/ Instrumentation Technician	<p>Lead-level classification under general supervision of the Electrical/Instrumentation Supervisor. Coordinates and leads electrical/Instrumentation technicians and performs the more complex work related to the installation, maintenance, calibration, and repair of a variety of process equipment, electrical, electronic, and mechanical equipment in support of the District's water treatment, distribution, collection, reclamation, and composting operations.</p> <p><b>Minimum Qualifications/Required Certifications:</b> 4 years of experience as an Instrument Technician and or an Electrician performing high and low voltage electrical work and maintaining computer controlled electronics and instrumentation in a water/wastewater treatment plant or an industrial setting.</p> <p>CWEA Grade III Electrical/Instrumentation Certification</p>			
Your Organization Class Title	No Comp/ Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
32	Senior Engineer	<p>Supervisory-level classification under direction of the Principal Engineer. Coordinates the work of technical personnel, may supervise professional engineers and technical services staff, and acts as a staff specialist performing more difficult and responsible engineering work including exercising independent judgment and discretion. Has wide scope of responsibilities in Engineering projects Implementation and construction management along with providing seamless technical support to operations and maintenance staff.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Equivalent to a Bachelor's degree in engineering or related field. 4 years of increasingly responsible experience related to water and/or sewage collection and treatment systems to include 2 years of project management experience that includes some supervision. California registration as a Professional Civil Engineer.</p>			
Your Organization Class Title	No Comp/ Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

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	<input type="checkbox"/> Contract/No Benefits				
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
33	Systems Analyst	<p>Under direction of the Information Systems Manager, provides support, implementation, and maintenance of the District's Information systems. The applications supported include general ledger, human resources, payroll, inventory, accounts payable, purchasing, capital project tracking, and a variety of PC software. Provides ongoing informal and formal end-user training, acts as a liaison between district staff and consultants, and acts as a systems administrator for various district systems.</p> <p><b>Minimum Qualifications/Required Certifications:</b> Bachelor's degree in business administration, computer science, information systems or related field with significant coursework in computers/systems analysis. 4 years of application and technical support in an ERP environment.</p>			
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
34	Water Reclamation Plant Operator II	<p>Journey-level classification under general supervision of the Chief Water Reclamation Plant Operator and/or Compost Operations Supervisor. Operates, maintains, and repairs the water reclamation plant and/or the composting facility and maintains and performs minor repair work on a variety of water reclamation components.</p> <p><b>Minimum Qualifications/Required Certifications:</b> College course work in water or wastewater treatment is desirable, 3 years of experience in the operation and maintenance of a water reclamation or wastewater treatment plant.  Grade III Wastewater Treatment Plant Operator Certification issued by the California State Water Resources Control Board.</p>			
Your Organization Class	No Comp/	Min Monthly	Max Monthly	Employee	FLSA Status

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Title	Unfunded?	Salary	Salary	Group/Union	
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
35	Water Systems/Facilities Manager	Management-level classification under general direction of the Director of Facilities and Operations. Plans, organizes, and directs the field activities for the operation, maintenance, and repair of the District's potable water pumping, treatment, and storage facilities to ensure safe drinking water; sewage collection system; and recycled water system. Directs the maintenance of all District facilities including infrastructure, buildings, grounds, and process plants and exercises administrative and technical supervision over all water and maintenance division personnel through subordinate supervisors.			
		<b>Minimum Qualifications/Required Certifications:</b> Bachelor's degree in public administration, business administration, technical sciences, or engineering or equivalent combination of special expertise, advances degrees, management and training certificated programs. 6 years of experience water systems operations and/or administration with at least two 2 years of senior-level management experience.			
Your Organization Class Title	No Comp/ Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

#	Survey Class Title	Class Description			
36	Water Systems Supervisor	Supervisory-level classification under direction of the Water Systems/Facilities Manager. Responsible for the day-to-day, hands-on, operations of the potable and recycled water distribution systems, water treatment plant, reservoir, water pumping stations, pressure reduction stations, and SCADA systems.			
		<b>Minimum Qualifications/Required Certifications:</b> 5 years of progressively responsible experience in the operation of water distribution facilities, pumps and pump controls, pressure reducing valves, and telemetering devices.			

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	with at least 1 year in a lead capacity.				
	Grade D5 Water Distribution Operator Certificate Grade T2 Water Treatment Operator Certificate				
Your Organization Class Title	No Comp/ Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Required Certifications:</b>					
<b>If no match or unfunded, which position(s) performs these duties?</b>					
<b>Notes:</b>					

**Section 3: Benefits Survey**

- This is a survey of your employee benefits and employer premium costs effective **7/1/2017**
- For health and dental insurance, please enter the **most expensive selected** benefit plan and/or employer premium cost for full family coverage (Employee +2).
- If employees do not receive a specific benefit, please enter "N/A" for Not Applicable in the appropriate columns.
- Please report all premiums as a **monthly** employer cost:
  - To convert from bi-weekly to monthly: (Bi-Weekly Rate \* 26) ÷ 12
  - To convert from weekly to monthly: (weekly Rate \* 52) ÷ 12
  - To convert from hourly to monthly: ((Hourly Rate \* 40) \* 52) ÷ 12 [assuming work week hours is 40]

\*Please do not delete any portions of the tables\*

**Bargaining Units Defined**

- Please do not use generic titles such as 001, or titles that are not descriptive of the units represented.
- Please make sure the titles match those used in the salary portion of this survey.
- If benefits for more than one union/group are identical, please record as one bargaining unit and include in notes which specific unions/groups are being grouped together.
- If a Bargaining Unit covers a combination of Miscellaneous and Safety employees, please pay especial attention to differences in Medicare/FICA, Deferred Compensation, Longevity, Education/Certification incentives, shift lengths, and Vacation/Holiday pay.
  - Example: Mid-Management – Non-Rep, Mid Management – Fire, Mid Management – Police, Police Officer Association – Sworn, Police Officer Association – Non-Sworn (e.g., dispatch)

UNITS:	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
If represented by multiple bargaining units, please list					
Notes					

(1) (Rev. 7/24/08) JT

Please provide data for employees as of **11/1/2017**, unless another date range is more applicable. If using a different starting point than **11/1/2017**, please specify.

**Retirement Program and Practices**

Social Security	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
Does your agency participate in Social Security? If so, which rate?  Medicare = 1.45% FICA = 6.20% Both = 7.65%	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate (indicate substitute in notes)	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate (indicate substitute in notes)	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate (indicate substitute in notes)	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate (indicate substitute in notes)	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate (indicate substitute in notes)
If the agency does NOT contribute to Medicare, please provide documentation or how this was verified.					
Notes					



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Retirement Plan Contribution	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
Please list the type of pension plan your agency participates in, e.g. PERS, etc.	<input type="checkbox"/> CalPERS <input type="checkbox"/> 37 Act <input type="checkbox"/> Other (Type or list)	<input type="checkbox"/> CalPERS <input type="checkbox"/> 37 Act <input type="checkbox"/> Other (Type or list)	<input type="checkbox"/> CalPERS <input type="checkbox"/> 37 Act <input type="checkbox"/> Other (Type or list)	<input type="checkbox"/> CalPERS <input type="checkbox"/> 37 Act <input type="checkbox"/> Other (Type or list)	<input type="checkbox"/> CalPERS <input type="checkbox"/> 37 Act <input type="checkbox"/> Other (Type or list)
What is the actuarially determined <b>Employer contribution</b> (not including employee contributions paid by employer) as a percentage (%) of base salary? <i>Please list all tiers, e.g., CalPERS = Classic // PERSA</i>					
What percentage, if any, of the employer's portion is paid by the employee?					
What is the current UAL?					
What is the retirement formula (e.g. 2% @ 55, etc. based on Highest 3 Year Average)? <i>Please list all tiers, e.g., CalPERS = Classic // PERSA</i>					
Is there a vesting period for retirement benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, vesting period:					
Notes:					

**Contribution to Deferred Compensation**

Deferred Compensation Practices	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
Does the employer provide Deferred Compensation plan?  <small>If no, move to next section. If yes, complete remainder of table.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list the type(s) of plans offered, e.g. 401K, 457, etc.					
Does the employer contribute to the plan?  <small>If no, move to next section. If yes, complete remainder of table.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the maximum <b>Employer</b> contribution (enter as dollars or percentage of base monthly salary). If this is a matching contribution, please provide details of the policy (e.g., 50% of employee contribution, maximum of 5%).					
Notes					

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**Longevity**

Longevity Pay Practices	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
Does the employer have a longevity pay practice?  If no, move to next section. If yes, complete remainder of table.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If this is a one-time single lump sum payment</b> , enter each level of longevity pay including the year of service and corresponding premium pay.					
<b>If this is an ongoing payment, either flat rate monthly or annually</b> , enter each level of longevity pay including the year of service and premium as amount paid per month, in dollars, or as a percentage of.					
Notes					

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**Education Reimbursement**

Incentive	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
Does the employer have an Education or Certification Reimbursement program?  <i>If no, move to next section. If yes, complete remainder of table.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enter the maximum amount paid annually, in dollars, for cost of tuition and books.					
Notes					

**Allowance Pay Practices**

Please provide details on Allowance Pay for vehicle, phone and other allowances. If the allowance does not apply to all positions within the unit, list the positions they do apply to in the notes. Otherwise, the allowance will be applied to the benefits of all employees within the group.

THIS SECTION IS NOT OPTIONAL. Please enter "None" if no allowances and "DNA" if the data is not available/verifiable. Do not leave blank.

Incentive	Monthly Vehicle	Monthly Phone	Other Monthly
# 8 Director of Facilities and Operations			
# 9 Director of Finance and Administration			
# 19 General Manager			
# 17 Finance Manager			

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**Education/License/Certification, Performance and Other Incentive Pay Practices**

Please provide details on pay incentives for the positions listed below. Do not include incentives or other pay for positions not listed.

Pay incentives examples: Performance Incentives; Education/Licensure/Certification achievements that are not a requirement of the job; Bonus pay

**Notes:**

- Position has no comparable class: mark "NCC"
- Position has no pay incentives: mark "None"
- Could not confirm/locate pay incentives: mark "DNA"

THIS SECTION IS NOT OPTIONAL. Do not leave blank.

Classification	Comparable Agency Title	Exception	Incentive Description & Notes
Associate Civil Engineer	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Electrical/Instrumentation Supervisor	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Electrical/Instrumentation Technician II	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Maintenance Mechanic II	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Principal Engineer	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Senior Electrical/Instrumentation Technician	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Water Reclamation Plant Operator II	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Water System/Facilities Manager	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Water Systems Supervisor	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	
Assistant, Associate Civil Engineer	Click or type here to enter text.	<input type="checkbox"/> NCC <input type="checkbox"/> DNA <input type="checkbox"/> None	

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**Health Programs**

**Notes:**

- Cafeteria Plan Benefits are collected in the first table; Non-Cafeteria Plan benefits are collected in the second table. Only complete the applicable table.
- Life Insurance and Long-Term Disability are collected after Health Plans, even if included in a Cafeteria Plan.

Medical: Cafeteria	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
Does your agency/organization have a <b>cafeteria plan</b> provision? If no, move to the non-cafeteria table below. If yes, complete remainder of table.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the <u>employer's</u> maximum monthly dollar amount contribution?					
What is the <u>employee's</u> maximum monthly dollar amount contribution?					
What benefit items is this payment intended to cover? (i.e., medical, dental, etc.)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability* <input type="checkbox"/> Life Insurance* <input type="checkbox"/> Other (list below)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability* <input type="checkbox"/> Life Insurance* <input type="checkbox"/> Other (list below)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability* <input type="checkbox"/> Life Insurance* <input type="checkbox"/> Other (list below)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability* <input type="checkbox"/> Life Insurance* <input type="checkbox"/> Other (list below)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability* <input type="checkbox"/> Life Insurance* <input type="checkbox"/> Other (list below)
Other benefits:					

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**For all benefits provided separate from any cafeteria-style plan, please complete the following questions regarding Medical, Dental and Vision Insurance.**

Medical- Non-Cafeteria	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]
<b>Medical</b>					
What is the employer's maximum monthly contribution, in dollars, for full family medical coverage, for the most expensive plan?					
What is the employee's maximum monthly contribution to this plan?					
<b>Dental</b>					
Does employer provide Dental insurance? <small>If the employer does not contribute or provide plan, move to Vision.</small>	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided
List the employer's maximum monthly contribution, in dollars, for full family coverage for the most expensive plan (if included in medical, indicate by entering "Inc.")					
What is the employee's maximum monthly contribution, in dollars?					
<b>Vision</b>					
Does employer provide Vision insurance? <small>If the employer does not contribute or plan is included in medical, move to Other Health.</small>	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided	<input type="checkbox"/> Yes, and employer contributes <input type="checkbox"/> Yes, but employer does not contribute <input type="checkbox"/> Yes, but covered in Medical <input type="checkbox"/> No plan provided

Las Virgenes Municipal Water District  
Total Compensation Survey – Phase I  
Comparator Agency: [Type or list]

Medical: Non-Cafeteria	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 4 TITLE]	[UNIT 5 TITLE]
List the employer's maximum contribution for full family coverage for the most expensive plan.					
What is the employee's maximum monthly contribution, in dollars?					
<b>Other Health</b>					
Please list all other health plans, including monthly amount provided to employees.					

\*\*\*\*\*



Las Virgenes Municipal Water District  
Total Compensation Survey – Phase I  
Comparator Agency: (None)

**Life Insurance and Long-Term Disability Information**

Policy Type	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]
<b>Life Insurance is:</b>	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered
<b>Long Term Disability is:</b>	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered <input type="checkbox"/> Data Not Available/Found	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered <input type="checkbox"/> Data Not Available/Found	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered <input type="checkbox"/> Data Not Available/Found	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered <input type="checkbox"/> Data Not Available/Found	<input type="checkbox"/> Covered in Cafeteria Plan <input type="checkbox"/> Employer Paid, Non-Cafeteria Plan <input type="checkbox"/> Offered, but not Employer Paid <input type="checkbox"/> Not Offered <input type="checkbox"/> Data Not Available/Found

**Vacation and Sick Leave Practices**

Incentive	[UNIT 1 TITLE]		[UNIT 2 TITLE]		[UNIT 3 TITLE]		[UNIT 2 TITLE]		[UNIT 3 TITLE]	
<b>Vacation Leave</b>										
Enter Years/Steps Below (e.g., 1-5)	Annual Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)
Year of service for max accrual:										
Can employees cash out vacation leave on an annual basis? (Excludes termination or retirement).	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details of the terms for cashing out vacation leave, or attach a copy of the policy.										
Notes										
<b>Sick Leave</b>										
	Annual Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)	Annual Accrual (Hours)	Max. Accrual (Hours)
List the number of hours per year, as well as the maximum accrual allowed.										
Does your agency allow employees to cash out sick?	<input type="checkbox"/> No <input type="checkbox"/> Cash-Out upon termination		<input type="checkbox"/> No <input type="checkbox"/> Cash-Out upon termination		<input type="checkbox"/> No <input type="checkbox"/> Cash-Out upon termination		<input type="checkbox"/> No <input type="checkbox"/> Cash-Out upon termination		<input type="checkbox"/> No <input type="checkbox"/> Cash-Out upon termination	

*Las Virgenes Municipal Water District  
Final Classification and Total Compensation Study Report*

*Las Virgenes Municipal Water District  
Total Compensation Survey – Phase 1  
Comparator Agency: [Type words]*

Incentive	[UNIT 1 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]	[UNIT 2 TITLE]	[UNIT 3 TITLE]
leave at termination or retirement, and/or apply to service upon retirement?	<input type="checkbox"/> Cash-Out upon retirement <input type="checkbox"/> Service credit upon retirement	<input type="checkbox"/> Cash-Out upon retirement <input type="checkbox"/> Service credit upon retirement	<input type="checkbox"/> Cash-Out upon retirement <input type="checkbox"/> Service credit upon retirement	<input type="checkbox"/> Cash-Out upon retirement <input type="checkbox"/> Service credit upon retirement	<input type="checkbox"/> Cash-Out upon retirement <input type="checkbox"/> Service credit upon retirement
If yes, please provide details of the policy.					
Notes:					
<b>Holidays</b>					
List the <b>number</b> of <u>regular</u> holidays provided each year to each group.					
List any additional <u>floating</u> holidays provided each year to each group.					
Notes (e.g., in lieu of pay)					
<b>Personal Leave</b>					
List the <b>number</b> of personal days provided each year.					
<b>Admin Leave</b>					
Is Administrative or other leave provided to all or specific classifications? If yes, record below.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administrative Leave policies:					

## Appendix D: Current Classification Job Descriptions

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Las Virgenes Municipal Water District

**JOB DESCRIPTION**

<b>Job Title</b>	Accounting Clerk I,II	<b>Supervisor</b>	Senior Accountant
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	16 & 27
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Senior Accountant, an Account Clerk I, II performs a variety of accounting clerical duties related to preparing and maintaining financial records and reports, and the processing and payment of invoices. This is a flexibly staffed series and employees typically enter at the Account Clerk I level. An Account Clerk I performs many of the duties required of Account Clerk II, but is not expected to perform at the same skill level. An Account Clerk I performs basic bookkeeping and clerical tasks working under closer supervision, more detailed direction, and frequent reviews of work completed. Upon meeting the performance standards of the higher level as designated by the Division, employees are promoted to the II level. The Account Clerk II is the fully experienced class performing a wider variety of tasks with less supervision. If an employee enters the series at the Account Clerk II level, the employee must have closely related experience and meet the Division competency standards.

**ESSENTIAL DUTIES**    **WEIGHT**

- |                       |            |  |
|-----------------------|------------|--|
| <b>Duty 1</b>         | <b>65</b>  | Processes invoices to ensure timely payment; reviews invoices for accuracy, compares invoices with purchase order and packing slip, verifies the accuracy of sales tax and freight, verifies the conversion of delivery unit to billing unit for chemical product; records discounts taken; enters transactions in computerized accounts payable system; reviews receiving report, packing slip and approval of evidence receipt, prepares check registers for submission to Board for approval. |
| <b>Duty 2</b>         | <b>15</b>  | Communicates with vendor and District staff to handle invoice discrepancy.   |
| <b>Duty 3</b>         | <b>10</b>  | Prepares spreadsheet or necessary document to support the recording of invoices to proper accounts.  |
| <b>Duty 4</b>         | <b>5</b>   | Sort checks and supporting document by check number before presenting for check signature.   |
| <b>Duty 5</b>         | <b>5</b>   | Perform other duties as required.  |
| <b>Sum of Weights</b> | <b>100</b> |  |

**QUALIFICATIONS**

Las Virgenes Municipal Water District

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Modern office practices and procedures; accounting software programs and spreadsheet applications;
- ◀ General accounting and bookkeeping principles, practices, methods, and techniques; multi-fund accounting; perpetual inventory systems; reconciliation of bank statements.

**ABILITY TO:**

- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Use and operate a variety of office machines including computer hardware and software, calculator, ten-key adding machine;
- ◀ Perform basic clerical, data entry, and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain good relationships with employees and vendors.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Reach, lift and move reports, materials and objects weighing approximately ten pounds. ; reach, bend, or crouch to use files and records.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:**

Both Classes – High school diploma or equivalent required, supplemented by course work in accounting and bookkeeping.

**EXPERIENCE:**

Account Clerk I - Some experience performing accounting and bookkeeping duties and which involved inputting, recording, and verifying the accuracy of financial data. Account Clerk II - Two (2) years of clerical accounting experience equivalent to an Account Clerk I.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None

Las Virgenes Municipal Water District

**JOB DESCRIPTION**

<b>Job Title</b>	Accounting Technician	<b>Supervisor</b>	Finance Manager
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	40
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Finance Manager, an Accounting Technician-General Accounting performs a variety of paraprofessional accounting and clerical duties requiring knowledge of basic accounting. An Accounting Technician-General Accounting performs general accounting duties such as preparing monthly bank reconciliations, recording revenues, investments, and bad debts, reconciling customer billing and prepaid capacity fee accounts, preparing adjusting entries and schedules, and performs other related duties as required.

**ESSENTIAL DUTIES**     **WEIGHT**

**Duty 1**                             **25**

Assists the accountant with month-end and year-end closing schedules; gathers relevant documentation; reconciles various accounts; prepares monthly recurring journal entries for a variety of accounts such as bad debt, and prepaid capacity fees.

**Duty 2**                             **35**

Prepares monthly bank reconciliations, which includes reconciling deposits and disbursements with bank statement and general ledger, analyzing discrepancies, preparing outstanding checks list and adjusting entries.

**Duty 3**                             **20**

Reconciles billing transactions from the customer billing system to the general ledger accounts, which includes sales, accounts receivable, cash receipts and bad debts. Reconciles prepaid capacity fee sub-ledger with general ledger accounts; prepares year-end schedule and report on prepaid capacity fees.

**Duty 4**                             **15**

Records investment related transactions, which includes the purchase and maturity of investments, and interest accruals and allocation for all funds. Prepares and records other deposits such as capacity fee and tax revenues. Prepare inter-fund reimbursements and related journal entries. Handles miscellaneous accounts receivable accounts, which includes preparing the invoices, follow-up to ensure payment, reconciling the balance to general ledger.

**Duty 5**                             **5**

Performs other assignments as required such as tracking lease payments, filing journal entries, reconciling payroll liabilities accounts for Disability and Life insurance premiums, and mailing checks.

**Sum of Weights**                 **100**

Las Virgenes Municipal Water District

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ General and governmental accounting principles, practices, methods, and techniques; multi-fund accounting; reconciliation of bank statements;
- ◀ Computers and software in the development of accounting records and financial reports.

**ABILITY TO:**

- ◀ Understand and apply financial reporting and record keeping requirements to a variety of accounting tasks;
- ◀ Protect the confidentiality of financial information ;
- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Analyze inter-fund receivables and payables between multiple enterprises;
- ◀ Operate standard office equipment including computers and calculators, or ten-key adding machine and use of accounting software such as Microsoft Excel and J.D. Edwards/Oracle system;
- ◀ Perform basic clerical, data entry, and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Independently complete assigned tasks under minimal supervision;
- ◀ Communicate effectively, both orally and in writing;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain effective working relationships with those contacted in the performance of duties.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone.
- ◀ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.
- ◀ Reach, lift and move reports, materials and objects weighing approximately ten pounds; reach, bend or crouch to use files and records.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:**

High school diploma or equivalent is required, supplemented by college level course work in accounting or related field, or an Associate degree in accounting or related field.

**EXPERIENCE:**

Two (2) years of increasingly responsible experience performing general accounting duties including working with accounting software and spreadsheet programs. Experience in governmental accounting on multiple enterprises is preferred.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None



Las Virgenes Municipal Water District

**JOB DESCRIPTION**

<b>Job Title</b>	Accounting Technician	<b>Supervisor</b>	Finance Manager
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	40
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Finance Manager, an Accounting Technician-Payroll performs a variety of payroll and accounting duties related to processing payroll and maintaining records and reports. An Accounting Technician-Payroll is responsible for an entire payroll function and performs other general accounting duties such as reconciling payroll liabilities accounts and preparing necessary adjusting journal entries. Other duties may include summarizing expense reports, analyzing inter-fund receivables and payables between multiple enterprises, and reconciling general ledger accounts as required.

**ESSENTIAL DUTIES**     **WEIGHT**

**Duty 1**                         **15**  
Processes payroll in accordance with the District policies and employee union agreements.

**Duty 2**                         **10**  
Verifies data from employee time sheets; verifies availability of employee's sick, vacation and comp time; reviews and corrects employee deductions, tax exemptions, and pay rates; makes necessary changes to correct deductions and accruals resulting from system errors; calculates and prorates retroactive pay increases; calculates regular hours worked and other hours earned or used including overtime, sick leave, vacation, compensatory hours, standby, safety day, and management leave; prepares spreadsheet for back-up purposes.

**Duty 3**                         **5**  
Prepares reimbursements and final checks including payout for medical, dental, flexible spending accounts, deferred compensation, credit union deductions, garnishments, union dues, and standby; processes request for service awards, and leave payoff; documents payoff amounts for verification of eligibility to Human Resources; maintains log related to employee jury duty; deducts compensation received for jury duty from paychecks.

**Duty 4**                         **20**  
Reviews and balances payroll reports on reimbursements; audits leave balance accruals, pension amounts, employee and District deferred compensation matching amounts; prepares data on deferred compensation totals and adjustments, and forwards to Human Resources; makes notations to notify employees approaching vacation accrual limits; posts payroll journal entries; distributes overtime reports to departments.

**Duty 5**                         **15**  
Calculates payroll liability amounts related to garnishments, state taxes, union dues, medical and dental premiums, pension amount, state compensation insurance and miscellaneous personnel

Las Virgenes Municipal Water District

related expenses; verifies and enters adjustments to spreadsheets; review payroll related accounts and prepares the necessary adjusting entries; reconciles payroll bank account on a timely basis; researches and responds to employee inquiries concerning pay and leave calculations and balances.

**Duty 6 20**

Prepares and files quarterly reports related to federal, state payroll taxes; prepares calendar year-end payroll reports; prepares W-2 reports for distribution to employees; prepares fiscal year-end reports for workers compensation auditors.

**Duty 7 15**

Participates in year-end closing and audit activities; summarizes expense reports; analyzes inter-fund receivables and payables between multiple enterprises; reconciles general ledger accounts and performs other assignments as required.

**Sum of Weights 100**

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ▶ General and governmental accounting principles, practices, methods, and techniques; multi-fund accounting;
- ▶ Payroll procedures including Federal and State tax laws and reporting requirements.
- ▶ Use of computers and software in the development of accounting records and financial reports.

***ABILITY TO:***

- ▶ Understand and apply financial reporting and record keeping requirements to a variety of accounting tasks;
- ▶ Interpret and apply employee union agreements and related District policies to the payroll process and accounting work;
- ▶ Protect the confidentiality of financial information and payroll records;
- ▶ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ▶ Analyze inter-fund receivables and payables between multiple enterprises;
- ▶ Operate standard office equipment including computers and calculators, or ten-key adding machine and use of accounting software such as Microsoft Excel and J.D. Edwards/Oracle system;
- ▶ Perform basic clerical, data entry, and accounting tasks accurately;
- ▶ Determine priorities; organize work to meet critical deadlines;
- ▶ Independently complete assigned tasks under minimal supervision;
- ▶ Communicated effectively, both orally and in writing;
- ▶ Assist in training other accounting staff as required;
- ▶ Establish and maintain effective working relationships with those who contacted in the performance of duties.

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ▶ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- ▶ Ability to speak and hear at normal conversational levels in person and over the telephone.
- ▶ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.
- ▶ Reach, lift and move reports, materials and objects weighing approximately ten pounds; reach, bend or crouch to use files and records.

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**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:**

High school diploma or equivalent is required, supplemented by college level course work in accounting or related field, or an Associate degree in accounting or related field. .

**EXPERIENCE:**

Two (2) years of increasingly responsible experience performing payroll or general accounting duties, which included working with accounting software and spreadsheet programs. Experience in governmental payroll is preferred.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None

Las Virgenes Municipal Water District

**JOB DESCRIPTION**

<b>Job Title</b>	Secretary	<b>Supervisor</b>	N/A
<b>Department</b>	N/A	<b>Class Group</b>	Office Unit
<b>Division</b>	N/A	<b>Salary Grade</b>	36
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision, a Secretary performs a wide variety of office support and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area; receives and directs telephone calls and visitors; provides information and assistance to other agencies, staff and the general public; receives, routes, and distributes incoming and outgoing mail; performs a variety of records management duties; performs word processing duties; and performs related duties as required.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department.

**ESSENTIAL DUTIES**

**Duty 1**

Types, word processes, formats, edits, revises, proofreads, and prints a variety of documents and forms including notices, reports, general correspondence, agreements, contracts, statistical charts, permits, claims, and other specialized documents from rough draft or verbal instructions; composes routine correspondence; copies, disseminates, and posts documents and information as appropriate.

**Duty 2**

Assembles work products, including specifications for bid processes; attends bid openings; compiles sets of contract documents following award of bid; develops and maintains lists of bidders and plan holders, current versions of contract documents; prepares written notification to companies receiving award of bid, compiles agenda documents, notifies staff of agenda deadlines and assists staff in preparing documents and attachments.

**Duty 3**

Schedules and arranges meetings and travel plans for staff members.

**Duty 4**

Performs receptionist duties including greeting and directing visitors; screening and routing telephone calls; responding to customer, staff, consultants and outside groups and agencies by providing information and assistance; explaining District and department policies and procedures; responding to staff and outside agencies via two-way radio.

**Duty 5**

Updates assigned areas of the District web site; manages outside software sites linked to the District web site.

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**Duty 6**

Obtains pre-authorization and other documents and receipts related to the use of department/division credit card; maintains petty cash fund; tracks receipts and disbursements; submits reconciliations and check requests to maintain fund.

**Duty 7**

Orders and maintains office supplies and publications as requested by staff; enters purchase requisitions and orders; assists in resolving purchase order and invoice discrepancies; arranges for service on various types of office equipment.

**Duty 8**

Sends, copies, and distributes faxes, reports, agendas and memoranda; sorts and distributes incoming mail; prepares outgoing mail; collects, checks out, and returns library reports for staff.

**Duty 9**

Runs computer reports as requested to track various District operations including operational expenses, budget expenditures and staff attendance records.

**Duty 10**

Codes documents in preparation for filing; maintains computerized file tracking system; retrieves and assists staff in locating and checking out file documents; submits files for destruction according to District procedures and retention dates.

**Duty 11**

Conveys and retrieves materials to other District facilities and outside businesses as necessary.

**Duty 12**

Provide back-up support for other District secretaries and functions; may serve on committees; coordinates events and programs.

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Modern office terminology, procedures, practices, and equipment, including computer hardware and software, and a calculator;
- ◀ District policies and procedures related to assigned department or division;
- ◀ Proper English usage, grammar, spelling, and punctuation;
- ◀ Records management principles and procedures, including record keeping and filing principles and practices;
- ◀ Mathematical principles;
- ◀ Basic principles of business letter writing and report preparation.

**ABILITY TO:**

- ◀ Perform a variety of clerical and office support duties of a general and specialized nature for an assigned department, division and/or program.
- ◀ Operate office equipment including computers and supporting word processing, spreadsheet and database applications;
- ◀ Learn and effectively utilize various software applications;
- ◀ Type or enter data accurately at a sufficient speed to meet the needs of the position;
- ◀ Work independently with minimal supervision; use good judgment in applying District policies and procedures to the work of the assigned position;
- ◀ Maintain confidentiality of sensitive information and documents;
- ◀ Plan and organize work to meet changing priorities and deadlines;

Las Virgenes Municipal Water District

- ◀ Compose and edit routine correspondence; prepare and maintain accurate records and files;
- ◀ Understand and carry out oral and written directions;
- ◀ Communicate effectively both orally and in writing;
- ◀ Establish and maintain effective relationships with those contacted in the course of work.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, two-way radio, postage machine, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; and to reach, bend, or crouch to use files and records.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school diploma or equivalent, supplemented by course work in office management and business machines, records management, and secretarial science.

**EXPERIENCE:** Two (2) years of experience performing increasingly responsible clerical duties in support of a division or department.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

Las Virgenes Municipal Water District

**JOB DESCRIPTION**

<b>Job Title</b>	Senior Accounting Technician	<b>Supervisor</b>	Financial Analyst
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	49
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Financial Analyst, a Senior Accounting Technician performs a wide range of accounting duties, which primarily include preparing and analyzing detailed financial records and reports. Other duties may include providing technical work direction to Accounting Clerks, completing special projects, and performing other related duties as required. The essential duties listed below include duties for one Senior Accounting Technician:

**ESSENTIAL DUTIES    WEIGHT**

- Duty 1                      10**  
Prepares journal entries; prepares and analyzes financial records and reports that involve multiple enterprises and joint venture; prepares monthly billing of Joint Venture operating activities; reconciles general ledger account balances; analyzes balance sheet accounts such as inter-fund receivables and payables, and make any adjusting entries as necessary.
- Duty 2                      10**  
Prepares daily cash flow balances for all funds; performs data transmission to the bank; performs other treasury functions as needed.
- Duty 3                      30**  
Reviews accounts payable vouchers for accuracy, adequate supporting documentation, and appropriate approvals; posts payment batches after review, assures timely payment of all invoices.
- Duty 4                      10**  
Maintains accounting records for prepaid capacity fee accounts; collects and deposits payments and prepares journal entries; reimburses customers for unused prepaid capacity fees; reconciles prepaid capacity fee sub ledger with general ledger accounts.
- Duty 5                      10**  
Reviews Potable Water System reservoir and tank inventory operations reports for accuracy. Prepares journal entries to record changes in inventory balances and valuation.
- Duty 6                      10**  
Participates in year-end closing and audit activities; analyzes and prepares schedules for changes in income, expense and balance sheet accounts.
- Duty 7                      5**

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Develops and revises desktop manuals or procedures related to the area of responsibilities as required.

**Duty 8** **10**

Reconcile monthly invoice from MWD for water purchased. Prepare journal entries to record accrued expense and to record payment via wire transfer. Review water conservation rebate transactions and prepare journal entries to accrue expense and reconcile to MWD invoice.

**Duty 9** **5**

Performs special projects as assigned. Special projects may include capitalization of fixed assets and calculation of depreciation; and year-end schedules of prepaid capacity fees.

**Sum of Weights** **100**

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ General accepted accounting and auditing principles and practices;
- ◀ Governmental accounting and auditing practices, procedures, and standards;
- ◀ Federal and State tax laws and filing requirements
- ◀ Use of computers and software in the development of accounting records and financial reports.

**ABILITY TO:**

- ◀ Prepare, compile, review, and analyze a variety of financial information and records including schedules, consolidated balance sheets and income statements;
- ◀ Independently organize and complete assigned tasks under minimal supervision;
- ◀ Skillfully apply accounting and auditing principles, practices and standards to assigned work;
- ◀ Analyze inter-company receivables and payables between multiple enterprises;
- ◀ Support accounts payable function; provide skilled assistance and work direction to other less experienced accounting personnel; review the work of others for accuracy;
- ◀ Research and make necessary corrections and journal entries;
- ◀ Interpret and apply related District policies to accounting work;
- ◀ Operate standard office equipment including computers and calculators or ten-key adding machine and use of accounting software such as Microsoft Excel and J.D. Edwards system;
- ◀ Communicate effectively, both orally and in writing;
- ◀ Establish and maintain effective working relationships with those contacted in the performance of duties.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Reach, lift and move reports, materials and objects weighing approximately ten pounds; reach, bend or crouch to use files and records.
- ◀ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*



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**EDUCATION:** High school diploma or equivalent, supplemented by college level course work in accounting or related field, or an Associate degree in Accounting or related field. A Bachelor's degree from an accredited college or university in accounting or closely related field is preferred.

**EXPERIENCE:** Two (2) years of increasingly responsible experience performing general accounting duties, which included working with accounting software and spreadsheet programs. Experience in accounting for multiple enterprises is desirable.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**  
A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**  
None

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**JOB DESCRIPTION**

<b>Job Title</b>	Senior Water Worker	<b>Supervisor</b>	Construction Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Facilities	<b>Salary Grade</b>	54
<b>Section</b>	Construction	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Construction Supervisor, a Senior Water Worker performs the more difficult skilled work and serves as a lead person for one or more crews in the construction, maintenance, repair and operation of the potable water distribution system and other underground utilities throughout the various District facilities. Maintains records. Ensures the efficient performance of assigned personnel. Does related work as required. This classification may perform the duties outlined for Water Worker I, II III and Collection System Technician as well as filling in during absence of the Construction Supervisor.

Senior Water Workers are responsible for working during after-hour, on-call periods and during other unusual or emergency situations.

**ESSENTIAL DUTIES**

**Duty 1**

Leads the work activities of a small crew or several crews; schedules regular, corrective, planned and periodic preventive maintenance work in the potable water and recycled water systems. Installs new domestic and recycled water services, repairs or replaces mainline and service line breaks, fire hydrants, valves and appertenances including, recycled water, sewage, chemicals, steam, air, and all underground utilities of the District. Removes pavement, excavates area, performs installation or repair, backfills, and replaces pavement. Restores area to proper condition. Performs emergency repairs to all above listed items.

**Duty 2**

Assures materials and equipment are available for assigned projects.

**Duty 3**

Monitors safety practices of crew and use of personnel protective equipment on job site. Ensures proper traffic control trench shoring, rigging, confined space, and Lockout/Tagout practices are followed.

**Duty 4**

Prepares requisitions and other procurement methods for materials, supplies and equipment; maintain working yard and vehicle inventory. Processes invoices for payment.

**Duty 5**

Plans and coordinates scheduled and unscheduled water system outages for installations and repairs. Setup of temporary water main and service connections for affected area, chlorinate and flush system.

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**Duty 6**

Provide training on the operation of small and large equipment including concrete saws, trash pumps, tapping machine, pneumatic hammers, dump truck, backhoe/loader, excavator, vacuum unit, asphalt roller, etc.

**Duty 7**

Assists maintenance, operations, and field customer service sections with projects. Provides construction services to district plants and facilities.

**Duty 8**

Verifies accuracy of plans and prints, adds corrections and new facilities using as-built forms. Complete leak report logs, maintains meter change and upgrade records.

**Duty 9**

Acts on behalf of construction supervisor during absences.

**Duty 10**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Purpose and safe use of various hand and power tools and equipment employed in repair and maintenance of water distribution, collection systems, and construction.
- ◀ Principles, methods, tools, and construction equipment employed in the installation, repair, and maintenance of water line, air vacs, and small and large valves;
- ◀ CDPH requirements for potable/recycled/storm water, and sewage
- ◀ Safe working practices and/or general construction orders relative to general construction, traffic delineation, Lock/Out Tag/Out, excavation and working in confined spaces;
- ◀ SCADA system operations and reports.

***ABILITY TO:***

- ◀ Use basic hand tools, perform repair and maintenance tasks
- ◀ Plan, organize, prioritize and schedule work
- ◀ Direct the activities of a small work groups
- ◀ Implement appropriate safety precautions and procedures
- ◀ Repair, install and maintain water mains and services and other appertenances including; cla-valves, air vacs, and valves
- ◀ Understand the water distribution operations
- ◀ Operate heavy equipment;
- ◀ Read and interpret drawings and blue prints
- ◀ Understand and operate personal computer and various District software programs
- ◀ Perform mathematical computations; and prepare regular reports;
- ◀ Understand and carry out oral and written instructions;
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, managers, customers and the public.

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ◀ Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- ◀ Sufficient strength and endurance to perform manual labor;
- ◀ Sufficient eyesight to read standard text and data on computer terminal screens;

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- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to use hand and power tools;
- ◀ Ability to reach, bend or stoop in performing work;
- ◀ Ability to lift and carry equipment and materials over fifty pounds;
- ◀ Walk on uneven and slippery surfaces;
- ◀ Ability to operate mechanical equipment and trucks.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school or equivalent is required.

**EXPERIENCE:** Three (3) years of experience in the operation, installation or maintenance of water distribution system.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

A Class A driver's license is required.

A State of California Grade III Water Distribution Certification is required.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Water Distribution Operator Certification

Grade III Water Treatment Certification

Grade III Mechanical Technologist Certification

A CWEA Grade III Collection System Technologist Certification.

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**JOB DESCRIPTION**

<b>Job Title</b>	Water Worker I, II	<b>Supervisor</b>	Construction Supervisor or Water Production and Treatment Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Water Systems and Facilities	<b>Salary Grade</b>	22 & 32
<b>Section</b>	Water Production or Construction	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under the supervision of a Construction Supervisor or Water Production and Treatment Supervisor, a Water Worker I, II performs work in the maintenance and repair of the water distribution system or operates, maintains and repairs a variety of water distribution components. This is a flexibly staffed series and employees typically enter at the Water Worker I level. A Water Worker II performs routine tasks and many of the duties required of Water Worker I, and is expected to perform at an elevated skill level. A Water Worker II exercises independent judgment and discretion and may have a greater scope of responsibility. Upon meeting the performance standards of the higher level as designated by the division and certification requirements, an employee is flexed to the II level. Water Worker II is the fully experienced, journey level class. If an employee enters the series at the Water Worker II level, the employee must have the required certification, closely related experience and meet the division's competency standards. Water Workers are expected to develop additional skills to meet changes in water industry standards, practices, and/or procedures.

Typically, this position resides in either the water distribution and treatment section, or the construction section. However, workers may be expected to perform duties in either or both sections depending upon needs of the district.

Water Workers may be responsible for working during after-hour, on-call periods and other unusual times.

**ESSENTIAL DUTIES**

**Duty 1**

Assists in the operation and maintenance of water distribution systems and performs preventive maintenance and repairs to water distribution equipment, pipelines, and appurtenances. Installs new or repairs existing water service mains and service lines; excavates mains with shovel and backhoe; shores excavation sites; sets up traffic control; installs various types of piping, joints, couplings etc., flares, sweats, and brazes copper pipe. Perform pavement removal, repairs, or restoration. Adjust and exercise valves. Inspect, adjust, repair, and operate pumps, motors, control valves, compressors, generators, fans, surge tanks, fire suppression alarms and other equipment. Performs a wide variety of manual labor when needed including; sweeping, washing, painting, oiling, greasing, brushing, adjusting and repairing. Additionally, the Water Worker either through SCADA or manually sets water system flow rates and performs related work, collect and

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process system and reservoir samples, performs routine laboratory analysis. Stock, add, chemicals, and service filtration equipment. Maintain records and log activities.

**Duty 2**

Respond to leaks and customer complaints using maps, plats, blueprints, GIS, GPS, and/or stationing. Estimate water loss. Place concrete forms and pours concrete; patch pavement with cement, asphalt, or gravel. Maintain and repair fire hydrants, valve caps, air/vacs, valves, and other appurtenances.

**Duty 3**

Utilize a variety of special tools and equipment including electronic and mechanical pipe locators, leak detectors, recorders, meters, and other electronic test equipment. Utilize a variety of hand tools and power tools including wrenches, pipe tools, pavement breaking tools, saws, grinders, needle guns, hammers, painting equipment, cement tools, rakes, shovels, brooms, etc.

**Duty 4**

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors to perform a variety of work including; walk and/or mark easements, weed abatement, tree trimming, paint, pavement removal and restoration, fencing, etc.

**Duty 5**

Maintain yard, shop, and vehicle stock parts and equipment inventory. Maintain proper housekeeping.

**Duty 6**

Operate and perform minor mechanical adjustments and repairs to light trucks, dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools, concrete saws, rollers, and vibrating plates, vacuum extractors, etc.

**Duty 7**

Coordinate and participate in shutdowns and system isolations. When assigned to off shift responsibility for water distribution, responds to SCADA computer alarms and customer calls for service and customer turn-offs/ons, collect payments, provide rounds and various inspections.

**Duty 8**

Utilize, and maintain documentation used in the performance of duties. Examples include maps, drawings, prints, schematics, operational and compliance records, work orders, procurement documents, GIS (geographical information systems), GPS (global positioning systems), computers and various computer software tools.

**Duty 9**

Assist personnel in other sections, divisions and departments as required including collections, reclamation, customer service, maintenance, resource conservation and public outreach, and technical services.

**Duty 10**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

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- ◀ Purpose and safe use of various hand and power tools and equipment employed in basic installation, repair, and maintenance work.
- ◀ Principles, methods and tools employed in the installation, repair and maintenance of water mains, various valves including control valves.
- ◀ Principles and state requirements relative to water treatment plant and distribution operations, and water system equipment.
- ◀ Safe work practices necessary in working with hazardous materials and chemicals, heavy equipment, and mechanically and electrically operated equipment.

**ABILITY TO:**

- ◀ Use basic hand tools to perform minor repair and maintenance tasks.
- ◀ Operate of variety of equipment.
- ◀ Apply appropriate safety precautions and procedures.
- ◀ Repair, install and maintain water mains, services valves.
- ◀ Understand water distribution and treatment plant operations and equipment.
- ◀ Read and interpret drawings, blueprints, manuals, stationing, GIS and GPS
- ◀ Understand and operate personal computers and associated software including SCADA, word processing, spreadsheets, databases, and other software tools.
- ◀ Perform basic mathematical computations.
- ◀ Understand and carry out oral and written instructions.
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient strength to perform manual labor such as digging, shoveling, sweeping, wrenching, operating valves.
- ◀ Sufficient eyesight to read standard text and data on computer terminal screens.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone.
- ◀ Manual dexterity to use hand and power tools.
- ◀ Ability to reach, bend or stoop in performing work.
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials.
- ◀ Ability to operate mechanical equipment and trucks.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school diploma or equivalent is required

**EXPERIENCE:**

Water Worker I – Two (2) years of experience in working in a construction or in mechanical repair activity.

Water Worker II – One (1) year of experience working as a Water Worker II or comparable experience in potable water systems.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times. Some positions may require a Class A License.

Water Worker I - Possession of a State of California Grade I Water Distribution Certification is required to progress beyond Step "A" of the salary range.

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Water Worker II - Possession of a State of California Grade III Water Distribution Certification and/or Grade III Treatment Certification is required.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Water Distribution Certification and/or a Grade IV Water Treatment Certification are desirable for Water Worker II.



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**JOB DESCRIPTION**

<b>Job Title</b>	Water Worker III	<b>Supervisor</b>	Construction Supervisor or Water Production and Treatment Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Water Systems and Facilities	<b>Salary Grade</b>	46
<b>Section</b>	Water Production and Treatment or Construction	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under the supervision of a Construction Supervisor or Water Production and Treatment Supervisor, a Water Worker III performs specialized work in the maintenance and repair of the water distribution system or operates, maintains and repairs a variety of water distribution components. A Water Worker III exercises independent judgment and discretion and has a greater scope of responsibility than a Water Worker I/II. This is not a flexibly staffed position. A Water Worker III is the fully experienced, journey level class and often acts as a lead worker. Within the construction section a Water Worker III will respond to Underground Service Alerts (DigAlert), and obtain necessary permits. Within the water production and treatment section the Water Worker III will also perform the work of the Water Worker I/II. Additionally, the Water Worker III sets water system flow rates and performs related work as necessary and may act as back up to the Senior Water Worker, Senior Water Distribution Operator, Senior/Water Treatment Plant Operator or Collection System Technician. Water Workers are expected to develop additional skills to meet changes in water industry standards, practices, and/or procedures. If an employee enters the series at the Water Worker III level, the employee must have the required certification, closely related experience and meet the division's competency standards.

Typically, this position resides in either the water distribution and treatment section, or the construction section. However, workers may be expected to perform duties in either or both sections depending upon needs of the district.

Water Workers may be responsible for working during after-hour, on-call periods and other unusual times.

**ESSENTIAL DUTIES**

**Duty 1**

Operate maintain and analyze potable and recycled water distribution systems manually and/or with SCADA, review operational reports and trends. Monitor system pressures, flows and levels. Make necessary adjustments, respond to alarms, and coordinate activities with potable water operations, the Westlake pumping and filtration facilities, Metropolitan Water District and others including Tapia, Rancho, RCPO, and technical services. Respond to Underground Service Alerts. Monitor all activities to minimize and/or eliminate damage to district property and equipment. Assist and/or stand in for the Collection Technician. Perform preventive maintenance and repairs to water distribution equipment, pipelines, and appertenances. Install new or repair existing water service mains and service lines; excavate mains with shovel and backhoe; shore

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excavation sites; set up, coordinate and install traffic control, install various types of piping, joints, couplings etc., flare, sweat, and braze copper pipe. Perform pavement removal, repairs, or restoration. Adjust and exercise valves. Inspect, adjust, repair, and operate pumps, motors, control valves, compressors, generators, fans, surge tanks, fire suppression alarms and other equipment. Perform a wide variety of manual labor when needed including; sweeping, washing, painting, oiling, greasing, brushing, adjusting and repairing. Collect and process system and reservoir samples, performs routine laboratory analysis. Stock add chemicals and service filtration equipment. Maintain records and logs of activities.

**Duty 2**

Respond to leaks and customer complaints using maps, plats, blueprints, GIS, GPS, and/or stationing. Obtain various permits. Estimate water loss. Place concrete forms and pour concrete; patch pavement with cement, asphalt, or gravel; maintain and repair fire hydrants, valve caps, air/vacs, valves, and other appertenances.

**Duty 3**

Utilize a variety of special tools and equipment including electronic and mechanical pipe locators, leak detectors, recorders, meters, and other electronic test equipment. Utilize a variety of hand tools and power tools including wrenches, pipe tools, pavement breaking tools, saws, grinders, needle guns, hammers, painting equipment, cement tools, rakes, shovels, brooms. etc.

**Duty 4**

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors performing a variety of work including; walk and/or mark easements, weed abatement, tree trimming, painting, pavement removal and restoration, fencing, etc.

**Duty 5**

Maintain personal safety and the safety of others while performing all duties, utilize required PPE, Lockout/Tagout, confined spaces, traffic control, shoring, and vehicle safety inspections.

**Duty 6**

Operate and perform minor mechanical adjustments and repairs to light trucks, dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools, concrete saws, rollers, and vibrating plates, vacuum extractors, etc.

**Duty 7**

Coordinate and participate in shutdowns and system isolations. When assigned to off shift responsibility for water distribution, respond to SCADA computer alarms and customer calls for service and customer turn-offs/ons, collect payments, perform rounds and various inspections.

**Duty 8**

Utilize, and maintain documentation used in the performance of duties. Examples include maps, plats, drawings, prints, schematics, operational and compliance records, work orders, procurement documents, GIS (geographical information systems), GPS (global positioning systems), computers and various computer software

**Duty 9**

Assist personnel in other sections, divisions and departments as required including collections, reclamation, customer service, maintenance, resource conservation and public outreach, and technical services.

**Duty 10**

Maintain yard, shop, and vehicle stock parts and equipment inventory. Maintain proper housekeeping.

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**Duty 11**

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors performing a variety of work including; walk and/or mark easements, weed abatement, tree trimming, painting, pavement removal and restoration, fencing, etc.

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Purposes and safe use of various hand and power tools and equipment employed in basic repair and maintenance work.
- ◀ Principles, methods and tools employed in the installation, repair and maintenance of water mains, various valves including control valves.
- ◀ Principles and state requirements relative to water treatment plant and distribution operations and water system equipment.
- ◀ Safe working practices necessary in working with hazardous materials, chemicals, heavy equipment, and mechanically and electrically operated equipment.
- ◀ SCADA system operations and reports.

**ABILITY TO:**

- ◀ Use basic hand tools to perform minor repair and maintenance tasks..
- ◀ Operate of variety of equipment.
- ◀ Apply appropriate safety precautions and procedures.
- ◀ Repair, install and maintain water mains, services, valves, and other appertenances.
- ◀ Understand water treatment plant and distribution operations and equipment.
- ◀ Read and interpret drawings, blueprints, manuals, stationing, GIS and GPS
- ◀ Understand and operate personal computers and associated software including SCADA, word processing, spreadsheets, databases, and other software tools.
- ◀ Ability to operate equipment and vehicles.
- ◀ Perform basic mathematical computations, prepare regular reports and logs.
- ◀ Understand and carry out oral and written instructions.
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient strength to perform manual labor such as digging, shoveling, sweeping, wrenching and operating valves.
- ◀ Sufficient eyesight to read standard text and data on computer terminal screens.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone.
- ◀ Manual dexterity to use hand and power tools.
- ◀ Ability to reach, bend or stoop in performing work.
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials.
- ◀ Ability to operate mechanical equipment and trucks.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school diploma or equivalent is required

**EXPERIENCE:** Two (2) years of experience in working in a water distribution and/or treatment facility, or heavy construction in the water profession,

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**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times. Some positions may require a Class A License.

State of California Grade III Water Distribution Certification and/or State of California Water Grade III Treatment Certification.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Water Distribution Certification and/or a Grade IV Water Treatment Certification

## Appendix E: Revised Classification Job Descriptions

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*Las Virgenes Municipal Water District  
Final Classification and Total Compensation Study Report*

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**JOB DESCRIPTION**

<b>Job Title</b>	Accounting Clerk I,II	<b>Supervisor</b>	Senior Accountant
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	16 & 27
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Senior Accountant, an Account Clerk I, II performs a variety of accounting clerical duties related to preparing and maintaining financial records and reports, and the processing and payment of invoices. This is a flexibly staffed series and employees typically enter at the Account Clerk I level. An Account Clerk I performs many of the duties required of Account Clerk II but is not expected to perform at the same skill level. An Account Clerk I performs basic bookkeeping and clerical tasks working under closer supervision, more detailed direction, and frequent reviews of work completed. Upon meeting the performance standards of the higher level as designated by the Division, employees are promoted to the II level. The Account Clerk II is the fully experienced class performing a wider variety of tasks with less supervision. If an employee enters the series at the Account Clerk II level, the employee must have closely related experience and meet the Division competency standards. The incumbent may perform other related duties as required based on the job assignment.

**ESSENTIAL DUTIES WEIGHT**

**Duty 1 70**

Processes invoices to ensure timely payment; reviews invoices for accuracy, compares invoices with purchase order and packing slip, verifies the accuracy of sales tax and freight, verifies the conversion of delivery unit to billing unit for chemical products; records discounts taken; obtains proper approval of payment according to Accounting procedures, enters transactions in computerized accounts payable system; processes credit card reconciliations, reviews receiving report, packing slip and approval of evidence receipt; prepares check registers for submission to Board for approval.

**Duty 2 5**

Communicates with vendor and District staff to handle invoice discrepancy.

**Duty 3 10**

Prepares spreadsheets or necessary document to support the recording of invoices to proper accounts.

**Duty 4 5**

Sorts checks and supporting documents by check numbers.

**Duty 5 5**

Files paid invoices and various accounting reports.

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**Duty 6** **5**  
Prepares employee expense spreadsheets for year-end reconciliation, mail account payable checks with payment vouchers, prepare account payable check register for Board approval.

**Sum of Weights** **100**

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Modern office practices and procedures; accounting software programs and spreadsheet applications;
- ◀ General accounting and bookkeeping principles, practices, methods, and techniques; multi-fund accounting; perpetual inventory systems; reconciliation of bank statements.

**ABILITY TO:**

- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Use and operate a variety of office machines including computer hardware and software, calculator, ten-key adding machine;
- ◀ Perform basic clerical, data entry, and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain good relationships with employees and vendors.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Identify fine statistical reports and standard text and data on computer terminal screens.
- ◀ Communicate and convey at normal conversational levels in person, and over the telephone.
- ◀ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◀ Frequently move and position self to maintain reports, materials and objects weighing approximately ten pounds.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:**

Both Classes – High school diploma or equivalent required, supplemented by course work in accounting and bookkeeping.

**EXPERIENCE:**

Account Clerk I – No experience required. Experience performing accounting and bookkeeping duties and which involved inputting, recording, and verifying the accuracy of financial data preferred. Account Clerk II - One (1) year of clerical accounting experience equivalent to an Account Clerk I.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None.





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**Duty 5** **15**

Calculates payroll liability amounts related to garnishments, state taxes, union dues, medical and dental premiums, pension amount, state compensation insurance and miscellaneous personnel related expenses; verifies and enters adjustments to spreadsheets; review payroll related accounts and prepares the necessary adjusting entries; reconciles payroll bank account on a timely basis; researches and responds to employee inquiries concerning pay and leave calculations and balances.

**Duty 6** **15**

Prepares and files quarterly reports related to federal, state payroll taxes; prepares calendar year-end payroll reports and forms to Social Security Administration and IRS; prepares W-2 reports for distribution to employees; prepares fiscal year-end schedules and correcting entries for Payroll Liability accounts for auditors.

**Duty 7** **10**

Processes miscellaneous inquiries for workers comp or disability earnings; employment verifications; State labor reporting.

**Duty 8** **5**

Annually provide hours and issue sick buy back payouts per MOU, calculate and issue management leave payout and accrual entries, accrue safety day hours and issue payouts, fiscal year end payroll sick and vacation accrual, liability year end adjustment and complete benefit deduction reporting.

**Sum of Weights** **100**

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ General and governmental accounting principles, practices, methods, and techniques; multi-fund accounting;
- ◀ Payroll procedures including Federal and State tax laws and reporting requirements.
- ◀ Use of computers and software in the development of accounting records and financial reports.

**ABILITY TO:**

- ◀ Understand and apply financial reporting and record keeping requirements to a variety of accounting tasks;
- ◀ Interpret and apply employee union agreements and related District policies to the payroll process and accounting work;
- ◀ Protect the confidentiality of financial information and payroll records;
- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Analyze inter-fund receivables and payables between multiple enterprises;
- ◀ Operate standard office equipment including computers and calculators, or ten-key adding machine and use of accounting software such as Microsoft Excel and J.D. Edwards/Oracle system;
- ◀ Perform basic clerical, data entry, and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Independently complete assigned tasks under minimal supervision;
- ◀ Communicated effectively, both orally and in writing;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain effective working relationships with those who contacted in the performance of duties.

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**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Identify fine statistical reports and standard text and data on computer terminal screens.
- ◀ Communicate and convey at normal conversational levels in person, and over the telephone.
- ◀ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◀ Frequently move and position self to maintain reports, materials and objects weighing approximately ten pounds.

**TRAINING AND EXPERIENCE GUIDELINES:**

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

**EDUCATION:**

Associate degree in accounting or related field is required.

**EXPERIENCE:**

Two (2) years of increasingly responsible experience performing general accounting duties including working with accounting software and spreadsheet programs.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None.

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**JOB DESCRIPTION**

<b>Job Title</b>	Accounting Technician	<b>Supervisor</b>	Senior Accountant
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	40
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Senior Accountant an Accounting Technician-General Accounting performs a variety of paraprofessional accounting and clerical duties requiring knowledge of basic accounting. An Accounting Technician-General Accounting performs general accounting duties such as preparing monthly bank reconciliations, reconciling accounts payable and accounts receivable, recording revenues, and bad debts, reconciling customer billing and prepaid capacity fee accounts, and preparing adjusting entries and schedule. The incumbent may perform other related duties as required based on the job assignment.

**ESSENTIAL DUTIES WEIGHT**

**Duty 1 20**

Coordinates with the Senior Accountant month-end and year-end closing schedules; gathers relevant documentation; reconciles and prepares journal entries for a variety of accounts.

**Duty 2 25**

Processes invoices to ensure timely payment; reviews invoices for accuracy and confirms with purchase order and packing slip; verifies the accuracy of sales tax and freight; verifies the conversion of delivery unit to billing unit for chemical products; records discounts taken and obtains proper approval of payment according to departmental accounting procedures; reviews receiving report, packing slip, and approval of evidence receipt.

**Duty 3 10**

Prepares monthly bank reconciliations, which includes reconciling deposits and disbursements with bank statement and general ledger, analyzing discrepancies, preparing outstanding checks list and adjusting entries.

**Duty 4 20**

Reconciles billing transactions from the customer billing system to the general ledger accounts, which includes sales, accounts receivable and cash receipts; reconciles prepaid capacity fee sub- ledger with general ledger accounts; prepares year-end schedule on prepaid capacity fees.

**Duty 5 15**

Prepares and records other deposits such as capacity fee and tax revenues. Handles miscellaneous accounts receivable accounts, which includes preparing the invoices, follow-up to ensure payment, reconciling the balance to general ledger.

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<b>Duty 6</b>	<b>5</b>
Reviews and verifies pay and transfer codes, hours worked, and relevant pay practices pursuant to specific Memorandum of Understanding agreements as it relates to employee timesheets; communicates with appropriate employee and supervisor to correct timesheet discrepancies accurate and timely for processing.	
<b>Duty 7</b>	<b>5</b>
Performs other duties as required	
<b>Sum of Weights</b>	<b>100</b>

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ General and governmental accounting principles, practices, methods, and techniques; multi-fund accounting; reconciliation of bank statements;
- ◀ Computers and software in the development of accounting records and financial reports.

***ABILITY TO:***

- ◀ Understand and apply financial reporting and record keeping requirements to accounting tasks;
- ◀ Protect the confidentiality of financial information;
- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Analyze inter-fund receivables and payables between multiple enterprises;
- ◀ Operate standard office equipment including computers and calculators, or ten-key adding machine and use of accounting software such as Microsoft Excel and ERP system;
- ◀ Perform basic clerical, data entry, and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Independently complete assigned tasks under minimal supervision;
- ◀ Communicate effectively, both orally and in writing;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain effective working relationships with those contacted in the performance of duties.

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ◀ Identify fine statistical reports and standard text and data on computer terminal screens.
- ◀ Communicate and convey at normal conversational levels in person, and over the telephone.
- ◀ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◀ Frequently move and positions self to maintain reports, materials and objects weighing approximately ten pounds.

***TRAINING AND EXPERIENCE GUIDELINES:***

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

***EDUCATION:***

Associate degree in accounting or related field is required.

***EXPERIENCE:***

Two (2) years of increasingly responsible experience performing general accounting duties including working with accounting software and spreadsheet programs.

***REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:***

A valid California class C driver's license must be maintained at all times.

***DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:***

None.



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**Duty 4 10**

Responds to customers, staff, consultants and outside groups and agencies by providing information including preparing public information requests and assistance; explains District and department policies and procedures; performs receptionist duties including questioning and directing visitors; screening and routing telephone calls; responding to staff and outside agencies via two-way radio.

**Duty 5 5**

Updates assigned areas of the District web site; manages outside software sites linked to the District web site.

**Duty 6 10**

Obtains pre-authorization and other documents and receipts related to the use of department/division credit card; maintains petty cash fund; tracks receipts and disbursements; submits reconciliations and check requests to maintain fund.

**Duty 7 5**

Orders and maintains department supplies and publications as requested by staff; creates and enters purchase requisitions and orders; coordinates the resolution of purchase order and invoice discrepancies; attempts to fix and then arranges for service on various types of office equipment.

**Duty 8 5**

Sends, copies, and distributes faxes, reports, agendas and memoranda; sorts and distributes incoming mail; prepares outgoing mail; collects, checks out, and returns library reports for staff.

**Duty 9 5**

Runs computer reports as requested to track various District operations including operational expenses, budget expenditures and staff attendance records.

**Duty 10 10**

Codes documents in preparation for filing; maintains computerized file tracking system; retrieves and assists staff in locating and checking out file documents; submits files for destruction according to District procedures and retention dates.

**Duty 11 5**

Conveys and retrieves materials to other District facilities and outside businesses as necessary.

**Duty 12 5**

Provide back-up support for other District secretaries and functions; may serve on committees; coordinates events and programs.

**Sum of Weights 100**

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Modern office terminology, procedures, practices, and equipment, including computer hardware and software, and a calculator;
- ◀ District policies and procedures related to assigned department or division;
- ◀ Proper English usage, grammar, spelling, and punctuation;
- ◀ Records management principles and procedures, including record keeping and filing principles and practices;
- ◀ Mathematical principles;
- ◀ Basic principles of business letter writing and report preparation.

***ABILITY TO:***

- ◀ Perform a variety of administrative support duties of a general and specialized nature for an assigned department, division and/or program.
- ◀ Operate office equipment including computers and supporting word processing, spreadsheet and database applications;
- ◀ Learn and effectively utilize various software applications;
- ◀ Type or enter data accurately at a sufficient speed to meet the needs of the position;

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- ◀ Work independently with minimal supervision; use good judgment in applying District policies and procedures to the work of the assigned position;
- ◀ Maintain confidentiality of sensitive information and documents;
- ◀ Plan and organize work to meet changing priorities and deadlines;
- ◀ Compose and edit routine correspondence; prepare and maintain accurate records and files;
- ◀ Understand and carry out oral and written directions;
- ◀ Communicate effectively both orally and in writing;
- ◀ Establish and maintain effective relationships with those contacted in the course of work.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Identify fine statistical reports and standard text and data on computer terminal screens.
- ◀ Communicate and convey at normal conversational levels in person, and over the telephone.
- ◀ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◀ Frequently move and position self to maintain reports, materials and objects weighing approximately ten pounds.

**TRAINING AND EXPERIENCE GUIDELINES:**

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

**EDUCATION:**

High school diploma or equivalent, supplemented by course work in office management and business machines, records management, and administrative services.

**EXPERIENCE:**

Two (2) years of experience performing increasingly responsible clerical and administrative support duties in support of a division or department.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None.

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**JOB DESCRIPTION**

<b>Job Title</b>	Senior Accounting Technician	<b>Supervisor</b>	Financial Analyst
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	49
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Financial Analyst, a Senior Accounting Technician performs a wide range of accounting duties, which primarily include preparing and analyzing detailed financial records and reports, and records investment data. Other duties may include providing technical work direction to Accounting Clerks, completing special projects, and performing other related duties as required. The essential duties listed below include duties for one Senior Accounting Technician:

**ESSENTIAL DUTIES WEIGHT**

**Duty 1 10**

Prepares journal entries; prepares and analyzes financial records and reports that involve multiple enterprises and joint venture; prepares monthly billing of JPA operating activities; reconciles general ledger account balances; analyzes balance sheet accounts and make any adjusting entries as necessary.

**Duty 2 10**

Prepares daily cash flow balances for all funds; enters data cash flow book; performs data transmission to the bank; performs other treasury functions as needed; records investment activity including purchases and maturities, interest accruals and allocations of all funds; records the interest accrual for LAIF fund monthly and reallocation of accruals quarterly.

**Duty 3 30**

Reviews accounts payable vouchers for accuracy, adequate supporting documentation, and appropriate approvals; posts payment batches after review; assures timely payment of all invoices.

**Duty 4 10**

Maintains accounting records for prepaid capacity fee accounts; prepares journal entries; reimburses customers for unused prepaid capacity fees; reconciles prepaid capacity fee sub ledger with general ledger accounts.

**Duty 5 10**

Reviews Potable Water System reservoir and tank inventory operations reports for accuracy; prepares journal entries to record changes in inventory balances and valuation; prepares monthly revenue accrual entries.

**Duty 6 10**

Participates in year-end closing and audit activities; analyzes and prepares schedules for changes in income, expense and balance sheet accounts.

**Duty 7 5**

Develops and revises desktop manuals or procedures related to the area of responsibilities as required.



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<b>Duty 8</b>	<b>5</b>	
Reconciles monthly invoice from MWD for water purchased; prepares journal entries to record accrued expense and to record payment via wire transfer; reviews water conservation rebate transactions and prepares journal entries to accrue expenses and reconcile to MWD invoice.		
<b>Duty 9</b>	<b>5</b>	
Reconcile monthly warehouse inventory to general ledger.		
<b>Duty 10</b>	<b>5</b>	
Performs other duties as required.		
<b>Sum of Weights</b>	<b>100</b>	

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ General accepted accounting and auditing principles and practices;
- ◀ Governmental accounting and auditing practices, procedures, and standards;
- ◀ Federal and State tax laws and filing requirements;
- ◀ Use of computers and software in the development of accounting records and financial reports.

**ABILITY TO:**

- ◀ Prepare, compile, review, and analyze a variety of financial information and records including schedules, consolidated balance sheets and income statements;
- ◀ Independently organize and complete assigned tasks under minimal supervision;
- ◀ Skillfully apply accounting and auditing principles, practices and standards to assigned work;
- ◀ Analyze inter-company receivables and payables between multiple enterprises;
- ◀ Support accounts payable function; provide skilled assistance and work direction to other less experienced accounting personnel; review the work of others for accuracy;
- ◀ Research and make necessary corrections and journal entries;
- ◀ Interpret and apply related District policies to accounting work;
- ◀ Operate standard office equipment including computers and calculators or ten-key adding machine and use of accounting software such as Microsoft Excel and J.D. Edwards system;
- ◀ Communicate effectively, both orally and in writing;
- ◀ Establish and maintain effective working relationships with those contacted in the performance of duties.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Identify fine statistical reports and standard text and data on computer terminal screens.
- ◀ Communicate and convey at normal conversational levels in person, and over the telephone.
- ◀ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◀ Frequently move and position self to maintain reports, materials and objects weighing approximately ten pounds

**TRAINING AND EXPERIENCE GUIDELINES:**

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

**EDUCATION:**

Associate degree in Accounting or related field required. A Bachelor's degree from an accredited college or University in Accounting or closely related field is preferred.

**EXPERIENCE:**

Three (3) years of increasingly responsible experience performing general accounting duties, which included working with accounting software and spreadsheet programs. Experience in accounting for multiple enterprises is desirable.

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**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

None.

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**JOB DESCRIPTION**

<b>Job Title</b>	Senior Water Construction Specialist	<b>Supervisor</b>	Construction Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Facilities	<b>Salary Grade</b>	54
<b>Section</b>	Construction	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Construction Supervisor, a Senior Water Construction Specialist performs the more difficult skilled work and serves as a lead person for one or more crews in the construction, maintenance, repair and operation of the potable water distribution system and other underground utilities throughout the various District facilities. Maintains paper and electronic records. Ensures the efficient performance of assigned personnel. Does related work as required. This classification may perform the duties outlined for Water Distribution Operator I, II, III and Collection Systems Technician as well as filling in during absence of the Construction Supervisor. Senior Water Construction Specialists are responsible for working during after-hour, on-call periods and during other unusual or emergency situations.

**ESSENTIAL DUTIES**

**Duty 1      50**

Leads the work activities of a small crew or several crews; schedules regular, corrective, planned, and periodic preventive maintenance work in the potable water and recycled water systems. Installs new domestic and recycled water services, repairs or replaces mainline and service line breaks, fire hydrants, valves and appurtenances including those for, recycled water, sewage, chemicals, steam, air, and all underground utilities of the District. Estimates water loss from breaks. Removes pavement, excavates area, performs installation or repair, backfills, and replaces pavement. Restores area to proper condition. Performs emergency repairs to all above listed items. May interact with customers for service installations and pipe breaks.

**Duty 2      5**

Assures materials and equipment are available for assigned projects.

**Duty 3      5**

Monitors safety practices of crew and use of personnel protective equipment on job site. Ensures proper traffic control trench shoring, rigging, confined space, and Lockout/Tagout practices are followed.

**Duty 4      5**

Prepares requisitions and other procurement methods for materials, supplies and equipment; maintain working yard and vehicle inventory. Processes invoices for payment.

**Duty 5      7**

Plans and coordinates scheduled and unscheduled water system outages for installations and repairs. Setup of temporary water main and service connections for affected area, chlorinate and flush system.

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**Duty 6            5**

Operates and provides training for small and large equipment including concrete saws, trash pumps, tapping machine, pneumatic hammers, dump truck, backhoe/loader, excavator, vacuum unit, asphalt roller, etc.

**Duty 7            8**

Assists maintenance, operations, and field customer service sections with projects. Provides construction services to district plants and facilities.

**Duty 8            5**

Verifies accuracy of plans and prints, adds corrections and new facilities using as-built forms. Complete leak report logs, maintains meter change and upgrade records.

**Duty 9            5**

Acts on behalf of construction supervisor during absences.

**Duty 10          5**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the public.

**Duty 11          3**

Secures permits from other municipal agencies prior to beginning construction work and complies with all requirements.

**Duty 12          2**

Maintains current knowledge of new technology, products and construction techniques.

**Sum of Weights    100**

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Purpose and safe use of various hand and power tools and equipment employed in repair and maintenance of water distribution and collection systems, and major construction.
- ◀ Principles, methods, tools, and construction equipment employed in the installation, repair, and maintenance of water line, air vacs, and small and large valves;
- ◀ CDPH requirements for potable/recycled/storm water, and sewage
- ◀ Safe working practices and/or general construction orders relative to general construction, traffic delineation, Lock/Out Tag/Out, excavation and working in confined spaces;
- ◀ SCADA system operations and reports.

***ABILITY TO:***

- ◀ Use basic hand tools, perform repair and maintenance tasks
- ◀ Plan, organize, prioritize and schedule work
- ◀ Direct the activities of a small work groups
- ◀ Implement appropriate safety precautions and procedures
- ◀ Repair, install and maintain water mains and services and other appurtenances including; cla-valves, air vacs, and valves
- ◀ Understand the water distribution operations
- ◀ Operate heavy equipment;
- ◀ Read and interpret drawings and blue prints
- ◀ Understand and operate personal computer and various District software programs
- ◀ Perform mathematical computations; and prepare regular reports;
- ◀ Understand and carry out oral and written instructions;

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- ◀ Establish and maintain cooperative working relationships with employees, supervisors, managers, customers and the public.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient strength to perform manual labor such as digging, shoveling, sweeping, wrenching, operating valves.
- ◀ Sufficient eyesight, or with corrective lenses, to read standard text and data on computer terminal screens, various signs at 20 feet, distinguish colors, see with sufficient depth perception.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone and work with continuous noise for extended periods.
- ◀ Manual dexterity including finger dexterity to use hand and power tools and computers.
- ◀ Ability to reach, bend, pull, kneel or stoop in performing work and maintain balance.
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials and push or pull equipment up to 100 pounds.
- ◀ Ability to operate mechanical equipment and trucks using both hands.
- ◀ Ability to work in cold (below 32F) and hot (above 100F) outside weather.
- ◀ Ability to work with hands in water, work in confined spaces, work below ground.
- ◀ Ability to work on slippery and uneven surfaces.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:**

High school or equivalent is required.

**EXPERIENCE:** Three (3) years of experience in the operation, installation or maintenance of water distribution system.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times. A Class A driver's license is required. A State of California Grade III Water Distribution Certification is required.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Water Distribution Operator Certification. Grade III Water Treatment Certification  
Grade III Mechanical Technologist Certification  
A CWEA Grade III Collection System Technologist Certification.

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**JOB DESCRIPTION**

<b>Job Title</b>	Water Distribution Operator I/II	<b>Supervisor</b>	Water Systems Supervisor or Construction Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Water Systems and Facilities	<b>Salary Grade</b>	22 & 32
<b>Section</b>	Water Treatment & Production or Construction	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under the supervision of the Water Systems Supervisor or the Construction Supervisor a Water Distribution Operator I/ II performs work in the maintenance and repair of the water distribution system or operates, maintains and repairs a variety of water distribution components. This is a flexibly staffed series and employees typically enter at the Water Distribution Operator I level. A Water Distribution Operator II may perform many of the duties required of Water Distribution Operator I, but is expected to perform at an elevated skill level. A Water Distribution Operator II exercises independent judgment and discretion and may have a greater scope of responsibility. Upon meeting the performance standards of the higher level as designated by the division and certification requirements, an employee is flexed to the II level. Water Distribution Operator II is the fully experienced, journey level class. If an employee enters the series at the Water Distribution Operator II level, the employee must have the required certification, closely related experience and meet the division's competency standards. Water Distribution Operators are expected to develop additional skills to meet changes in water industry standards, practices, and/or procedures. Water Distribution Operators may be expected to perform related duties as required including work in either or both the water treatment and production section or the construction sections depending upon needs of the district.

Water Distribution Operators may be responsible for working during after-hour, on-call periods and other unusual times.

**ESSENTIAL DUTIES**

**Duty 1 50**

Assists in the operation and maintenance of water distribution systems and performs preventive maintenance and repairs to water distribution equipment. Adjust and exercise valves. Inspect, adjust, repair, and operate pumps, motors, control valves, compressors, generators, fans, surge tanks, fire suppression alarms and other equipment. Performs a wide variety of manual labor when needed including; sweeping, washing, painting, oiling, greasing, brushing, adjusting and repairing. Additionally, the Water Distribution Operators, either through SCADA or manually set water system flow rates and performs related work, collect and process system and reservoir samples, performs routine laboratory analysis. Stock, add chemicals, and service filtration equipment. Maintain paper and electronic records and log activities.

**Duty 2 10**

Responds to leaks and customer complaints using maps, plats, blue prints, GIS, GPS, and/or stationing. Estimate water loss. Place concrete forms and pours concrete; patch pavement with cement, asphalt, or

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gravel. Maintain and repair, fire hydrants, valve caps, air/vacs, valves, and other appertences.

**Duty 3 5**

Utilize a variety of hand tools and power tools including wrenches, pipe tools, pavement breaking tools, saws, grinders, needle guns, hammers, painting equipment, cement tools, rakes, shovels, brooms, etc.

**Duty 4 5**

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors to perform a variety of work including: walk and/or mark easements, weed abatement, tree trimming, paint, pavement removal and restoration, fencing, etc.

**Duty 5 5**

Maintain yard, shop, and vehicle stock parts and equipment inventory. Maintain proper housekeeping.

**Duty 6 5**

Operate and perform minor mechanical adjustments and repairs to light trucks.

**Duty 7 5**

Coordinate and participate in shutdowns and system isolations. When assigned to off shift responsibility for water distribution, responds to SCADA computer alarms and customer calls for service and customer turn-offs/ons, ~~collect payments~~, provide rounds and various inspections.

**Duty 8 5**

Utilize, and maintain documentation used in the performance of duties. Examples include maps, drawings, prints, schematics, operational and compliance records, work orders, procurement documents, GIS (geographical information systems), GPS (global positioning systems), computers and various computer software tools.

**Duty 9 5**

Assist personnel in other sections, divisions and departments as required including collections, reclamation, customer service, maintenance, resource conservation and public outreach, and technical services.

**Duty 10 5**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

**Sum of Weights 100**

***Duties performed by the Water Distribution Operators I/II when assigned to the Construction Section include:***

**Duty A**

Assists in the maintenance of water distribution systems and performs preventive maintenance and repairs to water distribution equipment, pipelines, and appurtenances. Installs new or repairs existing water service mains and service lines; excavates mains with shovel and backhoe; shores excavation sites; sets up traffic control; installs various types of piping, joints, couplings etc., flares, sweats, and brazes copper pipe. Perform pavement removal, repairs, or restoration.

**Duty B**

Respond to leaks and customer complaints using maps, plats, blueprints, GIS, GPS, and/or stationing. Estimate water loss. Place concrete forms and pours concrete; patch pavement with cement, asphalt, or gravel. Maintain and repair fire hydrants, valve caps, air/vacs, valves, and other appurtenances.

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**Duty C**

Utilize a variety of special tools and equipment including electronic and mechanical pipe locators, leak detectors, recorders, meters, and other electronic test equipment.

**Duty D**

Operate and perform minor mechanical adjustments and repairs to light trucks, dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools, concrete saws, rollers, and vibrating plates, vacuum extractors, etc.

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Purpose and safe use of various hand and power tools and equipment employed in basic installation, repair, and maintenance work.
- ◀ Principles, methods and tools employed in the installation, repair and maintenance of water mains, various valves including control valves.
- ◀ Principles and state requirements relative to water treatment plant and distribution operations, and water system equipment.
- ◀ Safe work practices necessary in working with hazardous materials and chemicals, heavy equipment, and mechanically and electrically operated equipment.

**ABILITY TO:**

- ◀ Use basic hand tools to perform minor repair and maintenance tasks.
- ◀ Operate of variety of equipment.
- ◀ Apply appropriate safety precautions and procedures.
- ◀ Understand water distribution and treatment plant operations and equipment.
- ◀ Read and interpret drawings, blueprints, manuals, stationing, GIS and GPS
- ◀ Understand and operate personal computers and associated software including SCADA, word processing, spreadsheets, databases, and other software tools.
- ◀ Perform basic mathematical computations.
- ◀ Understand and carry out oral and written instructions.
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.
- ◀ Repair, install and maintain water mains, services valves.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient strength to perform manual labor such as digging, shoveling, sweeping, wrenching, operating valves.
- ◀ Sufficient eyesight, or with corrective lenses, to read standard text and data on computer terminal screens, various signs at 20 feet, distinguish colors, see with sufficient depth perception.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone and work with continuous noise for extended periods.
- ◀ Manual dexterity including finger dexterity to use hand and power tools and computers.
- ◀ Ability to reach, bend, pull, kneel or stoop in performing work and maintain balance.
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials and push or pull equipment up to 100 pounds.
- ◀ Ability to operate mechanical equipment and trucks using both hands.
- ◀ Ability to work in cold (below 32F) and hot (above 100F) outside weather.
- ◀ Ability to work with hands in water, work in confined spaces, work below ground.
- ◀ Ability to work with exposure to electrical energy, pesticides, fumes, smoke or gases with proper safety equipment provided.
- ◀ Ability to work on slippery and uneven surfaces.



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**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:**

High school diploma or equivalent is required

**EXPERIENCE:**

Water Distribution Operator I – Two (2) years of experience in working in a construction or in mechanical repair activity.

Water Distribution Operator II – One (1) year of experience working as a Water Distribution Operator I or comparable experience in potable water systems.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times. A Class A License may be required when assigned to the Construction section.

Water Distribution Operator I - Possession of a State of California Grade I Water Distribution Certification is required to progress beyond Step "A" of the salary range.

Water Distribution Operator II - Possession of a State of California Grade III Water Distribution Certification and/or Grade III Treatment Certification is required.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Water Distribution Certification and/or a Grade IV Water Treatment Certification are desirable for Water Distribution Operator.

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**JOB DESCRIPTION**

<b>Job Title</b>	Water Distribution Operator III	<b>Supervisor</b>	Water System Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Water Systems and Facilities	<b>Salary Grade</b>	46
<b>Section</b>	Water Production and Treatment	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under the supervision of the Water Systems Supervisor, a Water Distribution Operator III performs specialized work in the maintenance and operation of the water distribution system or water distribution components. A Water Distribution Operator III exercises independent judgment and discretion and has a greater scope of responsibility than a Water Distribution Operator I/II. This is not a flexibly staffed position. A Water Distribution Operator III is the fully experienced, journey level class and often acts as a lead worker. When assigned to the construction section a Water Distribution Operator III will respond to Underground Service Alerts (DigAlert) and obtain necessary permits. Within the Water Production and Treatment section the Water Distribution Operator III will also perform the work of the Water Distribution Operator I/II. Additionally, the Water Distribution Operator III sets water system flow rates and performs related work as necessary and may act as back up to the Senior Water Construction Specialist, Senior Water Distribution Operator, Senior Water Treatment Plant Operator or Collection Systems Technician. Water Distribution Operators are expected to develop additional skills to meet changes in water industry standards, practices, and/or procedures.

If an employee enters the series at the Water Distribution Operator III level, the employee must have the required certification, closely related experience and meet the division's competency standards. Typically, this position resides in the Water Production and Treatment section. However, Water Distribution Operators may be expected to perform other related duties including work in both the Water Production and Treatment section and the Construction section depending upon needs of the district.

Water Distribution Operator III may be responsible for working during after-hour, on-call periods and other unusual times.

**ESSENTIAL DUTIES**

**Duty 1 50**

Operate, maintain and analyze potable and recycled water distribution systems manually and/or with SCADA, review operational reports and trends. Monitor system pressures, flows and levels. Make necessary adjustments, respond to alarms, and coordinate activities with potable water operations, the Westlake pumping and filtration facilities, Metropolitan Water District and others including Tapia, Rancho, RCPO, and technical services. Monitor all activities to minimize and/or eliminate damage to district property and equipment. Assist and/or stand in for the Collection Systems Technician. Adjust and exercise valves. Inspect, adjust, repair, and operate pumps, motors, control valves, compressors, generators, fans, surge tanks, fire suppression alarms and other equipment. Perform a wide variety of manual labor when needed including; sweeping, washing, painting, oiling, greasing, brushing, adjusting and repairing. Collect and

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process system and reservoir sample, performs routine laboratory analysis. Stock, add chemicals and service filtration equipment. Maintain records and logs of activities.

**Duty 2 5**

Estimate water loss. maintain and repair fire hydrants, valve caps, air/vacs, valves, and other appurtenances.

**Duty 3 5**

Utilize a variety of special tools and equipment including electronic and mechanical pipe locators, leak detectors, recorders, meters, and other electronic test equipment. Utilize a variety of hand tools and power tools including wrenches, pipe tools, pavement breaking tools, saws, grinders, needle guns, hammers, painting equipment, cement tools, rakes, shovels, brooms. etc.

**Duty 4 5**

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors performing a variety of work including; walk and/or mark easements, weed abatement, tree trimming, painting, pavement removal and restoration, fencing, etc.

**Duty 5 5**

Maintain personal safety and the safety of others while performing all duties, utilize required PPE, Lockout/Tagout, confined spaces, traffic control, shoring, and vehicle safety inspections.

**Duty 6 5**

Operate and perform minor mechanical adjustments and repairs to light trucks, concrete saws, rollers, and vibrating plates, vacuum extractors, etc.

**Duty 7 5**

Coordinate and participate in shutdowns and system isolations. When assigned to off shift responsibility for water distribution, respond to SCADA computer alarms and customer calls for service and customer turn-offs/ons, perform rounds and various inspections.

**Duty 8 5**

Utilize, and maintain documentation used in the performance of duties. Examples include maps, plats, drawings, prints, schematics, operational and compliance records, work orders, procurement documents, GIS (geographical information systems), GPS (global positioning systems), computers and various computer software

**Duty 9 5**

Assist personnel in other sections, divisions and departments as required, reclamation, customer service, maintenance, resource conservation and public outreach, and technical services.

**Duty 10 4**

Maintain yard, shop, and vehicle stock parts and equipment inventory. Maintain proper housekeeping.

**Duty 11 4**

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors performing a variety of work including; walk and/or mark easements, weed abatement, tree trimming, painting, pavement removal and restoration, fencing, etc.

**Duty 12 2**

Maintains current knowledge of new technology, products and water production practices.

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**Sum of Weights 100**

Duties performed by the Water Distribution Operator III when assigned to the Construction Section include:

**Duty A**

Respond to Underground Service Alerts. Monitor all activities to minimize and/or eliminate damage to district property and equipment. Assist and/or stand in for the Collection Technician. Perform preventive maintenance and repairs to water distribution equipment, pipelines, and appurtenances. Install new or repair existing water service mains and service lines; excavate mains with shovel and backhoe; shore excavation sites; set up, coordinate and install traffic control, install various types of piping, joints, couplings etc., flare, sweat, and braze copper pipe. Perform pavement removal, repairs, or restoration.

**Duty B**

Respond to leaks and customer complaints using maps, plats, blueprints, GIS, GPS, and/or stationing. Obtain various permits. Place concrete forms and pour concrete; patch pavement with cement, asphalt, or gravel.

**Duty C**

Request, coordinate and inspect the work of contractors and vendors performing a variety of work including; pavement removal and restoration, fencing, etc.

**Duty D**

Operate and perform minor mechanical adjustments and repairs to dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools.

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Purposes and safe use of various hand and power tools and equipment employed in basic repair and maintenance work.
- ◀ Principles, methods and tools employed in the installation, repair and maintenance of water mains, various valves including control valves.
- ◀ Principles and state requirements relative to water treatment plant and distribution operations and water system equipment.
- ◀ Safe working practices necessary in working with hazardous materials, chemicals, heavy equipment, and mechanically and electrically operated equipment.
- ◀ SCADA system operations and reports.

**ABILITY TO:**

- ◀ Use basic hand tools to perform minor repair and maintenance tasks.
- ◀ Operate of variety of equipment.
- ◀ Apply appropriate safety precautions and procedures.
- ◀ Repair, install and maintain water mains, services, valves, and other appertenances.
- ◀ Understand water treatment plant and distribution operations and equipment.
- ◀ Read and interpret drawings, blueprints, manuals, stationing, GIS and GPS
- ◀ Understand and operate personal computers and associated software including SCADA, word processing, spreadsheets, databases, and other software tools.
- ◀ Ability to operate equipment and vehicles.
- ◀ Perform basic mathematical computations, prepare regular reports and logs.
- ◀ Understand and carry out oral and written instructions.
- ◀ Establish and maintain cooperative working relationships with employees, supervisors,

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- ◀ customers and the public

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient strength to perform manual labor such as digging, shoveling, sweeping, wrenching, operating valves.
- ◀ Sufficient eyesight, or with corrective lenses, to read standard text and data on computer terminal screens, various signs at 20 feet, distinguish colors, see with sufficient depth perception.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone and work with continuous noise for extended periods.
- ◀ Manual dexterity including finger dexterity to use hand and power tools and computers.
- ◀ Ability to reach, bend, pull, kneel or stoop in performing work and maintain balance.
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials and push or pull equipment up to 100 pounds.
- ◀ Ability to operate mechanical equipment and trucks using both hands.
- ◀ Ability to work in cold (below 32F) and hot (above 100F) outside weather.
- ◀ Ability to work with hands in water, work in confined spaces, work below ground.
- ◀ Ability to work with exposure to electrical energy, pesticides, fumes, smoke or gases with proper safety equipment provided.
- ◀ Ability to work on slippery and uneven surfaces.

**TRAINING AND EXPERIENCE GUIDELINES:**

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

**EDUCATION:**

High school diploma or equivalent is required

**EXPERIENCE:**

Two (2) years of experience in working in a water distribution and/or treatment facility, or heavy construction in the water profession,

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

State of California Grade III Water Distribution Certification and/or State of California Water Grade III Treatment Certification.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Water Distribution Certification and/or a Grade IV Water Treatment Certification

## Appendix F: **LVMWD's** Existing Internal Relationships

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**General**

General Unit Class	Current Range	Benchmark or Linking Relationship
Chief Water Treatment Plant Operator	74	Benchmark
Collections Systems Technician	46	Benchmark
Compliance Inspector	50	9% below Facilities Inspector
Cross Connection Inspector	51*	Benchmark
Electrical/Instrumentation Technician I	50	16% below Electrical/Instrumentation Technician II
Electrical/Instrumentation Technician II	66	Benchmark
Facilities Inspector	61	Benchmark
Facilities Maintenance Worker	23	Benchmark
Field Customer Service Representative I	22	10% below Field Customer Service Representative II
Field Customer Service Representative II	32	Benchmark
Fleet Technician	50	Benchmark
Laboratory Assistant	25	Benchmark
Laboratory Technician I	42	16% below Laboratory Technician II
Laboratory Technician II	58	Benchmark
Maintenance Mechanic I	42	16% below Maintenance Mechanic II
Maintenance Mechanic II	58	Benchmark
Senior Field Customer Service Representative	54	22% above Field Customer Services Representative II
Senior Electrical/Instrumentation Technician	74	Benchmark
Senior Maintenance Mechanic	66	8% above Maintenance Mechanic II
Senior Water Distribution Operator	70	Equal to Senior Water Plant Operator
Senior Water Rec. Plant Operator	70	8% above Water Reclamation Plant Operator II
Senior Water Worker	54	Benchmark
Storekeeper	41*	17% Below Maintenance Mechanic II
Water Reclamation Plant Operator I	40	22% below Water Reclamation Plant Operator II
Water Reclamation Plant Operator II	62	Benchmark
Water Reclamation Plant Operator in Training	32	30% below Water Reclamation Plant Operator II
Water Treatment Plant Operator II	46	14% Below Water Treatment Plant Operator III

**General**

General Unit Class	Current Range	Benchmark or Linking Relationship
Water Worker I	22	10% below Water Worker II
Water Worker II	32	Benchmark
Water Worker III	46	14% above Water Worker II

**Management**

Management Group Class	Current Range	Benchmark or Linking Relationship
Public Affairs & Communications Mgr.	E109	Equal to Finance Manager
Exec. Asst./Clerk of the Board	E92	17% Below E109
Facilities Manager	E109	8% Below Principal Engineer
Water Systems/Facilities Manager	E117	Equal to Principal Engineer
Finance Manager	E109	Benchmark
Finance Manager/CPA	E114	Equal to Information Systems Manager
Information Systems Manager	E114	Benchmark
Customer Services Manager	E109	Equal to Finance Manager
Principal Engineer	E117	Benchmark
Resource Conservation Manager	E109	Equal to Finance Manager
Water Reclamation Mgr	E109	8% Below Principal Engineer
Water Reclamation Mgr/Eng	E117	Equal to Principal Engineer



<b>Office</b>			
Class	Office Unit	Current Range	Benchmark or Linking Relationship
Account Clerk I		16	24% below Accounting Technician
Account Clerk II		27	Benchmark
Accounting Technician		40	Benchmark
Computer Support Specialist		52	Benchmark
Customer Service Representative		29*	Benchmark
GIS Coordinator		66	Benchmark
Planning & New Development Technician		54*	Equal to Sr. Field Customer Service Rep
Receptionist/Office Assistant		18*	11% below Customer Service Representative
Secretary		36*	Benchmark
Senior Accounting Technician		49	9% above Accounting Technician
Systems Coordinator		66	Equal to GIS Coordinator
Technical Services Support Specialist		48	6% Below Planning & New Development Technician

<b>SPC</b>			
Class	SPC Group	Current Range	Benchmark or Linking Relationship
Administrative Services Coordinator		M83	5% Below Tier I Supervisor Series
Assistant Engineer		M79	13.8% below Associate Engineer
Associate Engineer		M92	Benchmark
Chief Water Rec Plant Operator		M88	Benchmark for Tier I Supervisor Series
Civil Engineering Assistant		M73	19% Below Associate Engineer
Civil Engineering Associate		M92	Equal to Associate Engineer
Compost Operations Supervisor		M83	5% Below Tier I Supervisor Series
Construction Supervisor		M83	Benchmark
Customer Service Operations Supervisor		M83	5% Below Tier I Supervisor Series
Customer Service Program Supervisor		M83	5% Below Tier I Supervisor Series
Electrical/Instrumentation Supervisor		M83	Benchmark
Environmental Analyst I		M59	15% Below Environmental Analyst II
Environmental Analyst II		M74	Benchmark
Facilities Maintenance Supervisor		M83	Benchmark
Financial Analyst		M83	Tier I Supervisor Series

<b>SPC</b>			
Class	SPC Group	Current Range	Benchmark or Linking Relationship
Human Resources Analyst I		M59	15% Below HR Analyst II
Human Resources Analyst II		M74	Equal to Environmental Analyst Series
Junior Engineer		M66	13% Below Assistant Engineer
Laboratory Supervisor		M88	Tier I Supervisor Series
Management Analyst I		M59	15% Below Management Analyst II
Management Analyst II		M74	Benchmark
Public Affairs Associate		M80	Benchmark
Purchasing Supervisor		M59	15% Below Sr. Accountant
Senior Accountant		M74	Benchmark
Senior Engineer		M100	Benchmark
SCADA Analyst		M79	3% Below Systems Analyst
Systems Analyst		M82	Benchmark
Technical Services Support Supervisor		M83	5% Below Tier I Supervisor Series
Water Conservation Coordinator		M83	5% Below Tier I Supervisor Series
Water Systems Supervisor		M83	Benchmark



November 26, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Review and Discussion of Compensation Philosophy**

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**SUMMARY:**

On April 24, 2018, in conjunction with an update on the Classification and Total Compensation Study, staff brought forth an item for consideration to affirm or update the District's compensation philosophy. During the presentation of the final draft of the data and report on November 7, 2018, the compensation philosophy was once again discussed. Staff was directed to bring forth an item on the matter at a future meeting.

**RECOMMENDATION(S):**

Consider an update to the District's compensation philosophy.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

The compensation philosophy has no direct financial impact; however it is expected to inform future negotiations with employee bargaining units and their representatives.

**DISCUSSION:**

One important element of most compensation studies is a description of the organization's compensation philosophy, which consists of the guiding principles that drive decision-making about compensation. An organization's compensation philosophy is normally a high-level policy matter and developed by its governing body. A compensation philosophy can be

prescriptive, meaning it is directly applied to adjust compensation, or it can be non-prescriptive, meaning it serves as a target to inform compensation discussions.

The District's previous compensation studies, dating back to 1998, each included a compensation philosophy description, which has evolved over time. The District's most recent compensation philosophy was described in the 2011 Fox Lawson & Associates Total Compensation Study, which provided for total compensation for benchmark jobs to be between the median and 10% below the 75th percentile of the market. Following is a summary of the District's compensation philosophy as described in its previous studies:

Year	High	Low
1998	75th percentile	10% below 75th percentile
2003	75th percentile	10% below 75th percentile but not less than median
2005	10% below 75th percentile	median
2011	10% below 75th percentile	median

Staff recommends that the Board consider an update to the District's compensation philosophy. Based on feedback received from the Board to-date, the compensation philosophy would appear to be best characterized as non-prescriptive and intended for use, among other factors, to inform future negotiations. However, it would be helpful for the Board to confirm that understanding. Further, the Board may wish to consider the best means to address statistical anomalies that can arise with the compensation philosophy as it pertains to the calculation of 90% of the 75th percentile.

The study data illustrates the prevalence of statistical anomalies. A total of 17 positions have an "inverted" compensation range, whereby a value of less than the median arises when calculating 90% of the 75th percentile. There are three additional positions that have a very narrow range, whereby a value that is one percent or less greater than the median occurs. These circumstances potential warranted revisiting the application of the 90% of the 75th percentile for the District's compensation philosophy. One option would be for the Board to express the compensation philosophy strictly in terms of percentiles (i.e. median to 75th percentile or median to 70th percentile).

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Sherri Paniagua, Human Resources Manager