

# NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, AUGUST 13, 2007

9:00 A. M.

## **SPECIAL MEETING NOTICE & AGENDA FINANCE, AUDIT AND PERSONNEL COMMITTEE**

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### COMMITTEE MEMBERS

LARRY VIERHEILIG, CHAIR  
CLIFFORD TROTTER, MEMBER

### PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER  
LISA BOGNUDA, ASSIST. ADMINISTRATOR  
DONNA JOHNSON, BOARD SECRETARY  
JON SEITZ, GENERAL COUNSEL

**MEETING LOCATION - District Board Room  
148 S. Wilson Street, Nipomo, California**

1. **CALL TO ORDER, ROLL CALL AND FLAG SALUTE**  
ACTION RECOMMENDED: None
2. **REVIEW FY2006-07 AUDIT PROCESS WITH AUDITOR BOB CROSBY**  
ACTION RECOMMENDED: Discuss Audit Process and Timeline
3. **CONSIDER OPTIONS FOR RECRUITING SUPERINTENDENT**  
ACTION RECOMMENDED: Forward recommendations to Board
4. **CONSIDER EQUITY ADJUSTMENT OF FIELD FOREMAN SALARY RANGE**  
ACTION RECOMMENDED: Forward recommendations to Board
5. **CONSIDER ADDING 480 HOURS TO ASSISTANT AGREEMENT**  
ACTION RECOMMENDED: Forward recommendations to Board
6. **SET NEXT MEETING**  
ACTION RECOMMENDED: Set meeting in date

*\*\*\* End Special Meeting Notice \*\*\**

TO: COMMITTEE MEMBERS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 9, 2007



REVIEW FY 2006-2007 AUDIT PROCESS WITH AUDITOR BOB CROSBY

**ITEM**

Review FY 2006-2007 audit process with auditor Bob Crosby

**BACKGROUND**

On February 14, 2007, the Board of Directors authorized the execution of an agreement with Crosby and Cindrich to prepare the Fiscal Year 2006-2007 through Fiscal Year 2008-2009 audits for NCSD. This is Mr. Crosby's first year auditing NCSD.

Mr. Crosby will begin the audit on Monday, August 13. Mr. Crosby has agreed to meet with the Committee to discuss the audit process and timeline.

**RECOMMENDATION**

No action is requested.

**ATTACHMENT**

- None

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TO: COMMITTEE MEMBERS  
FROM: BRUCE BUEL *BBB*  
DATE: AUGUST 9, 2007

**AGENDA ITEM  
3  
AUGUST 13, 2007**

**CONSIDER OPTIONS FOR RECRUITING SUPERINTENDENT**

**ITEM**

Consider options for recruiting Utility Superintendent [FORWARD RECOMMENDATION TO BOARD].

**BACKGROUND**

Staff has processed one round of recruiting for the Utility Superintendent. Although one qualified candidate applied, staff believes that the current annual salary (Range 47 -- \$61,728 to \$75,036) is not sufficient to attract multiple candidates.

Attached are excerpts from the salary survey prepared by CCWA staff detailing the market for all of their positions including their Maintenance Superintendent. According to this survey, the average salary paid by the ten responding agencies was \$79,896 to \$100,578. The average salary paid by the three Santa Barbara agencies for their respective positions was \$71,167 to \$87,581.

Attached is a copy of NCSD's current Monthly Salary Range Schedule. The range closest to the Santa Barbara average is range 53 (\$5,955 per month or \$71,460 per year to \$7,236 per month or \$86,832 per year). The range closest to the ten agency average is range 58 (\$6,729 per month or \$80,748 per year to \$8,180 per month or \$100,578 per year).

Attached is an evaluation of the additional cost for a full year if the District were to increase the salary from range 47 to 53. As set forth in the cost estimate, the total cost for the adjustment would be \$13,295 for a twelve month period. In regards to FY07-08, should the Board agree to increase the salary range for the position from 47 to 53 and should the position be filled in January 2008 at step 1, the remaining six months of salary and benefits would total about \$49,000 whereas the budget for the twelve month period was about \$84,500.

Also attached is a copy of the previous ad listing the job requirements.

**RECOMMENDATION**

Staff respectfully requests that the Committee formulate a recommendation to the Board for increasing the salary range of the Utility Superintendent.

**ATTACHMENTS**

- CCWA Salary Survey Excerpts
- NCSD Salary Range Schedule
- Cost Estimate
- Previous Job Advertisement



2007 Salary Comparison

Table 2

CCWA Job Title	CCWA		Zone 7 Water Agency		Colleguas		Castaic Lake Water Agency		Contra Costa Water District		Goleta Water District		Helix Water District		Las Virgenes Municipal Water District		Burlington		Santa Barbara		Santa Maria		Santa Ynez River Water Conservation District, ID #1		United Water Conservation District			
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max		
Executive Director		\$148,359		\$198,910			\$170,000	\$190,000		\$239,822		\$160,800		\$179,494		\$195,800			\$137,620	\$167,278	\$127,100	\$154,491		\$155,145		\$176,316		
Deputy Director		\$127,300	\$136,656	\$150,654	\$77,510	\$103,347	\$107,244	\$130,658	\$126,508	\$153,754	\$88,635	\$118,779	\$111,360	\$142,128	\$117,988	\$165,163			\$120,683	\$146,934	\$127,100	\$154,491				\$130,424		
Chief Engineer	\$89,449	\$109,128			\$105,323	\$140,430	\$112,608	\$137,198	\$126,506	\$153,754	\$88,635	\$118,779	\$111,360	\$142,128	\$92,007	\$128,808			\$117,906	\$143,315	\$93,307	\$113,418	\$69,807	\$95,714		\$113,417		
Engineering Technician	\$55,790	\$68,052			\$64,971	\$86,628			\$61,256	\$74,422	\$59,695	\$79,997	\$53,566	\$66,234	\$67,887	\$88,252			\$61,777	\$62,935	\$57,399	\$69,769	\$46,365	\$63,572	\$83,203	\$101,133		
Regulatory Specialist	\$61,961	\$75,592							\$88,483	\$107,515			\$71,484	\$91,620					\$65,129	\$79,195	\$55,175	\$67,065						
Senior Accountant			\$99,029	\$120,370	\$49,878	\$66,504			\$72,853	\$88,546	\$65,493	\$87,787	\$62,004	\$79,140	\$52,233	\$64,706			\$60,756	\$70,825	\$56,317	\$68,454	\$42,944	\$58,882	\$63,412	\$77,078		
Account Specialist	\$47,547	\$58,130	\$50,024	\$60,798	\$39,902	\$53,203			\$56,992	\$69,243	\$49,061	\$64,407	\$53,568	\$68,364	\$47,759	\$59,164			\$62,587	\$63,884	\$47,810	\$58,113				\$37,755	\$45,891	
Secretary II	\$41,092	\$50,133	\$53,206	\$64,667	\$54,163	\$72,204			\$52,354	\$63,605	\$59,895	\$79,987	\$44,064	\$56,244	\$45,894	\$56,855			\$48,285	\$58,690	\$41,925	\$50,960	\$43,039	\$59,012	\$38,690	\$47,038		
Maintenance Superintendent	\$68,811	\$87,949	\$85,571	\$104,021	\$64,191	\$85,586	\$101,160	\$123,252	\$81,589	\$99,195			\$83,100	\$106,056	\$74,244	\$96,520	\$70,032	\$88,356	\$80,306	\$97,612	\$63,164	\$76,776					\$113,416	
Distribution Supervisor	\$58,792	\$71,726	\$85,571	\$104,021	\$64,191	\$85,586	\$83,232	\$101,400	\$74,194	\$90,172	\$71,299	\$95,548	\$82,004	\$78,140	\$84,366	\$79,740			\$70,892	\$86,170	\$53,127	\$64,577	\$56,363	\$65,456	\$63,412	\$77,078		
Water Treatment Plant Supervisor	\$68,811	\$87,949	\$85,571	\$104,021	\$80,812	\$107,750			\$83,013	\$100,922	\$71,299	\$95,548	\$71,784	\$91,620	\$74,244	\$96,520			\$70,892	\$86,170	\$63,164	\$76,776					\$63,412	\$77,078
Senior Chemist	\$61,961	\$75,592	\$71,906	\$87,402			\$87,384	\$106,478	\$65,374	\$79,456	\$59,695	\$79,997	\$65,112	\$83,100	\$74,244	\$96,520			\$65,521	\$67,486								
Instrument & Control Specialist	\$61,961	\$75,592	\$70,242	\$85,384	\$45,758	\$76,284	\$65,208	\$79,452	\$65,499	\$79,643	\$53,878	\$72,202	\$62,004	\$79,140	\$86,981	\$79,788			\$61,652	\$74,938							\$58,685	\$71,575
Maintenance/CR Technician	\$52,925	\$64,568			\$42,244	\$56,325							\$91,012	\$65,112	\$61,857	\$76,829			\$55,799	\$67,824							\$48,329	\$58,745
Maintenance Foreman	\$55,780	\$68,052	\$90,646	\$90,646	\$64,191	\$85,586			\$61,027	\$74,152	\$55,370	\$74,214	\$66,244	\$71,784	\$61,857	\$76,629			\$59,240	\$72,007	\$54,822	\$66,037	\$58,866	\$80,713	\$57,488	\$69,829		
Water Treatment Plant Maintenance Tech	\$50,214	\$61,261	\$64,043	\$64,043	\$52,137	\$69,517			\$54,101	\$65,728			\$46,272	\$58,364	\$48,715	\$60,353					\$49,725	\$60,442					\$57,488	\$69,829
Water Treatment Plant Operator	\$50,214	\$61,261	\$79,082	\$83,034	\$50,688	\$73,726	\$56,328	\$66,640	\$59,384	\$72,218	\$48,061	\$64,407	\$59,052	\$75,372	\$59,445	\$73,640			\$53,616	\$65,171	\$49,725	\$60,442					\$57,488	\$69,829
Distribution Technician	\$50,214	\$61,261			\$52,137	\$69,517			\$55,328	\$67,267	\$42,244	\$56,612	\$66,244	\$71,784	\$50,895	\$62,804	\$40,200	\$49,428	\$51,008	\$62,000	\$49,725	\$60,442	\$42,200	\$57,197	\$40,658	\$60,213		



## 2007 Salary Comparison

Table 3

CCWA Job Title	CCWA Pay Grade	CCWA Current		Ave. of Respondents		Average % Difference	Ave. SB County		Average % Difference	Proposed	
		Starting	High Range	Starting	High Range		Starting	High Range		Starting (12%)	High Range (12%)
Executive Director			\$146,394	\$144,907	\$185,874	27%	\$132,360	\$159,429	9%		\$163,961
Deputy Director			\$127,300	\$112,654	\$155,152	22%	\$112,206	\$140,068	10%		\$142,576
Chief Engineer	25	\$89,449	\$109,128	\$101,940	\$128,696	18%	\$92,414	\$117,806	8%	\$100,183	\$122,223
Engineering Technician	16	\$55,780	\$68,052	\$60,680	\$77,216	13%	\$53,809	\$69,068	1%	\$62,474	\$76,218
Regulatory Specialist	18	\$61,691	\$75,592	\$70,068	\$86,341	14%	\$60,152	\$73,115	-3%	\$69,396	\$84,663
Senior Accountant	16	\$55,780	\$68,052	\$62,490	\$78,527	15%	\$56,373	\$72,232	6%	\$62,474	\$76,218
Account Specialist	13	\$47,647	\$58,130	\$48,270	\$60,341	4%	\$49,476	\$62,135	7%	\$53,365	\$65,106
Secretary II	10	\$41,092	\$50,133	\$48,131	\$60,927	22%	\$48,236	\$62,165	24%	\$46,024	\$56,149
Maintenance Superintendent	20	\$68,811	\$83,949	\$79,896	\$100,578	20%	\$71,167	\$87,581	4%	\$77,068	\$94,023
Distribution Supervisor	17	\$68,792	\$71,726	\$68,059	\$84,445	18%	\$62,920	\$77,938	9%	\$65,847	\$80,333
Water Treatment Plant Supervisor	20	\$68,811	\$83,949	\$73,799	\$92,934	11%	\$68,452	\$86,165	3%	\$77,068	\$94,023
Senior Chemist	18	\$61,691	\$75,592	\$68,462	\$85,777	13%	\$57,608	\$73,742	-2%	\$69,396	\$84,663
Instrument & Control Specialist	18	\$61,691	\$75,592	\$61,123	\$77,598	3%	\$57,765	\$73,570	-3%	\$69,396	\$84,663
Maintenance/ICR Technician	15	\$52,925	\$64,568	\$51,848	\$64,927	1%	\$55,799	\$67,824	5%	\$59,276	\$72,316
Maintenance Foreman	16	\$55,780	\$68,052	\$61,975	\$76,220	12%	\$57,075	\$73,393	8%	\$62,474	\$76,218
Water Treatment Plant Maintenance Tech	14	\$50,214	\$61,261	\$53,212	\$65,468	7%	\$49,725	\$60,442	-1%	\$56,240	\$68,612
Water Treatment Plant Operator	14	\$50,214	\$61,261	\$57,287	\$70,648	15%	\$50,467	\$63,340	3%	\$56,240	\$68,612
Distribution Technician	14	\$50,214	\$61,261	\$48,044	\$61,726	1%	\$45,075	\$57,136	-7%	\$56,240	\$68,612
				Average		12%	Average		6%		



NIPOMO COMMUNITY SERVICES DISTRICT  
MONTHLY SALARY RANGE

	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$1,675	\$1,758	\$1,846	\$1,939	\$2,036	\$2,087	\$2,137
2	\$1,717	\$1,802	\$1,893	\$1,987	\$2,087	\$2,139	\$2,191
3	\$1,758	\$1,846	\$1,939	\$2,036	\$2,137	\$2,191	\$2,244
4	\$1,802	\$1,893	\$1,987	\$2,087	\$2,191	\$2,246	\$2,300
5	\$1,846	\$1,939	\$2,036	\$2,137	\$2,244	\$2,300	\$2,357
6	\$1,893	\$1,987	\$2,087	\$2,191	\$2,300	\$2,358	\$2,415
7	\$1,939	\$2,036	\$2,137	\$2,244	\$2,357	\$2,415	\$2,474
8	\$1,987	\$2,087	\$2,191	\$2,300	\$2,415	\$2,476	\$2,536
9	\$2,036	\$2,137	\$2,244	\$2,357	\$2,474	\$2,536	\$2,598
10	\$2,087	\$2,191	\$2,300	\$2,415	\$2,536	\$2,600	\$2,663
11	\$2,137	\$2,244	\$2,357	\$2,474	\$2,598	\$2,663	\$2,728
12	\$2,191	\$2,300	\$2,415	\$2,536	\$2,663	\$2,730	\$2,796
13	\$2,244	\$2,357	\$2,474	\$2,598	\$2,728	\$2,796	\$2,864
14	\$2,300	\$2,415	\$2,536	\$2,663	\$2,796	\$2,866	\$2,936
15	\$2,357	\$2,474	\$2,598	\$2,728	\$2,864	\$2,936	\$3,008
16	\$2,415	\$2,536	\$2,663	\$2,796	\$2,936	\$3,009	\$3,083
17	\$2,474	\$2,598	\$2,728	\$2,864	\$3,008	\$3,083	\$3,158
18	\$2,536	\$2,663	\$2,796	\$2,936	\$3,083	\$3,160	\$3,237
	\$2,598	\$2,728	\$2,864	\$3,008	\$3,158	\$3,237	\$3,316
	\$2,663	\$2,796	\$2,936	\$3,083	\$3,237	\$3,318	\$3,399
21	\$2,728	\$2,864	\$3,008	\$3,158	\$3,316	\$3,399	\$3,482
22	\$2,796	\$2,936	\$3,083	\$3,237	\$3,399	\$3,484	\$3,569
23	\$2,864	\$3,008	\$3,158	\$3,316	\$3,482	\$3,569	\$3,656
24	\$2,936	\$3,083	\$3,237	\$3,399	\$3,569	\$3,658	\$3,747
25	\$3,008	\$3,158	\$3,316	\$3,482	\$3,656	\$3,747	\$3,839
26	\$3,083	\$3,237	\$3,399	\$3,569	\$3,747	\$3,841	\$3,935
27	\$3,158	\$3,316	\$3,482	\$3,656	\$3,839	\$3,935	\$4,030
28	\$3,237	\$3,399	\$3,569	\$3,747	\$3,935	\$4,033	\$4,131
29	\$3,316	\$3,482	\$3,656	\$3,839	\$4,030	\$4,131	\$4,232
30	\$3,399	\$3,569	\$3,747	\$3,935	\$4,131	\$4,235	\$4,338
31	\$3,482	\$3,656	\$3,839	\$4,030	\$4,232	\$4,338	\$4,444
32	\$3,569	\$3,747	\$3,935	\$4,131	\$4,338	\$4,446	\$4,555

NO	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
33	\$3,656	\$3,839	\$4,030	\$4,232	\$4,444	\$4,555	\$4,666
34	\$3,747	\$3,935	\$4,131	\$4,338	\$4,555	\$4,669	\$4,782
35	\$3,839	\$4,030	\$4,232	\$4,444	\$4,666	\$4,782	\$4,899
36	\$3,935	\$4,131	\$4,338	\$4,555	\$4,782	\$4,902	\$5,022
37	\$4,030	\$4,232	\$4,444	\$4,666	\$4,899	\$5,022	\$5,144
38	\$4,131	\$4,338	\$4,555	\$4,782	\$5,022	\$5,147	\$5,273
39	\$4,232	\$4,444	\$4,666	\$4,899	\$5,144	\$5,273	\$5,401
40	\$4,338	\$4,555	\$4,782	\$5,022	\$5,273	\$5,404	\$5,536
41	\$4,444	\$4,666	\$4,899	\$5,144	\$5,401	\$5,536	\$5,671
42	\$4,555	\$4,782	\$5,022	\$5,273	\$5,536	\$5,675	\$5,813
43	\$4,666	\$4,899	\$5,144	\$5,401	\$5,671	\$5,813	\$5,955
44	\$4,782	\$5,022	\$5,273	\$5,536	\$5,813	\$5,958	\$6,104
45	\$4,899	\$5,144	\$5,401	\$5,671	\$5,955	\$6,104	\$6,253
46	\$5,022	\$5,273	\$5,536	\$5,813	\$6,104	\$6,256	\$6,409
47	\$5,144	\$5,401	\$5,671	\$5,955	\$6,253	\$6,409	\$6,565
48	\$5,273	\$5,536	\$5,813	\$6,104	\$6,409	\$6,569	\$6,729
49	\$5,401	\$5,671	\$5,955	\$6,253	\$6,565	\$6,729	\$6,894
50	\$5,536	\$5,813	\$6,104	\$6,409	\$6,729	\$6,898	\$7,066
51	\$5,671	\$5,955	\$6,253	\$6,565	\$6,894	\$7,066	\$7,238
52	\$5,813	\$6,104	\$6,409	\$6,729	\$7,066	\$7,242	\$7,419
53	\$5,955	\$6,253	\$6,565	\$6,894	\$7,238	\$7,419	\$7,600
54	\$6,104	\$6,409	\$6,729	\$7,066	\$7,419	\$7,605	\$7,790
55	\$6,253	\$6,565	\$6,894	\$7,238	\$7,600	\$7,790	\$7,980
56	\$6,409	\$6,729	\$7,066	\$7,419	\$7,790	\$7,985	\$8,180
57	\$6,565	\$6,894	\$7,238	\$7,600	\$7,980	\$8,180	\$8,379
58	\$6,729	\$7,066	\$7,419	\$7,790	\$8,180	\$8,384	\$8,589
59	\$6,894	\$7,238	\$7,600	\$7,980	\$8,379	\$8,589	\$8,798
60	\$7,066	\$7,419	\$7,790	\$8,180	\$8,589	\$8,803	\$9,018
61	\$7,238	\$7,600	\$7,980	\$8,379	\$8,798	\$9,018	\$9,238
62	\$7,419	\$7,790	\$8,180	\$8,589	\$9,018	\$9,243	\$9,469
63	\$7,600	\$7,980	\$8,379	\$8,798	\$9,238	\$9,469	\$9,700
64	\$7,790	\$8,180	\$8,589	\$9,018	\$9,469	\$9,706	\$9,942
65	\$7,980	\$8,379	\$8,798	\$9,238	\$9,700	\$9,942	\$10,185
66	\$8,180	\$8,589	\$9,018	\$9,469	\$9,942	\$10,191	\$10,439
67	\$8,379	\$8,798	\$9,238	\$9,700	\$10,185	\$10,439	\$10,694
68	\$8,589	\$9,018	\$9,469	\$9,942	\$10,439	\$10,700	\$10,961

Adjusted for 3.53% COLA effective 7/1/07

**NIPOMO COMMUNITY SERVICES DISTRICT  
COST ESTIMATE**

	<u>47</u>	<u>53</u>	<u>DIFFERENCE</u>
<b>SALARY</b>			
STEP 1	5,144	5,955	811
12 MONTH PERIOD			12
ANNUAL WAGE DIFFERENCE			<u>9,732</u>
<b>BENEFITS</b>			
MEDICAL-NO CHANGE			0
DENTAL-NO CHANGE			0
VISION-NO CHANGE			0
PERS (28.791%)			2,802
MEDICARE (1.45%)			141
W/C INSURANCE			620
			<u>3,563</u>
<b>TOTAL DIFFERENCE</b>			<u><u>13,295</u></u>





## NIPOMO COMMUNITY SERVICES DISTRICT

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[www.ncsd.ca.gov](http://www.ncsd.ca.gov)

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### NIPOMO COMMUNITY SERVICES DISTRICT

#### ACCEPTING APPLICATIONS FOR

#### UTILITY SUPERINTENDENT

SALARY \$61,728 to \$75,036 annually plus benefits (see back side)

THE POSITION Under general direction from the General Manager, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex operations and maintenance functions and activities related to all programs and activities of the Utility Department; administers current and long-range planning activities; plans, manages and coordinates the installation, operation, maintenance, and repair of water and wastewater facilities including treatment plants and underground collection and distribution lines; ensures the reliable operation of all equipment, whether stationary or mobile; ensures that District operations functions meet all applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; prepares numerous written reports; makes public presentations. Exercises direct and general supervision over operations and maintenance staff through subordinate levels of supervision; and performs related work as required.

EXAMPLES OF DUTIES Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Utility Department, including current and long-range planning. Prepares and administers the department's budget. Confers with and represents the department and District in meetings with members of the Board of Directors and others. Ensures compliance with all District operational and maintenance safety policies and procedures and provides for staff training in safety and compliance. Maintains and directs the preparation of a variety of written correspondence, reports and procedures and other written materials.

#### MINIMUM QUALIFICATIONS

Education

And

Experience

Equivalent to an Associate's degree in water and/or wastewater sciences, pre-engineering, business or public administration, supervision or management, or a related field, and five years of experience in utility operations, including two years of supervisory experience.

Licenses

Must possess a valid California Class "C" driver's license and have and maintain a satisfactory driving record.

Must possess the following certifications:

- CA Grade III Water Distribution Operator Certification
- CA Grade II Water Treatment Plant Operator Certificate
- CA Grade III Wastewater Treatment Plant Operator Certificate
- CA Grade II Wastewater Collection System Maintenance Certification

**FINAL FILING DATE: FRIDAY, JULY 13, 2007, AT 4:30 P.M.**

Continued on back



TO: COMMITTEE MEMBERS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 9, 2007

**AGENDA ITEM**  
**4**  
**AUGUST 13, 2007**

**CONSIDER EQUITY ADJUSTMENT FOR FIELD FOREMAN SALARY RANGE  
ITEM**

Consider equity adjustment for Field Foreman salary range [FORWARD RECOMMENDATION TO BOARD].

**BACKGROUND**

The Board previously authorized the General Manager to hire an Inspector/Preventative Maintenance Supervisor (hereinafter called Inspector) to overlap with the existing Field Foreman (Butch Simmons) to allow for training of the new employee. The Board also directed that the Field Foreman Salary Range be frozen until the Superintendent was hired. The expectation was that the Superintendent would be hired at the same time that the Inspector was hired, but that has not happened. Staff believes that it would be inequitable to hire the new Inspector and ask the existing Field Foreman to train that individual at a lower salary.

Attached is NCSD's FY2007-08 Monthly Salary Range Schedule. Currently, the Field Foreman is at range 36 and the new Inspector is at range 42. Also attached is an evaluation of the additional cost for a full year if the District were to increase the Field Foreman salary from range 36 to 42. As set forth in the cost estimate, the total cost for the adjustment would be \$12,673 for a twelve month period. In regards to FY07-08, should Mr. Simmons retire on April 1, 2008, the total added cost would be approximately \$9,500. This additional cost would be offset by the delay in hiring the authorized positions.

**RECOMMENDATION**

Staff respectfully requests that the Committee forward a recommendation to the Board to authorize an increase in the Field Foreman Salary Range from 36 to 42 effective upon the retention of the Inspector.

**ATTACHMENTS**

- NCSD Salary Range Schedule
- Cost Estimate

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NIPOMO COMMUNITY SERVICES DISTRICT  
MONTHLY SALARY RANGE

	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$1,675	\$1,758	\$1,846	\$1,939	\$2,036	\$2,087	\$2,137
2	\$1,717	\$1,802	\$1,893	\$1,987	\$2,087	\$2,139	\$2,191
3	\$1,758	\$1,846	\$1,939	\$2,036	\$2,137	\$2,191	\$2,244
4	\$1,802	\$1,893	\$1,987	\$2,087	\$2,191	\$2,246	\$2,300
5	\$1,846	\$1,939	\$2,036	\$2,137	\$2,244	\$2,300	\$2,357
6	\$1,893	\$1,987	\$2,087	\$2,191	\$2,300	\$2,358	\$2,415
7	\$1,939	\$2,036	\$2,137	\$2,244	\$2,357	\$2,415	\$2,474
8	\$1,987	\$2,087	\$2,191	\$2,300	\$2,415	\$2,476	\$2,536
9	\$2,036	\$2,137	\$2,244	\$2,357	\$2,474	\$2,536	\$2,598
10	\$2,087	\$2,191	\$2,300	\$2,415	\$2,536	\$2,600	\$2,663
11	\$2,137	\$2,244	\$2,357	\$2,474	\$2,598	\$2,663	\$2,728
12	\$2,191	\$2,300	\$2,415	\$2,536	\$2,663	\$2,730	\$2,796
13	\$2,244	\$2,357	\$2,474	\$2,598	\$2,728	\$2,796	\$2,864
14	\$2,300	\$2,415	\$2,536	\$2,663	\$2,796	\$2,866	\$2,936
15	\$2,357	\$2,474	\$2,598	\$2,728	\$2,864	\$2,936	\$3,008
16	\$2,415	\$2,536	\$2,663	\$2,796	\$2,936	\$3,009	\$3,083
17	\$2,474	\$2,598	\$2,728	\$2,864	\$3,008	\$3,083	\$3,158
18	\$2,536	\$2,663	\$2,796	\$2,936	\$3,083	\$3,160	\$3,237
	\$2,598	\$2,728	\$2,864	\$3,008	\$3,158	\$3,237	\$3,316
	\$2,663	\$2,796	\$2,936	\$3,083	\$3,237	\$3,318	\$3,399
21	\$2,728	\$2,864	\$3,008	\$3,158	\$3,316	\$3,399	\$3,482
22	\$2,796	\$2,936	\$3,083	\$3,237	\$3,399	\$3,484	\$3,569
23	\$2,864	\$3,008	\$3,158	\$3,316	\$3,482	\$3,569	\$3,656
24	\$2,936	\$3,083	\$3,237	\$3,399	\$3,569	\$3,658	\$3,747
25	\$3,008	\$3,158	\$3,316	\$3,482	\$3,656	\$3,747	\$3,839
26	\$3,083	\$3,237	\$3,399	\$3,569	\$3,747	\$3,841	\$3,935
27	\$3,158	\$3,316	\$3,482	\$3,656	\$3,839	\$3,935	\$4,030
28	\$3,237	\$3,399	\$3,569	\$3,747	\$3,935	\$4,033	\$4,131
29	\$3,316	\$3,482	\$3,656	\$3,839	\$4,030	\$4,131	\$4,232
30	\$3,399	\$3,569	\$3,747	\$3,935	\$4,131	\$4,235	\$4,338
31	\$3,482	\$3,656	\$3,839	\$4,030	\$4,232	\$4,338	\$4,444
32	\$3,569	\$3,747	\$3,935	\$4,131	\$4,338	\$4,446	\$4,555

NO	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
33	\$3,656	\$3,839	\$4,030	\$4,232	\$4,444	\$4,555	\$4,666
34	\$3,747	\$3,935	\$4,131	\$4,338	\$4,555	\$4,669	\$4,782
35	\$3,839	\$4,030	\$4,232	\$4,444	\$4,666	\$4,782	\$4,899
36	\$3,935	\$4,131	\$4,338	\$4,555	\$4,782	\$4,902	\$5,022
37	\$4,030	\$4,232	\$4,444	\$4,666	\$4,899	\$5,022	\$5,144
38	\$4,131	\$4,338	\$4,555	\$4,782	\$5,022	\$5,147	\$5,273
39	\$4,232	\$4,444	\$4,666	\$4,899	\$5,144	\$5,273	\$5,401
40	\$4,338	\$4,555	\$4,782	\$5,022	\$5,273	\$5,404	\$5,536
41	\$4,444	\$4,666	\$4,899	\$5,144	\$5,401	\$5,536	\$5,671
42	\$4,555	\$4,782	\$5,022	\$5,273	\$5,536	\$5,675	\$5,813
43	\$4,666	\$4,899	\$5,144	\$5,401	\$5,671	\$5,813	\$5,955
44	\$4,782	\$5,022	\$5,273	\$5,536	\$5,813	\$5,958	\$6,104
45	\$4,899	\$5,144	\$5,401	\$5,671	\$5,955	\$6,104	\$6,253
46	\$5,022	\$5,273	\$5,536	\$5,813	\$6,104	\$6,256	\$6,409
47	\$5,144	\$5,401	\$5,671	\$5,955	\$6,253	\$6,409	\$6,565
48	\$5,273	\$5,536	\$5,813	\$6,104	\$6,409	\$6,569	\$6,729
49	\$5,401	\$5,671	\$5,955	\$6,253	\$6,565	\$6,729	\$6,894
50	\$5,536	\$5,813	\$6,104	\$6,409	\$6,729	\$6,898	\$7,066
51	\$5,671	\$5,955	\$6,253	\$6,565	\$6,894	\$7,066	\$7,238
52	\$5,813	\$6,104	\$6,409	\$6,729	\$7,066	\$7,242	\$7,419
53	\$5,955	\$6,253	\$6,565	\$6,894	\$7,238	\$7,419	\$7,600
54	\$6,104	\$6,409	\$6,729	\$7,066	\$7,419	\$7,605	\$7,790
55	\$6,253	\$6,565	\$6,894	\$7,238	\$7,600	\$7,790	\$7,980
56	\$6,409	\$6,729	\$7,066	\$7,419	\$7,790	\$7,985	\$8,180
57	\$6,565	\$6,894	\$7,238	\$7,600	\$7,980	\$8,180	\$8,379
58	\$6,729	\$7,066	\$7,419	\$7,790	\$8,180	\$8,384	\$8,589
59	\$6,894	\$7,238	\$7,600	\$7,980	\$8,379	\$8,589	\$8,798
60	\$7,066	\$7,419	\$7,790	\$8,180	\$8,589	\$8,803	\$9,018
61	\$7,238	\$7,600	\$7,980	\$8,379	\$8,798	\$9,018	\$9,238
62	\$7,419	\$7,790	\$8,180	\$8,589	\$9,018	\$9,243	\$9,469
63	\$7,600	\$7,980	\$8,379	\$8,798	\$9,238	\$9,469	\$9,700
64	\$7,790	\$8,180	\$8,589	\$9,018	\$9,469	\$9,706	\$9,942
65	\$7,980	\$8,379	\$8,798	\$9,238	\$9,700	\$9,942	\$10,185
66	\$8,180	\$8,589	\$9,018	\$9,469	\$9,942	\$10,191	\$10,439
67	\$8,379	\$8,798	\$9,238	\$9,700	\$10,185	\$10,439	\$10,694
68	\$8,589	\$9,018	\$9,469	\$9,942	\$10,439	\$10,700	\$10,961

Adjusted for 3.53% COLA effective 7/1/07



**NIPOMO COMMUNITY SERVICES DISTRICT  
COST ESTIMATE**

<b>SALARY</b>	<b>RANGE</b>	<b>RANGE</b>	<b>DIFFERENCE</b>
15 YR LONGEVITY	<u>36</u> 4,902	<u>42</u> 5,675	773
12 MONTH PERIOD			12
ANNUAL WAGE DIFFERENCE			<u>9,276</u>
<b>BENEFITS</b>			
MEDICAL-NO CHANGE			0
DENTAL-NO CHANGE			0
VISION-NO CHANGE			0
PERS (28.791%)			2,671
MEDICARE (1.45%)			135
W/C INSURANCE			591
			<u>3,397</u>
<b>TOTAL DIFFERENCE</b>			<u><u>12,673</u></u>

TO: COMMITTEE MEMBERS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 9, 2007

**AGENDA ITEM  
5  
AUGUST 13, 2007**

CONSIDER ADDING 480 HOURS TO ASSISTANT AGREEMENT

**ITEM**

Consider adding 480 hours to Assistant to General Manager Agreement [FORWARD RECOMMENDATION TO BOARD].

**BACKGROUND**

The Board previously authorized retention of up to 960 hours for an Assistant to the General Manager (hereinafter called Assistant). The Board also authorized retention of a part time clerical person once the Superintendent reported. The General Manager hired Faith Watkins as his Assistant and her 960 hours are expected to expire in early September, whereas it is unlikely that the new clerical person will report until January or February 2008. Adding the additional 480 hours would cost the District approximately \$10,000 but there would be no obligation to pay PERS retirement contributions or health premiums since the 960 hour limitation runs from July 1 to June 30. The added cost of adding the 480 hours of Assistant time would be partially offset by not hiring a clerical person for 6 to 7 months.

**RECOMMENDATION**

Staff respectfully requests that the Committee forward a recommendation to the Board to authorize an amendment to the Assistant's agreement to add the extra 480 hours.

**ATTACHMENT**

- None