





Costa Mesa Sanitary District

....an Independent Special District

Memorandum

To: Board of Directors

Via: Scott Carroll, General Manager 

From: Denise Martinez, Interim Administrative Manager 

Date: May 28, 2015

Subject: **Resolution No. 2015-861 Approving New Classification Titles for Maintenance Workers I, II, & III, Sewer Maintenance Supervisor and Executive Assistant to the Board**

Summary

At the May 12 study session, staff presented the findings of the Job and Salary Survey. The study was initiated in February 2015 by Koff & Associates (Consultant) to support the District's Strategic Plan objective of employing and retaining a highly qualified and motivated workforce.

Staff Recommendation

That the Board of Directors adopts Resolution No. 2015-861 approving changing the classification titles for the following positions:

- Sewer Maintenance Workers I, II & III to Wastewater Maintenance Workers I, II & III
- Sewer Maintenance Supervisor to Wastewater Maintenance Supervisor
- Executive Assistant to the Board to Executive Assistant

Analysis

The study consisted of two phases: classification and compensation. The classification phase involved revising job descriptions/classifications to ensure legal compliance and an accurate description of duties. The compensation phase was comprised of assessing salaries and benefits with the labor market.

As a result of the study, the Consultant recommended several changes:

- Title changes that align better with the market;
- Reclassifications that allocate staff to more applicable positions; and a
- New salary schedule.



Protecting our community's health and the environment by providing solid waste and sewer collection services.

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The Consultant recommended the following titles be changed:

- Sewer Maintenance Workers I, II & III to Wastewater Maintenance Workers I, II & III.
- Sewer Maintenance Supervisor to Wastewater Maintenance Supervisor.
- Executive Assistant to the Board to Executive Assistant.

All of these changes align District classifications and compensation more with the market.

Strategic Plan Element & Goal

This item complies with the objective and strategy of Strategic Plan Element 6.0, *Personnel/Organizational Management*, which states as follows:

Objective: To employ and retain a high quality motivated workforce.

Strategy: We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth, while ensuring a safe and secure workplace.”

Legal Review

Not applicable

Environmental Review

A compensation and classification study is an administrative matter and is not a disturbance of the environment similar to grading or construction and is not a project under CEQA or the District’s CEQA Guidelines.

Financial Review

There are no financial impacts to the District for changing the classification titles.

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the May 28, 2015 Board of Directors regular meeting at District Headquarters and on District’s website.

Alternative Actions

1. Refer the matter back to staff

Attachment A: Resolution No. 2015-861

Reviewed by:



Wendy Hooper Davis
Finance Manager

RESOLUTION NO. 2015-861

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSTA MESA SANITARY DISTRICT APPROVING NEW CLASSIFICATION TITLES

WHEREAS, it is the Board of Directors responsibility to ensure that the District has sufficient staff and resources to fulfill its mission;

WHEREAS, the District contracted with Koff and Associates in February 2015 to conduct a classification and compensation study to ensure that job classifications are appropriate to achieve District goals and compensation is competitive;

WHEREAS, the results of the study were presented at the Board of Directors meeting on May 12, 2015;

WHEREAS, on May 12, 2015, the Board of Directors concurred with the recommendation of Koff and Associates to change the titles of five classifications: Sewer Maintenance Workers I, II & III to Wastewater Maintenance Workers I, II & III; Sewer Maintenance Supervisor to Wastewater Maintenance Supervisor; and Executive Assistant to the Board to Executive Assistant.

NOW, THEREFORE, the Board of Directors does hereby resolve:

That it is hereby ordered and decreed that the approval of the aforementioned classification title changes has occurred.

PASSED and **ADOPTED** on this 28th day of May 2015.

Secretary, Costa Mesa Sanitary District
Board of Directors

President, Costa Mesa Sanitary District
Board of Directors

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF COSTA MESA)

I, NOELANI MIDDENWAY, Clerk of the Costa Mesa Sanitary District, hereby certify that the above and foregoing Resolution No. 2015-861 was duly and regularly passed and adopted by said Board of Directors at a regular meeting thereof, held on the 28th day of May 2015 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Costa Mesa Sanitary District, this ____ day of _____ 2015.

Noelani Middenway
Clerk of the Costa Mesa Sanitary District