




Date: October 12, 2020

To: **Finance and Administration Committee**
Robert DiPrimio, Chair
B. J. Atkins
Kathy Colley
Maria Gutzeit
R. J. Kelly
Dan Mortensen

From: Eric Campbell 
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, October 19, 2020 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number (1-877-309-2073), Access Code 322-344-405** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/322344405>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or GoToMeeting link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to **edill@scvwa.org** or mailed to **Erika Dill, Management Analyst**, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. Please complete and return a comment request form to the Committee Chair. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
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7.	Adjournment	
*	Indicates attachments	
◆	To be distributed	

NOTICES:

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning (661) 297-1600, or writing to SCV Water at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

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practical, these public records will also be made available on the Agency's Internet Website, accessible at <http://www.yourscvwater.com>.

Posted on October 14, 2020.

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COMMITTEE MEMORANDUM

DATE: October 12, 2020

TO: Finance and Administration Committee

FROM: Rochelle Patterson *[Signature]*
Director of Finance and Administration

SUBJECT: Recommend Approval of Changes to the Agency's Classification Plan and Salary Ranges

SUMMARY

On May 28, 2019, the Board of Directors approved to retain CPS HR Consulting to perform a comprehensive classification, compensation and benefits market study. The overarching goal is to create a classification structure plan to address legacy classification issues due to the merger of the legacy divisions into one integrated entity, to identify gaps and maintain structural relationships within the Agency in order to meet the needs of the Agency post-merger. This is the first comprehensive study since SCV Water was formed in January 2018. The purpose of the study was to a) ensure current personnel that merged from the legacy agencies are allocated within the correct classifications, b) address any legacy classification issues, and c) help the Agency more effectively recruit, retain, develop and reward employees. The original overall timeline of the study was September 2019 to June 2020, however, due to the COVID-19 pandemic and a change in CPS HR Consulting's project manager, the study was delayed.

CPS HR Consulting recommended updates for our classification plan and class series and changes in the Agency's salary ranges. Attachment A is the Proposed Classification Plan, Attachment B is the Final Classification Report and Attachment C is the Final Base Compensation and Benefits Report from CPS HR Consulting with their analysis and recommendations. The recommended changes in salary and wages is fully included in the current budget.

DISCUSSION

Classification Study

The overarching goal of this study included 215 incumbents in a variety of positions and CPS HR Consulting reviewed 115 classifications. During the study, CPS HR Consulting met numerous times with the Executive Team to establish the process and goals of the study. To evaluate each current classification, CPS developed a Position Description Questionnaire (PDQ) which was provided for employees to complete. Supervisory staff were also asked to review and comment on the completed PDQ. In addition, CPS consultants met with approximately 84 employees to gather information on the Agency's classifications and to verify the PDQ results.

CPS HR Consulting reviewed and updated all of the Agency's classification descriptions and assigned the appropriate Fair Labor Standard Act (FLSA) as related to Exempt and Non-Exempt designations and provided career ladders for employee growth.

CPS HR Consulting found that the Agency overall has characteristics of an effective classification program. CPS HR Consulting has made recommendations to address some continuing legacy classification issues and address the concern of limited opportunities within some job families in the current classification structure for employees to develop and allow for promotions.

CPS HR Consulting has recommended forty-eight (48) classification title changes which includes eleven (11) new classifications. Seventy-three (73) classifications were recommended for no change in the classification title. The proposed classification structure, the levels of work, and the functional areas identified should provide a strong foundation for the Agency's future classification needs. The final analysis of the Agency's classifications, definitions of FLSA exemptions tests and supporting documentation identified nine (9) incumbents that either were recommended for changing their FLSA designation, or found to be in need of additional review, analysis, and possible revisions.

Benefits Survey

The benefits data collected and summarized in the attached base compensation report shows that the Agency has a competitive employee benefits programs and offers similar benefits as compared to the other labor market agencies surveyed with the exception of slightly lower vacation/annual leave time.

Base Compensation Study

The objective of this study was to determine the competitiveness of the Agency's base salary in the labor market as compared to other water agencies (both public and private). To achieve this, a labor market of twelve (12) comparable agencies and forty (40) benchmark classifications was established in order to collect and analyze base salary.

Overall, results are showing the Agency is below in the labor market for the benchmark classifications surveyed based on aggregate results for base salary; however, some classifications are below the labor market median and mean. The percentage in the labor market varies based on whether the reference is the market mean (average) or market median (mid-point). When looking at the median, the Agency is trending below the market by -2.61% for base salary. When looking at the mean, the Agency is trending below the market by -4.42% for base salary. The market median tends to be a more stable representation of trends in the market since it eliminates high and low payers which can skew data and outcomes. For this reason, CPS HR's methodology and recommendation to the Agency is to use the market median for compensation considerations.

This is consistent with the Agency's Compensation Policy which states that if "fiscally prudent, it is the Agency's objective to compensate employees at the middle of the labor market as measured by the mean and/or median."

CPS HR consulting has provided pay equity/salary range recommendations and rationale not only for each of the benchmark classifications, but for all classifications to ensure internal alignment (internal salary relationships). Any misalignments have been identified and

proposed salary range changes are indicated to maintain the proper internal relationship between levels.

The Agency's management has reviewed CPS HR's recommended changes to the Agency's internal alignment and pay plan and recommends implementation of the proposed plan.

CPS HR Consulting was also directed by the Agency to conduct a salary survey for thirteen (13) identified benchmark classifications using a tool called Economic Research Institute (ERI) to survey private water utilities salaries and also diversified industry salaries in Los Angeles County.

ERI compiles the most robust compensation survey data available, with current market data for more than 1,100 industry sectors. ERI collects salary survey data from internal surveys, third-party salary surveys, and public sources to establish benchmark compensation and calculate geographic salary differentials. Overall, the ERI data shows that there are four (4) Agency benchmark classification that were found to be below the market median and nine (9) benchmark classifications that are above the market median using the criteria All Diversified Industries in Los Angeles County. Also, ERI data shows that three (3) benchmark classification were found to be under the market and ten (10) above the market median using the criteria of Private Water Utilities in Los Angeles County.

Study Implementation

CPS HR Consulting, as well as management, believes it is important to consider the impact of salary range changes both on the Agency's financial resources and the well-being of employees.

In order to ease the burden on both, the following is suggested:

- Apply to each of the classifications the recommended 3% market pay increase (except for the General Manager which is adjusted by the Board under a contract process). A cost of living adjustment (COLA) is typically implemented with the first full pay period of the fiscal year (July 2020), but the Board postponed the item pending the results of the compensation study. The Agency has budgeted funds for the COLA increase and is recommended to take effect on January 1, 2021.
- With respect to those salaries recommended to be raised due to a change of range, please consider the following implementation method:
 - We recommend moving positions to the step in the recommended range corresponding to the employee's current step. For example, if an employee is currently at step 4, then the employee would move to step 4 on the recommended range or moving positions to a step in the recommended range which results in an increase of no more than 2.5%. This accomplishes the objective of placing the position in the proper range without creating a windfall for the employee or an extreme financial burden. We suggest moving all positions at least to the minimum of the new range.

CPS HR Consulting highly suggested that no employee should be reduced in salary as a result of the study and recommends to not place classes at lower levels even in cases where the market survey suggests differently. However, one incumbent in this study is recommended to be Y-rated.

Future Considerations

CPS HR Consulting suggests that the Agency conduct a review of the overall classification structure, individual position allocations and update classification specifications on a regular basis at least every five (5) years. In addition, CPS HR Consulting recommends a comprehensive salary survey should be conducted every three (3) to five (5) years. The Agency should consider providing a CPI-based cost of living increase (COLA) at the beginning of every fiscal year to maintain salaries within the market.

FINANCIAL CONSIDERATIONS

Based on the above recommendations of applying a market pay increase to all positions and moving employees to the closest step in the new range to begin with the first full pay period in January 2021, there will be a budget impact of \$490,256. The Agency has budgeted \$590,461 for a 3% COLA increase for FY 2020/21, that has not been implemented.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve: 1) the changes on the Agency's classification structure and 2) the proposed new classification plan and salary ranges as outlined in the CPS HR Consulting reports in Attachments A and B. The changes will be effective on January 1, 2021.

RP/am

Attachments

**SANTA CLARITA VALLEY WATER AGENCY
PROPOSED - CLASSIFICATION PLAN
EFFECTIVE JANUARY 2021
(first full pay period)**

Position/Proposed Position	Proposed Range	Proposed Monthly Bottom	Proposed Monthly Top
General Manager	n/a		
Assistant General Manager	49	\$ 17,420	\$ 21,225
Chief Financial and Administrative Officer	48	\$ 16,590	\$ 20,211
Chief Operating Officer	48	\$ 16,590	\$ 20,211
Chief Engineer	47	\$ 15,801	\$ 19,252
Director of Finance and Administration	46	\$ 15,049	\$ 18,337
Director of Operations and Maintenance	46	\$ 15,049	\$ 18,337
Director of Technology Services	46	\$ 15,049	\$ 18,337
Director of Water Resources	46	\$ 15,049	\$ 18,337
Controller	43	\$ 13,000	\$ 15,839
Human Resources Manager	43	\$ 13,000	\$ 15,839
Principal Engineer	42	\$ 12,381	\$ 15,085
Principal Water Resources Planner	42	\$ 12,381	\$ 15,085
Communications Manager	40	\$ 11,229	\$ 13,681
Customer Service Manager	40	\$ 11,229	\$ 13,681
GIS Manager	40	\$ 11,229	\$ 13,681
Senior Water Resources Planner	40	\$ 11,229	\$ 13,681
Sustainability Manager	40	\$ 11,229	\$ 13,681
Water Distribution Manager	40	\$ 11,229	\$ 13,681
Water Quality Laboratory Manager	40	\$ 11,229	\$ 13,681
Water Treatment Manager	40	\$ 11,229	\$ 13,681
Senior Engineer	39	\$ 10,696	\$ 13,031
Water Resources Planner	38	\$ 10,185	\$ 12,409
Engineer	37	\$ 9,700	\$ 11,816
Water Conservation Supervisor	37	\$ 9,700	\$ 11,816
Associate Water Resources Planner	36	\$ 9,239	\$ 11,258
Inspector Supervisor	36	\$ 9,239	\$ 11,258
Senior Management Analyst	36	\$ 9,239	\$ 11,258
Associate Engineer	35	\$ 8,798	\$ 10,721
Board Secretary/Executive Assistant	35	\$ 8,798	\$ 10,721
Electrical/Instrumentation Supervisor	35	\$ 8,798	\$ 10,721
Field Services Supervisor	35	\$ 8,798	\$ 10,721
Information Technology Supervisor	35	\$ 8,798	\$ 10,721
Senior Financial Analyst	35	\$ 8,798	\$ 10,721
Senior Water Conservation Specialist	35	\$ 8,798	\$ 10,721
Utility Supervisor	35	\$ 8,798	\$ 10,721
Water Quality Supervisor	35	\$ 8,798	\$ 10,721
Water Systems Supervisor	35	\$ 8,798	\$ 10,721
Accounting Manager	34	\$ 8,379	\$ 10,209
Senior Inspector	34	\$ 8,379	\$ 10,209
Senior Public Affairs Specialist	34	\$ 8,379	\$ 10,209
Environmental Health & Safety Supervisor	33	\$ 7,982	\$ 9,726
Management Analyst II	33	\$ 7,982	\$ 9,726
SCADA Technician II	33	\$ 7,982	\$ 9,726
Senior Treatment Plant Operator - 80 hour shift	33	\$ 7,982	\$ 9,726

Bold Italics = Change to Position and/or Range

*May be classified as part-time and paid at the hourly rate
Note: Rounded for ease of reading - not an additional entitlement

**SANTA CLARITA VALLEY WATER AGENCY
PROPOSED - CLASSIFICATION PLAN
EFFECTIVE JANUARY 2021
(first full pay period)**

Position/Proposed Position	Proposed Range	Proposed Monthly Bottom	Proposed Monthly Top
Senior Treatment Plant Operator - 84 hour shift	33	\$ 8,381	\$ 10,211
Water Systems Foreman	33	\$ 7,982	\$ 9,726
Assistant Engineer	32	\$ 7,601	\$ 9,259
Customer Service Supervisor	32	\$ 7,601	\$ 9,259
Executive Assistant	32	\$ 7,601	\$ 9,259
Financial Analyst	32	\$ 7,601	\$ 9,259
Information Technology Specialist	32	\$ 7,601	\$ 9,259
Water Conservation Specialist II	32	\$ 7,601	\$ 9,259
Water Quality Scientist II	32	\$ 7,601	\$ 9,259
Buildings and Grounds Supervisor	31	\$ 7,237	\$ 8,816
GIS Analyst	31	\$ 7,237	\$ 8,816
Human Resources Analyst	31	\$ 7,237	\$ 8,816
Public Affairs Specialist II	31	\$ 7,237	\$ 8,816
SCADA Technician I	31	\$ 7,237	\$ 8,816
Senior Accountant	31	\$ 7,237	\$ 8,816
Senior Instrumentation Technician	31	\$ 7,237	\$ 8,816
Senior Water Systems Technician	31	\$ 7,237	\$ 8,816
Senior Water Systems Technician	31	\$ 7,237	\$ 8,816
Treatment Plant Operator II - 80 hour shift	31	\$ 7,237	\$ 8,816
Treatment Plant Operator II - 84 hour shift	31	\$ 7,599	\$ 9,259
Customer Service Supervisor	30	\$ 6,892	\$ 8,395
Management Analyst I	30	\$ 6,892	\$ 8,395
Senior Engineering Technician	30	\$ 6,892	\$ 8,395
Senior Information Technology Technician	30	\$ 6,892	\$ 8,395
Utility Foreman	30	\$ 6,892	\$ 8,395
Water Education Supervisor*	30	\$ 6,892	\$ 8,395
GIS Technician II	29	\$ 6,566	\$ 8,003
Inspector II	29	\$ 6,566	\$ 8,003
Water Conservation Specialist I	29	\$ 6,566	\$ 8,003
Water Quality Scientist I	29	\$ 6,566	\$ 8,003
Accountant	28	\$ 6,252	\$ 7,618
Electrical/Instrumentation Technician	28	\$ 6,252	\$ 7,618
Emergency Preparedness and Safety Coordinator	28	\$ 6,252	\$ 7,618
Information Technology Technician II	28	\$ 6,252	\$ 7,618
Inspector I	28	\$ 6,252	\$ 7,618
Public Affairs Specialist I	28	\$ 6,252	\$ 7,618
Treatment Plant Operator I - 80 hour shift	28	\$ 6,252	\$ 7,618
Treatment Plant Operator I - 84 hour shift	28	\$ 6,565	\$ 7,999
Water Education Instructor*	28	\$ 6,252	\$ 7,618
Water Quality Specialist	28	\$ 6,252	\$ 7,618
Water Systems Technician II	28	\$ 6,252	\$ 7,618
Customer Service Specialist	27	\$ 5,956	\$ 7,257
Engineering Technician II	27	\$ 5,956	\$ 7,257
Human Resources Specialist	27	\$ 5,956	\$ 7,257
Information Technology Technician I	27	\$ 5,956	\$ 7,257

Bold Italics = Change to Position and/or Range

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Note: Rounded for ease of reading - not an additional entitlement

**SANTA CLARITA VALLEY WATER AGENCY
 PROPOSED - CLASSIFICATION PLAN
 EFFECTIVE JANUARY 2021
 (first full pay period)**

Position/Proposed Position	Proposed Range	Proposed Monthly Bottom	Proposed Monthly Top
<i>Payroll Specialist</i>	27	\$ 5,956	\$ 7,257
<i>Senior Administrative Technician</i>	27	\$ 5,956	\$ 7,257
Senior Facilities Maintenance Technician	27	\$ 5,956	\$ 7,257
<i>Senior Field Services Worker</i>	27	\$ 5,956	\$ 7,257
Senior Utility Worker	27	\$ 5,956	\$ 7,257
Event Coordinator*	26	\$ 5,673	\$ 6,913
<i>GIS Technician I</i>	26	\$ 5,673	\$ 6,913
Purchasing Coordinator	26	\$ 5,673	\$ 6,913
Senior Accounting Technician	26	\$ 5,673	\$ 6,913
Administrative Technician	25	\$ 5,401	\$ 6,581
<i>Field Services Worker II</i>	25	\$ 5,401	\$ 6,581
<i>Safety Specialist II</i>	25	\$ 5,401	\$ 6,581
Utility Worker II	25	\$ 5,401	\$ 6,581
<i>Water Quality Technician II</i>	25	\$ 5,401	\$ 6,581
<i>Water Systems Technician I</i>	25	\$ 5,401	\$ 6,581
Customer Service Representative II	24	\$ 5,145	\$ 6,268
Engineering Technician I	24	\$ 5,145	\$ 6,268
Facilities Maintenance Technician II	24	\$ 5,145	\$ 6,268
Accounting Technician II	23	\$ 4,900	\$ 5,970
<i>Purchasing and Warehouse Technician</i>	23	\$ 4,900	\$ 5,970
Safety Specialist I	23	\$ 4,900	\$ 5,970
<i>Senior Office Assistant II</i>	23	\$ 4,900	\$ 5,970
<i>Water Quality Technician I</i>	23	\$ 4,900	\$ 5,970
<i>Field Services Worker I</i>	22	\$ 4,664	\$ 5,682
Utility Worker I	22	\$ 4,664	\$ 5,682
Accounting Technician I	21	\$ 4,444	\$ 5,415
Customer Service Representative I	21	\$ 4,444	\$ 5,415
Facilities Maintenance Technician I	21	\$ 4,444	\$ 5,415
Office Assistant II	21	\$ 4,444	\$ 5,415
Office Assistant I	18	\$ 3,839	\$ 4,678

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 Note: Rounded for ease of reading - not an additional entitlement

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September 2, 2020

Santa Clarita Valley Water Agency

Final Classification Study Report

SUBMITTED BY:

Project Manager
Suzanne Ansari

Project Consultants

Leena Rai, PhD.
Jan Bentley

CPS HR Consulting

2450 Del Paso Road, Suite 220
Sacramento, CA 95834
916-471-3125



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Background

CPS HR Consulting (CPS HR) was retained by the Santa Clarita Valley Water Agency (SCVWA) to conduct a classification study for one-hundred and fifteen (115) classifications, which included approximately two-hundred and fifteen (215) incumbents. The purpose of the study was to review the current classification structure and related concepts; provide appropriate classification recommendations reflective of the work performed; prepare new classification specifications; ensure that all positions are appropriately allocated within the newly proposed classification structure; provide recommendations to ensure compliance with the American with Disabilities Act (ADA); and to provide recommendations to ensure compliance with the Fair Labor Standards Act (FLSA) related to exempt/non-exempt designations.

This study was precipitated by several factors including:

- The overarching goal of creating a classification structure plan to address legacy classification issues due to the merger of Castaic Lake Water Agency, Newhall County Water District, Santa Clarita Water Division and Valencia Water Company into one integrated entity;
- The desire to identify gaps and maintain structural relationships within the SCV Water Agency to meet the needs of the Agency post the merger;
- The concern that the classification descriptions and titles should reflect the level and scope of work performed;
- To ensure classification specifications reflect up-to-date reporting relationships, standards, distinguishing characteristics, duties, qualifications, required certifications, physical, mental, and environmental working conditions, and technology;
- To analyze and recommend appropriate Fair Labor Standards Act (FLSA) designations for all SCV Water Agency employees;
- To address the concern of limited opportunities for employees to develop and promote up;
- The desire to ensure that the SCV Water Agency has adequate career ladders and a classification system that will foster career growth and service within the Agency;
- To allow for future SCV Water Agency classifications changes.

It is important to note that the classification study which CPS HR has been contracted to perform, did not include a comprehensive organizational study and/or any departmental assessments components nor did CPS HR provide any recommendations on organizational change management and implementation towards new organization and business process models. CPS HR does have an organizational strategy unit that can provide these services as a separate study at an additional cost.

The Classification Study Advisory Committee consisted of:

SCV Water Agency Internal Project Team

- **Aristea Mantis**, Human Resources/Risk Management Supervisor
- **Rochelle Patterson**, Director of Finance and Administration
- **Eric Campbell**, Chief Financial and Administrative Officer
- **Joanna Brison**, Administrative Technician
- **Linda Pointer**, Human Resources Analyst

CPS HR Project Team

- **Suzanne Ansari**, Project Manager
- **Igor Shegolev**, Senior HR Consultant
- **Leena Rai PhD.**, Senior HR Consultant
- **Jannean Bentley**, Project Consultant
- **Lynda Guerra**, Administrative Technician

This report documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for SCV Water Agency employees, and class specifications. The classification study results are intended to assist the SCV Water Agency in identifying any positions that are inappropriately classified, identify and address gaps within the current classification structure and to support the selection of appropriate benchmark classes for the forthcoming compensation study, which will be provided under separate cover.

This classification study report is designed to provide an overview of study tasks; a conceptual framework for the analysis.

Overview/ Status of Study Tasks

The primary objective of the SCV Water Agency classification study was to review the duties and responsibilities of each position; review and update, as necessary, the class specifications for the classes, or recommend new classifications for these positions. It is important to note that due to CPS HR project team staffing changes and the COVID-19 crisis, the classification study tasks were delayed which impacted the overall study timeline.

In conducting the classification and base study, CPS HR has:

- Conducted a kick-off meeting with SCV Water Agency HR and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies on September 9, 2019.

- Received and reviewed background materials, including SCV Water Agency organization charts, classification specifications, classification plan, benefits data and current salary schedules, and other study related data.
- Conducted an in-person kick-off meeting with the SCV Water Agency Executive Committee on September 24, 2019 to ensure a comprehensive understanding of the study goals and objectives and to receive comments and feedback concerning the study timeline and process.
- Conducted in-person employee orientation training sessions at the SCV Water Agency office on October 3, 2019 to ensure that employees, supervisors and the Executive Committee were apprised of the study goals, processes, and objectives and had an opportunity to express any concerns or questions regarding the study or the Position Description Questionnaire.
- Developed a job evaluation Position Description Questionnaire (PDQ) for distribution to SCV Water Agency employees to ensure valid information was gathered, analyzed, and documented consistently from incumbents regarding their current classifications. Each incumbent's supervisor and also department manager reviewed the PDQs to validate the information provided and to ensure that the incumbent had accurately and sufficiently captured all pertinent information on job context and work output. The initial deadline for submission of the completed PDQs was October 18, 2019 but that deadline was extended one additional week per the request of the SCV Water Agency.
- Received and analyzed employee PDQs to obtain an understanding of the duties and responsibilities assigned to each position. Prepared job evaluation interview questions for study employees based upon the results of the PDQ documentation review.
- Conducted a detailed analysis of each position through the analysis of current classification specifications and current classification structure.
- Created proposed job analysis interview schedules and sent the interview schedules for review to SCV Water Agency HR on January 29, 2020.
- Conducted four (4) pre-interviews with several SCV Water Agency department heads on the following dates: November 15, 2019, December 5, 2019, and January 24, 2020.
- CPS HR Consultants conducted approximately eight-four (84) job evaluation interviews with study incumbents and their supervisors during the week of February 11-13, 2020, to gain a comprehensive understanding of the scope of work performed and work assigned. CPS HR consultants also, conducted a few follow-up interviews in late February 2020.
- Analyzed all the information gathered via job evaluation interviews to identify the scope and level of work performed by each employee as well as the typical duties and the requisite knowledge, skills, abilities, licenses, certifications, and other job-related characteristics required to perform the work assigned to each position.
- Developed a classification structure with rationale for the SCV Water Agency to review consistent with the classification concepts encompassing the total bodies of work being performed within the study positions and sent to the SCV Water Agency on March 6, 2020 for review and feedback.
- Provided the revised recommended classification structure with rationale to the SCV Water Agency on June 15, 2020 which incorporated feedback from the Executive Committee.
- Provided and presented an in-person project study progress update presentation to the Executive Committee on March 10, 2020 and provide a project study progress update on May 15, 2020.

- Conducted on-going project meetings with SCV Water Agency HR and internal project team on January 13, 2020, February 20, 2020, April 24, 2020, May 11, 2020, May 28, 2020, July 16, 2020 and July 29, 2020.
- Developed revised/new classification specifications supporting the classification structure recommendations using a class specification template and format approved by the SCV Water Agency. All revised/new classification specification were uploaded by CPS HR to the collaborative Microsoft Teams site on June 15, 2020.
- Based on classification concepts, classification structure, and PDQ content, developed recommendations for the allocation of each individual position to an appropriate classification. CPS HR provided the recommended individual allocations list to the SCV Water Agency on June 15, 2020.
- Conducted a detailed FLSA analysis and provided recommendations for each employee included in the study to ensure compliance with the Fair Labor Standards Act (FLSA) exempt/non-exempt designations. Each position was thoroughly reviewed based on the duties, responsibilities, scope of authority, and span of control for purposes of determining whether it is exempt or non-exempt under FLSA.
- Provided a draft classification study report for SCV Water Agency HR and internal project team for review and feedback on July 9, 2020. Provided a revised draft classification study with requested changes from HR and the internal SCV Water Agency project team on July 21, 2020 and July 31, 2020 for review and feedback from the SCV Water Agency Executive Committee.
- Reviewed and addressed feedback from the SCV Water Agency Executive Committee and incorporated minor changes into the final classification study report.
- Provided a final classification study report to the SCV Water Agency on September 2, 2020.

SCV Water Agency Proposed Classification Plan

CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION
GENERAL MANAGER	GENERAL MANAGER
ASSISTANT GENERAL MANAGER	ASSISTANT GENERAL MANAGER
CHIEF FINANCIAL & ADMINISTRATIVE OFFICER	CHIEF FINANCIAL & ADMINISTRATIVE OFFICER
CHIEF OPERATING OFFICER	CHIEF OPERATING OFFICER
CHIEF ENGINEER	CHIEF ENGINEER
DIRECTOR OF FINANCE & ADMINISTRATION	DIRECTOR OF FINANCE & ADMINISTRATION
DIRECTOR OF OPERATIONS & MAINTENANCE	DIRECTOR OF OPERATIONS & MAINTENANCE
DIRECTOR OF TECHNOLOGY SERVICES	DIRECTOR OF TECHNOLOGY SERVICES
DIRECTOR OF WATER RESOURCES	DIRECTOR OF WATER RESOURCES
CONTROLLER	CONTROLLER
HUMAN RESOURCES/RISK MANAGEMENT SUPERVISOR	HUMAN RESOURCES MANAGER
PRINCIPAL ENGINEER-CIP DESIGN/DISTR DESIGN	PRINCIPAL ENGINEER
PRINCIPAL WATER RESOURCES PLANNER	PRINCIPAL WATER RESOURCES PLANNER
PUBLIC INFORMATION OFFICER	COMMUNICATIONS MANAGER
OPERATIONS AND MAINTENANCE SUPERINTENDENT	WATER TREATMENT MANAGER (NEW)
CUSTOMER SERVICE MANAGER	CUSTOMER SERVICE MANAGER
GIS SUPERVISOR/PLANNER	GIS MANAGER
SENIOR WATER RESOURCES PLANNER	SENIOR WATER RESOURCES PLANNER
RESOURCE CONSERVATION MANAGER	SUSTAINABILITY MANAGER
OPERATIONS SUPERINTENDENT	WATER DISTRIBUTION MANAGER (NEW)
OPERATIONS/MAINTENANCE SUPERINTENDENT	WATER TREATMENT MANAGER (NEW)
LABORATORY & REGULATORY AFFAIRS SUPERVISOR	WATER QUALITY LABORATORY MANAGER
SENIOR ENGINEER	SENIOR ENGINEER
CIVIL ENGINEER	ENGINEER
WATER CONSERVATION SUPERVISOR	WATER CONSERVATION SUPERVISOR
ASSOCIATE WATER RESOURCES PLANNER	ASSOCIATE WATER RESOURCES PLANNER
INSPECTOR SUPERVISOR	INSPECTOR SUPERVISOR
SENIOR MANAGEMENT ANALYST	SENIOR MANAGEMENT ANALYST
N/A	WATER RESOURCES PLANNER (NEW)
PRODUCTION SUPERVISOR; DISTRIBUTION MECHANICAL SUPERVISOR	WATER SYSTEMS SUPERVISOR
ASSOCIATE ENGINEER	ASSOCIATE ENGINEER
BOARD SECRETARY	BOARD SECRETARY/EXECUTIVE ASSISTANT
ELECTRICAL/INSTRUMENTATION SUPERVISOR	ELECTRICAL/INSTRUMENTATION SUPERVISOR

CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION
N/A	FIELD SERVICES SUPERVISOR (NEW)
INFORMATION TECHNOLOGY ADMINISTRATOR	INFORMATION TECHNOLOGY SUPERVISOR
SENIOR FINANCIAL ANALYST	SENIOR FINANCIAL ANALYST
WATER CONSERVATION SPECIALIST III WATER QUALITY/REGULATORY COMPLIANCE SUPERVISOR	SENIOR WATER CONSERVATION SPECIALIST WATER QUALITY SUPERVISOR
UTILITY MAINTENANCE SUPERVISOR; OPERATIONS SUPERVISOR	UTILITY SUPERVISOR
ACCOUNTING MANAGER	ACCOUNTING MANAGER
SENIOR INSPECTOR	SENIOR INSPECTOR
PUBLIC AFFAIRS SPECIALIST III	SENIOR PUBLIC AFFAIRS SPECIALIST
SAFETY OFFICER	ENVIRONMENTAL HEALTH & SAFETY SUPERVISOR
MANAGEMENT ANALYST	MANAGEMENT ANALYST II (NEW CLASS SERIES)
N/A	SCADA TECHNICIAN II (NEW CLASS SERIES)
PRODUCTION FOREMAN (VACANT) SENIOR TREATMENT PLANT OPERATOR-80 HOUR SHIFT; SENIOR TREATMENT PLANT OPERATOR-84 HOUR SHIFT	WATER SYSTEMS FOREMAN SENIOR TREATMENT PLANT OPERATOR-80 HOUR SHIFT; SENIOR TREATMENT PLANT OPERATOR-84 HOUR SHIFT
WATER QUALITY SCIENTIST II	WATER QUALITY SCIENTIST II
ASSISTANT ENGINEER	ASSISTANT ENGINEER
CUSTOMER SERVICE SUPERVISOR	CUSTOMER SERVICE SUPERVISOR
EXECUTIVE ASSISTANT	EXECUTIVE ASSISTANT
FINANCIAL ANALYST	FINANCIAL ANALYST
N/A	INFORMATION TECHNOLOGY SPECIALIST
WATER CONSERVATION SPECIALIST II	WATER CONSERVATION SPECIALIST II
SENIOR PRODUCTION OPERATOR	SENIOR WATER SYSTEMS TECHNICIAN
SENIOR INSTRUMENTATION TECHNICIAN	SENIOR INSTRUMENTATION TECHNICIAN
BUILDING & GROUNDS SUPERVISOR	BUILDING & GROUNDS SUPERVISOR
N/A	GIS ANALYST (NEW)

CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION
HUMAN RESOURCES ANALYST	HUMAN RESOURCES ANALYST
PUBLIC AFFAIRS SPECIALIST II	PUBLIC AFFAIRS SPECIALIST II
N/A	SCADA TECHNICIAN I (NEW CLASS SERIES)
SENIOR ACCOUNTANT	SENIOR ACCOUNTANT
SENIOR ELECTRICAL TECHNICIAN	SENIOR ELECTRICAL TECHNICIAN
TREATMENT PLANT OPERATOR II-80 HOUR SHIFT; TREATMENT PLANT OPERATOR II-84 HOUR SHIFT	TREATMENT PLANT OPERATOR II-80 HOUR SHIFT; TREATMENT PLANT OPERATOR II-84 HOUR SHIFT
SENIOR PRODUCTION OPERATOR MANAGEMENT ANALYST; ADMINISTRATIVE ANALYST	SENIOR WATER SYSTEMS TECHNICIAN
SENIOR ENGINEERING TECHNICIAN	MANAGEMENT ANALYST I (NEW CLASS SERIES)
SENIOR INFORMATION TECHNOLOGY TECHNICIAN	SENIOR ENGINEERING TECHNICIAN
LEAD WATER CONSERVATION/EDUCATIONAL SPECIALIST	SENIOR INFORMATION TECHNOLOGY TECHNICIAN
WATER UTILITY FOREMAN	WATER EDUCATION SUPERVISOR
WATER QUALITY SCIENTIST I	UTILITY FOREMAN
GIS/CAD TECHNICIAN II	WATER QUALITY SCIENTIST I
INSPECTOR	GIS TECHNICIAN II
WATER CONSERVATION SPECIALIST I	INSPECTOR II (NEW CLASS SERIES)
ELECTRICAL/INSTRUMENTATION TECHNICIAN	WATER CONSERVATION SPECIALIST I
WATER QUALITY SPECIALIST	ELECTRICAL/INSTRUMENTATION TECHNICIAN
ACCOUNTANT	WATER QUALITY SPECIALIST
EMERGENCY PREPAREDNESS & SAFETY COORDINATOR	ACCOUNTANT
INFORMATION TECHNOLOGY TECHNICIAN I	EMERGENCY PREPAREDNESS & SAFETY COORDINATOR
CROSS CONNECTION SPECIALIST I	INFORMATION TECHNOLOGY TECHNICIAN I (NEW)
PUBLIC AFFAIRS SPECIALIST I	INSPECTOR I (NEW CLASS SERIES)
TREATMENT PLANT OPERATOR I-80 HOUR SHIFT; TREATMENT PLANT OPERATOR I-84 HOUR SHIFT	PUBLIC AFFAIRS SPECIALIST I
WATER CONSERVATION EDUCATION SPECIALIST	TREATMENT PLANT OPERATOR I-80 HOUR SHIFT; TREATMENT PLANT OPERATOR I-84 HOUR SHIFT
DISTRIBUTION/MECHANICAL TECHNICIAN II; PRODUCTION OPERATOR II	WATER EDUCATION INSTRUCTOR
DISTRIBUTION/MECHANICAL TECHNICIAN I; PRODUCTION OPERATOR I	WATER SYSTEMS TECHNICIAN II (NEW CLASS SERIES)
ASSISTANT CUSTOMER SERVICE SUPERVISOR	WATER SYSTEMS TECHNICIAN I (NEW CLASS SERIES)
ENGINEERING TECHNICIAN II	CUSTOMER SERVICE SPECIALIST
N/A	ENGINEERING TECHNICIAN II
N/A	HUMAN RESOURCES SPECIALIST (NEW)
N/A	INFORMATION TECHNOLOGY TECHNICIAN I (NEW)
N/A	PAYROLL SPECIALIST (NEW)
SENIOR FACILITIES MAINTENANCE TECHNICIAN	SENIOR ADMINISTRATIVE TECHNICIAN
SENIOR FIELD CUSTOMER SERVICE REPRESENTATIVE	SENIOR FACILITIES MAINTENANCE TECHNICIAN
SENIOR UTILITY WORKER	SENIOR FIELD SERVICES WORKER
EVENT COORDINATOR	SENIOR UTILITY WORKER
GIS/CAD TECHNICIAN I	EVENT COORDINATOR
	GIS TECHNICIAN I

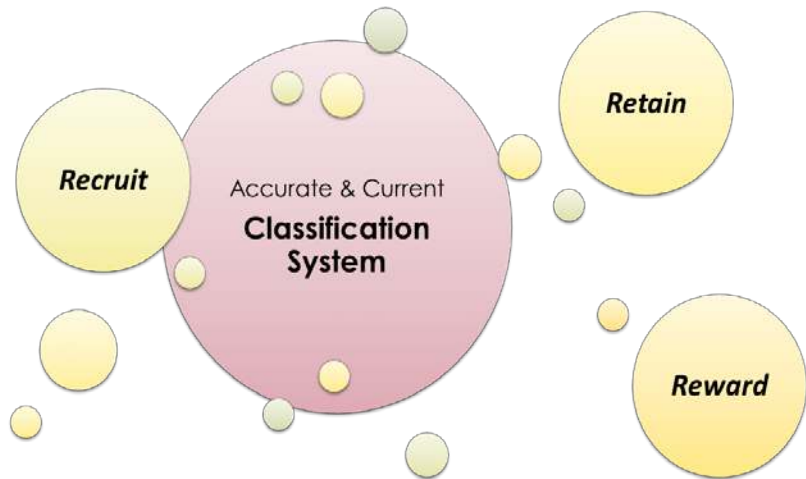
CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION
PURCHASING COORDINATOR	PURCHASING COORDINATOR
SENIOR ACCOUNTING TECHNICIAN	SENIOR ACCOUNTING TECHNICIAN
WATER QUALITY DISTRIBUTION TECHNICIAN; WATER QUALITY TECHNICIAN	WATER QUALITY TECHNICIAN II (NEW CLASS SERIES)
ADMINISTRATIVE TECHNICIAN	ADMINISTRATIVE TECHNICIAN
FIELD CUSTOMER SERVICE REPRESENTATIVE II	FIELD SERVICES WORKER II
N/A	SAFETY SPECIALIST II (NEW CLASS SERIES)
UTILITY WORKER II	UTILITY WORKER II
WATER QUALITY DISTRIBUTION TECHNICIAN; WATER QUALITY TECHNICIAN	WATER QUALITY TECHNICIAN I (NEW CLASS SERIES)
CUSTOMER SERVICE REPRESENTATIVE II	CUSTOMER SERVICE REPRESENTATIVE II
ENGINEERING TECHNICIAN I	ENGINEERING TECHNICIAN I
FACILITIES MAINTENANCE TECHNICIAN II	FACILITIES MAINTENANCE TECHNICIAN II
WATER QUALITY DISTRIBUTION TECHNICIAN	WATER QUALITY TECHNICIAN I (NEW CLASS SERIES)
ACCOUNTING TECHNICIAN II	ACCOUNTING TECHNICIAN II
WAREHOUSE TECHNICIAN; PURCHASING TECHNICIAN	WAREHOUSE/PURCHASING TECHNICIAN (NEW)
SAFETY SPECIALIST	SAFETY SPECIALIST I (NEW CLASS SERIES)
FIELD CUSTOMER SERVICE REPRESENTATIVE I	FIELD SERVICES WORKER I
UTILITY WORKER I	UTILITY WORKER I
ACCOUNTING TECHNICIAN I	ACCOUNTING TECHNICIAN I
CUSTOMER SERVICE REPRESENTATIVE I	CUSTOMER SERVICE REPRESENTATIVE I
FACILITIES MAINTENANCE TECHNICIAN I	FACILITIES MAINTENANCE TECHNICIAN I
OFFICE ASSISTANT II; ADMINISTRATIVE ASSISTANT	OFFICE ASSISTANT II
OFFICE ASSISTANT I	OFFICE ASSISTANT I

*Important: the proposed classification titles in **BOLD** represent either a recommended title change, a new classification or a new classification series. The placement of SCV Water classifications listed on the proposed classification plan may move up or down to align with the recommendations in the forthcoming compensation study.

Classification Plan 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. Accurate and current classification specifications provide the fundamental and essential building blocks for successful administration of recruitment, performance management, compensation, 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, operational efficiency and effectiveness, budget analysis and preparation, and various other administrative functions. Classification analysis, as applied to the positions in this study, relies upon sound principles of job evaluation. Using these principles, a classification structure should be designed to reflect distinct differences in the levels and types of work being 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 reviewing the SCV Water Agency's classification structure.

The classification analysis relies upon sound principles of job evaluation. Using these principles, CPS HR has developed a classification structure for the SCV Water Agency that is designed to reflect distinct differences in the levels and types of work being 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 the SCV Water Agency positions. To facilitate review, this section is organized as follows:

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

Classification Methodology

CPS HR used a variety of different classification methodologies and processes to gather and analyze information during this classification study. The first step in the classification study process was to review the SCV Water Agency's background materials for the consultants to become more familiar with the organizational structure and culture. Documents reviewed included: classification specifications, salary schedules, and organizational charts. These background materials were critical to providing the framework for understanding the subsequent information to be collected. CPS HR utilized both the PDQ and feedback obtained from the individual, group, and supervisor interviews to gain classification information, become familiar with the current organizational/classification structure, and to recommend appropriate allocations.

Position Description Questionnaire (PDQ)

To evaluate each individual position, CPS HR developed a PDQ designed to gather comprehensive information about each position including information on essential job functions, budgetary responsibility, supervision given and received, decision-making responsibility, knowledge, skills, and abilities, work environment, physical demands, minimum job requirements, and job-specific requirements such as licenses or certifications. CPS HR shared a draft sample of the PDQ with the SCV Water Agency for review before the distribution of the PDQ to employees.

The PDQ form, including instructions for completion, was provided to the SCV Water Agency for distribution to all the study incumbents in October 2019. A copy of the PDQ used for this study is provided in (Exhibit D).

All SCV Water Agency employees were invited to participate in the PDQ process. In completing the PDQ, employees were instructed to provide information based on their current job responsibilities. They were advised that a group PDQ could be submitted if all employees in the group performed essentially the same duties and reported to the same supervisor. Upon completion of their portion of the PDQ, employees were instructed to submit the document to their supervisor for review and comment. To maintain the integrity of the classification process, the Supervisor and department Manager reviewed and signed their section of the PDQ to affirm that all pertinent information was correctly captured and also to validate the information provided by employees. The Supervisor and department Manager sections provided the option for comments on any information provided by the employee within the PDQ. However, they were advised not to edit or delete any of the PDQ content submitted by employees. Department Manager's then submitted the completed PDQs to Human Resources. Human Resources then provided the completed PDQs to CPS HR for review. CPS HR also requested that a PDQ be completed for any vacant positions that SCV Water wished to include in the study.

Upon receipt, CPS HR thoroughly reviewed each PDQ to analyze the scope and level of duties, responsibilities, and related job attributes assigned to each position and compared them to the classification specifications. This review allowed CPS HR to identify positions in which employees might

be working out of class or positions requiring employee and/or supervisor interviews in order to obtain additional information. Although all SCV Water Agency employees were invited to participate in the PDQ process, not all employees completed a PDQ for their current position.

Classification Interviews

The purpose of the interviews was to assist CPS HR in gathering additional information about the job duties and responsibilities associated with each position and to provide the incumbents an opportunity to explain any comments made on the PDQ that were unclear or inconsistent with the current class of the position. Interviews were also scheduled with all of the supervisors to confirm and/or clarify their perspective on various positions.

Interviews were conducted by CPS HR consultants during February 11-13, 2020, at the SCV Water Agency; the duration of each interview was about 30 to 45 minutes. A few additional and follow-up interviews were conducted via phone with employees and supervisors in late February 2020. The information gathered from incumbent's interview consisted of the examples of job duties and responsibilities, the sequencing of job tasks, job requirements, and the circumstances in which the incumbent interacts with coworkers, external contractors, and the public. The interviews were also used to clarify any comments the incumbent provided on the PDQ.

Supervisors and/or executive level staff were also interviewed to clarify information the employees provided on the PDQ and also to provide feedback on current classification specifications, the existing classification plan, and the classification structure concepts for each department.

CPS HR did attempt to accommodate all employees who requested to participate in the interview process either by an in-person or telephone interview.

Classification Data Analysis

The information provided through the PDQs and interviews was utilized to determine the degree to which SCV Water Agency's current class specifications describe the actual work being performed by the incumbents. The information was also used to develop revised draft classification specifications and to allocate positions based on a proposed classification structure properly. CPS HR also used the information to identify broad job families as appropriate.

Appeals

CPS HR was not contracted to conduct a comprehensive appeal process to review employee or supervisor suggestions for changes to proposed titles and classification specifications. The SCV Water Agency will need to address incumbents who wish to carry their appeal further, relying on applicable SCV Water Agency policies and practices regarding appeals.

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. The nature of work refers to the occupation, profession, or subject matter field in which each position falls. Positions that perform work of 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 the decision-making responsibility and degree of independence or latitude that is inherent in the position, and 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.
- **Impact** - This factor considers the impact on the organization, including accountability and the likelihood/consequence of error.
- **Contact with Others required by the Job** - This measures the types of contacts, and 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.
- **Minimum Qualifications** - These factors define the minimum requirements to qualify for the position, including the training, education, experience, licenses, certificates, bilingual requirements, physical demands, mental exertion, and other factors necessary to perform the assigned responsibilities.
- **Working Conditions** - These factors identify a hazardous, dangerous, or unpleasant environment, and notes any adverse conditions.

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 studied.

Whole-Job Analysis

For the 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.

Broad and Narrow Classifications

It is easy to determine that several positions belong to the same class when the duties are identical. However, in practice, the duties and responsibilities of positions need not be identical in order to be

placed in a common classification. Classification plans generally establish classifications based on a determination of “sufficient similarity”. However, within an individual organization, sufficient similarity can be interpreted to coincide with the goals and philosophy of the organization. For example, a broad interpretation recognizes positions that share a core set of classification factors but accepts substantial variation between positions resulting in varied assignments within each broad classification. In contrast, a narrow interpretation might create separate narrow classifications to address such variations.

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 the SCV Water Agency’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 the SCV Water Agency’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 reflects 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 the excessive workload are properly solved by redistributing work or adding employees and not by creating new classifications.

Classification of the Position, Not the Employee

A classification study process classifies positions, not individual employees. Position classifications should be consistent regardless of who holds the position. 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 they, 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 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). Classification is a process by which positions or jobs of a common nature with similar duties and responsibilities are grouped together for the purposes of assignment to an appropriate salary pay range.

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 department, 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 can require incumbents to have completed college-level coursework/training 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 or implement actions and solutions. Positions at the professional-level typically require incumbents to have a degree in a related field.

Classification Job Family Levels

Within any organization, the use of class titles and levels should be based on the specific needs of the organization. At the same time, certain standardized titling and leveling conventions are commonly used when establishing classification plans. By themselves, titles do not define positions. However, the use of consistent titling conventions can help an organization establish a consistent classification framework. When used properly, class titles can provide a quick visual tool for identifying class type and level. Therefore, titles can be one of the most sensitive issues within an organization as they are sometimes perceived as a reflection of importance. Thus, employees are often very interested in what their job titles will be.

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. In some classification series, there is no need for functions to be performed below the journey level; therefore, there would be no entry-level classification in that particular series. Furthermore, it is important to note that while two given job families may both contain similar classification levels, the levels will be evaluated individually for compensation purposes because they may require different levels of expertise, may perform duties of varying complexity, or the market may simply value them differently.

The categories recommended are described as follows:

- **Entry-level** classifications are 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 require 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 independently.
- **Senior/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. May oversee the work of a small organizational unit.
- **Coordinator-level**-classifications whose duties require interacting with multiple internal and/or external units or individuals to meet organization work requirements and objectives. Classifications require sufficient job content knowledge in the functional area to ensure organization standards are met. Coordinators typically do not supervise full-time staff but may supervise student workers. Coordinators have a program responsibility requiring considerable independence of action. This level classification also requires interpersonal and human relations skills necessary to accomplish work by obtaining the cooperation of others to meet assigned program goals and objectives.
- **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 who are responsible for planning, organizing, managing, and implementing assigned programs and activities of a major unit or division within a department. Incumbents typically have subordinate staff. Managers have oversight of critical and complex strategic initiatives and are also responsible for the strategic planning and budget oversight for assigned functions and/or operations for a department.
- **Director-level** classifications are accountable for all resources and activities, long- and short-term service results and integration of functional responsibilities within a major functional department and with other SCV Water Agency departments to achieve optimal efficiency and effectiveness. Directors have 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.

Class Level and Titling Conventions

Within any organization, the use of class titles and levels should be based on the specific needs of the organization. At the same time, certain standardized titling and leveling conventions are commonly used when establishing classification plans. A class series may be established when two or more classes are related to each other in a linear or other fashion. Typically, classes are placed in a series when the work performed in the classification is similar in nature but not in level, and when the work performed at the lower level class helps develop the knowledge, skills and abilities to perform work at the higher level.

By themselves, titles do not define positions. However, the use of consistent titling conventions can help an organization establish a consistent classification framework. When used properly, class titles can provide a quick visual tool for identifying the class type and level. Therefore, titles can be one of the most sensitive issues within the organization as they are sometimes perceived as a reflection of importance. Thus, employees are often very interested in what their job titles will be. Ideally, job titles should reflect the nature of the work being performed. Some examples include the following:

- **Assistant** – is commonly used in job titles to designate positions that perform routine facilities, or administrative tasks. This is an entry-level position requiring the application of basic theory and principles in a professional discipline to complete standard work assignments or projects. Incumbents focus on identifying “what,” needs to be done as well as “when,” “where,” and “how” to do it. Positions support an assigned function, office, or department.
 - For the SCV Water Agency classification study project, the *Office Assistant I* is one example of a classification for the entry-level Assistant position.

- **Technician**—A journey-level, technical position that requires the application of policies, methods, practices and procedures, knowledge of which are gained through experience and often supplemented by relevant technical or vocational training and course work. The title can be used in a class title to identify skilled trade classes or those with a technology emphasis. However, in administrative settings, the term “technician” also is used for classes where incumbents are expected to interpret and apply specialized laws and regulations in order to decide an appropriate course of action. Duties frequently require an incumbent to apply their knowledge of broad principles to specific situations, including those which are new or unfamiliar, while using a moderate amount of independent judgment and initiative to do the task.
 - For the SCV Water Agency classification study project, CPS HR recommends using the word Technician in the title of classes that meet the above criteria. Some Technician classes exist in series (e.g. *GIS Technician I & GIS Technician II*).
- **Specialist** – is a broad term that can apply to multiple types of jobs and various levels within a job family. By itself, it is not a leveling term. However, within a job family or class series, it may be an appropriate term to describe an advanced or specialized level within the family/series.
 - For the SCV Water Agency classification study project, the *Water Quality Specialist* is one example of a classification for Specialist.
- **Analyst** – is a title used for professional-level classes where the preponderant duties involve breaking down a complex problem into various components; conducting research to understand how the components interact with and impact each other and how each component affects the problem; using the information gained to develop a recommendation on how to solve the problem; and preparing a comprehensive report that describes the proposed solution to the problem and explains how that conclusion was reached. Analyst classes typically have a bachelor’s degree requirement.
 - For the SCV Water Agency classification study project, the *Financial Analyst* is one example of a classification for Analyst.
- **Coordinator** – is also a broad term that is occasionally used when “coordination” of a program or function is the preponderant assignment of the class. Coordinator classes typically have a preferred education equivalent to at least a bachelor’s degree.
 - For the SCV Water Agency classification study project, the *Emergency Preparedness & Safety Coordinator* is an example of a Coordinator level position.

Ultimately, the degree to which SCV Water Agency actively facilitates employee career progression may have the most significant impact on employee professional growth. Employer-paid training, educational reimbursement, and educational incentives provide proactive and effective ways of encouraging employees to improve their education and skills.

As with class titles, class level definitions typically follow standard conventions. Position classification is a dynamic process since the plan itself and the class specifications must continually respond to the changing needs of the organization. Thus, regular, and periodic review of the plan is needed to ensure that it accurately reflects changes in the SCV Water Agency's organizational goals, organizational structure, policy, size, and leadership styles. The plan must also respond to changes in technology, programs, legal requirements, and characteristics of the workforce.

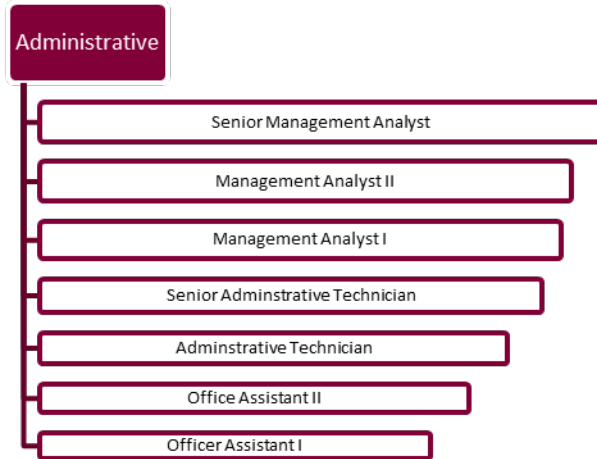
Once established, the classification plan must be utilized consistently to serve its purpose as a management tool. If employment decisions are not consistent with the plan, then either the plan or the decisions must be amended to be consistent with each other.

Classification Series – A classification series is a set of two or more classes within a job family that are closely related in terms of work performed and distinguished primarily by the level of responsibility, scope of duties and the level of independence with which the duties are performed. Within a classification series, it is possible to distinguish general categories or levels based upon factors such as the scope of responsibility assumed, the training and experience required to perform assigned duties, and the nature of supervision received and exercised. Also, consistent titling designations (e.g., I, II, Senior) are generally used to clearly define the applicable class level. By definition, a classification series consists of more than one classification.

Career Ladders – The career ladders proposed for SCV Water Agency are designed to identify gaps and facilitate opportunities for employees to progress to a higher level of job responsibility.

The degree to which the SCV Water Agency should proactively incorporate career ladders into its classification plan should be based on three primary preconditions: 1) the SCV Water Agency must have a genuine business need for higher-level work; 2) employees must be both interested in the higher level work and willing to develop their ability to perform it successfully; and 3) the SCV Water Agency must consider it preferable to retain employees rather than bring in new people who have gained experience elsewhere.

See below three (3) examples of career ladders for incumbents in the Administrative, Safety and Water Quality career paths. Please note, some of the classifications listed in the career ladders were existing classifications and some are new proposed classifications.



Classification Outcomes, Analysis and Recommended Classifications

The recommended classification structure supports the current needs of the organization, and includes changing the classification concepts as needed, providing appropriate and consistent titles which represent the body of work/function. The proposed structure:

- Consolidates classifications where the duties and responsibilities of the work assigned are sufficiently similar in scope and complexity;
- Provides clearer distinctions among the different classifications and supports classifications within program series are then assessed based on nature of the work;
- Creates new classifications where the duties and responsibilities are sufficiently unique in scope and complexity;
- Provides more defined distinctions among the different classifications.

Not all areas will have all the recommended class titles/levels. Additional levels (e.g., I, II) are added to represent the complexity of the work function. CPS HR did not arbitrarily add additional levels to each job family or series, only if an additional level was deemed appropriate. As programs are added or changed, positions may be added or changed to maintain consistency and to support SCV Water Agency initiatives.

There are four primary outputs of the classification study including:

- 1) The Allocation Structure (**Exhibit A**) illustrates the recommended allocation structure for SCV Water Agency. See pages #28-51
- 2) The Individual Allocation list (**Exhibit B**) illustrates the recommended individual classifications for all SCV Water Agency employees and the CPS HR allocation rationale. See pages #52-111
- 3) Revised/new Classification Specifications (**Exhibit C**) represent the most current duties, responsibilities and requirements assigned to the incumbents. See page #112
- 4) FLSA analysis/recommendations. (**Exhibit E**) See pages #127-180

FLSA Status Review

As part of the classification study, CPS HR reviewed and audited existing classifications to ensure the correct FLSA designation has been allocated. In addition to FLSA overtime exemption tests that were conducted for all classification specifications, the PDQ forms and current classification specifications were reviewed and analyzed.

Background

The United States Congress enacted the Fair Labor Standards Act (FLSA) in 1938 to eliminate labor conditions injurious to the health and efficiency of workers, as well as unfair methods of competition based on such conditions. The act contains provisions that cover minimum wage, child labor, equal pay, and several other employment practices. Pertinent to this study, the FLSA contains language that requires employers to pay overtime to an employee at the rate of one and one-half the employee's regular rate of pay for all hours worked over designated weekly unless employee qualifies for an exemption. This overtime pay requirement cannot be waived by agreement between the employer and employee, although the employer can choose to pay overtime to an employee even though the employee qualifies for exemption under the law.

The most common overtime exemptions are Executive, Professional, Administrative, and Computer Professional. For Professional, Administrative, and Executive exemptions, employees must be paid on a salary basis and must regularly exercise discretion and independent judgment with respect to matters of significance. This is key to the determination of exempt status, as even very highly paid salaried positions may be overtime eligible if they do not exercise sufficient independent judgment and discretion.

The definition of the exercise of discretion and independent judgment involves the comparison and the evaluation of possible courses of conduct and action and deciding after the various possibilities have been considered. These terms imply that the employee has the authority to make an independent choice/decision that is free from immediate direction or supervision. Factors to consider include, but are not limited to: whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; and whether the employee has authority to waive or deviate from established policies and procedures without prior approval, and other factors set forth in the regulation. The exercise of discretion and independent judgment must be more than the use of skill in applying well-established techniques, procedures, or specific standards described in manuals or other sources.

The term "matters of significance" refers to the level of importance or consequence of the work performed. An employee does not exercise discretion and independent judgment with respect to matters of significance merely because the employer will experience financial losses if the employee fails to

perform the job properly. Similarly, an employee who operates very expensive equipment does not exercise discretion and independent judgment with respect to matters of significance merely because improper performance of the employee's duties may cause serious financial loss to the employer.

FLSA changes: January 1, 2020

The Fair Labor Standards Act (FLSA) establishes wage and hour regulations for employers. The Department of Labor (DOL)'s Wage and Hour Division (WHD) administers FLSA regulations and recently released the final in rule increasing the salary threshold for the executive, administrative and professional exemptions from overtime payment under the Fair Labor Standards Act. Effective January 1, 2020, the new federal rule increases the threshold to \$35,568/annually, or \$684 per week. The new rule raises the total annual compensation level for "highly compensated employees" from \$100,000 to \$107,432 per year. No changes were made to the duties test.

FLSA Impact of California Employers

There are a number of differences between the California labor code/wage orders and the federal Fair Labor Standards Act (FLSA) when determining which employees are exempt from overtime pay requirements. The increases to the salary levels for exempt status under the FLSA do not directly impact California employees because California has its own laws requiring a higher minimum salary to qualify for exempt status. Employers with California employees have to comply with the higher California salary thresholds for their California employees. As a reminder, the current minimum annual salary for most exempt managerial, administrative, and professional employees in California is \$54,080 (\$49,920 for employers with 25 or fewer employees). There are also unique California requirements for certain computer professionals. In California, for example, the salary threshold for the executive, administrative and professional exemptions is double the state minimum wage. So, when the minimum wage goes up statewide, so does the exempt salary threshold.

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance. Under the FLSA, "primary duty" means "the principal, main, major or most important duty that the employee performs. While the FLSA does not specify how much time must be spent on such duties, California law states that "primarily engaged" means employees must spend more than half of their work time on such duties.

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee’s primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee’s suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given consideration.

To qualify for the professional employee exemption, all of the following tests must be met:

- The employee’s primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the computer employee exemption, the following tests must be met:

- The employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing the duties described below; and
- The employee’s primary duty must consist of:
 - The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
 - The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; The design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
 - A combination of the duties as mentioned above, the performance of which requires the same level of skills.

CPS consultants evaluated the SCV Water Agency classifications to determine if the current exempt/non-exempt assigned to each classification is consistent with the FLSA criteria described above.

To conduct the FLSA review, the CPS HR consultants reviewed the proposed classification specifications, the SCV Water Agency’s salary schedule, and the incumbents’ Position Description Questionnaires (PDQs). The specific portions of the PDQs that were evaluated were: the essential functions and associated ratings, including any essential functions added by the incumbent; the supervision that was given to the incumbent and the amount of supervision the incumbent gave to others; and the various levels of authority associated with the position. Incumbents needed to have a salary of \$54,080 (\$1,081.60 before tax per week) or higher to qualify as exempt under the FLSA guidelines.

FLSA Analysis and Recommendations

The final analysis of SCV Water Agency classifications, definitions of exemptions tests and supporting documentation can be found in (Exhibit E). CPS HR consulting team identified nine (9) incumbents that either were recommended for changing their FLSA designation, or found to be in need of additional review, analysis, and possible revisions. Our comprehensive FLSA review revealed that the SCV Water Agency should consider implementing the following CPS HR recommendations for the following classifications:

- **Administrative Analyst (Incumbent #1008)** This incumbent's position is currently classified as exempt however, the current duties performed by this employee defines her role as non-exempt. Per the PDQ, this incumbent does not meet any exemptions tests from FLSA overtime provisions. The incumbent is recommended to be retitled to a Senior Administrative Technician. The incumbent performs duties primarily involved in reviewing plans to determine facility capacity fees based on an established schedule. The incumbent is leading and providing work direction to two Admin Techs. The work being performed is technical, but not analytical. CPS HR recommends classifying this incumbent as non-exempt. See Exhibit E page #132
- **Assistant Customer Service Manager (Incumbent #1019)** This incumbent's position is currently classified as exempt. Per the PDQ and class specification, this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this class be retitled to a Customer Service Specialist. CPS HR recommends classifying this incumbent as non-exempt. See Exhibit E page #135
- **Board Secretary (Incumbent #1125)** This incumbent's position is currently classified as non-exempt. This classification does meet the California State FLSA salary threshold for exemption. The incumbent provides highly responsible and confidential executive assistant duties to support the Board of Directors, General Manager, and a variety of agency committees. CPS HR is recommending this incumbent be retitled to a Board Secretary/Executive Assistant. Based on the actual work performed by the incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Administrative category. See Exhibit E page #137
- **GIS/CAD Technician I (Incumbent #1075)** This incumbent's position is currently classified as non-exempt. Per the incumbent and Director, the work currently being performed involves a wide range of analytical, complex and technical GIS functions. Duties are predominantly intellectual and require the consistent exercise of discretion and judgment. CPS HR recommends a title change to GIS Analyst. CPS HR recommends this position be exempt from FLSA overtime provisions under the Professional category. See Exhibit E page #150
- **GIS/CAD Technician II (Incumbents #1076 & #1077)** These two (2) incumbent's positions are currently classified as non-exempt. Per the incumbents and Director, the work currently being performed involves a wide range of analytical, complex and technical GIS functions. Duties are predominantly intellectual and require the consistent exercise of discretion and judgment. CPS HR recommends a title change to GIS Analyst for both incumbents. CPS HR recommends this

position be exempt from FLSA overtime provisions under the Professional category. See Exhibit E pages #150 & #151

- **Senior IT Technician (Incumbent #1135)** This incumbent's position is currently classified as non-exempt. This classification does meet the California State FLSA salary threshold for exemption. Per the PDQ, the incumbent oversees and implements highly technical information technology functions including database management, applications support and development. CPS HR is recommending this incumbent be retitled to an Information Technology Specialist. CPS HR recommends this be position exempt from FLSA overtime provisions under the Professional-Computer category. See Exhibit E page #167
- **Senior IT Technician (Incumbent #1134)** This incumbent's position is currently classified as non-exempt. This classification does meet the California State FLSA salary threshold for exemption. Per the PDQ and interview, the incumbent plans, organizes, supervises and evaluates the work of assigned IT staff. CPS HR is recommending this incumbent be retitled to an Information Technology Supervisor. CPS HR recommends this position be exempt from FLSA overtime provisions under the Professional category. See Exhibit E page #167
- **Water Utility Foreman (Incumbent #1203)** This incumbent's position is currently classified as non-exempt. This classification does meet the California State FLSA salary threshold for exemption. Per the PDQ, the incumbent plans, organizes, and supervises the work of assigned staff performing skilled and manual duties related to reading meters, recording water consumption and maintaining/repairing water meter equipment. CPS HR is recommending this incumbent be retitled to a Field Services Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions. See Exhibit E page #180

Next Steps

This report contains recommendations that the SCV Water Agency can use to further improve its classification system. The above sections of this final report provide information concerning the scope of the project, the methodology used, classification structure recommendations and individual employee allocation recommendations. CPS HR Consulting is pleased to provide this classification study report to the SCV Water Agency for review and comment. We welcome feedback from the SCV Water Agency.

Should you require any further information or have questions and comments concerning this classification study report, please do not hesitate to contact Suzanne Ansari, Project Manager/Senior HR Consultant at 657.204.4008 or via email at sansari@cpshr.us.

Exhibit A - Allocation Structure

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
EXECUTIVE MANAGEMENT	GENERAL MANAGER	GENERAL MANAGER	This classification was not part of the classification study.
	ASSISTANT GENERAL MANAGER	ASSISTANT GENERAL MANAGER	Performing duties consistent with current classification.
	CHIEF FINANCIAL & ADMINISTRATIVE OFFICER	CHIEF FINANCIAL & ADMINISTRATIVE OFFICER	Performing duties consistent with current classification.
	CHIEF OPERATING OFFICER	CHIEF OPERATING OFFICER	Performing duties consistent with current classification.
CUSTOMER SERVICE	CUSTOMER SERVICE MANAGER	CUSTOMER SERVICE MANAGER	Performing duties consistent with current classification.
	CUSTOMER SERVICE SUPERVISOR	CUSTOMER SERVICE SUPERVISOR	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	ASSISTANT CUSTOMER SERVICE SUPERVISOR	CUSTOMER SERVICE SPECIALIST	Title change to reflect position duties that are aligned closer to "Specialist" rather than a Supervisor. Incumbent does not supervise staff.
	CUSTOMER SERVICE REPRESENTATIVE II	CUSTOMER SERVICE REPRESENTATIVE II	Performing duties consistent with current classification.
	CUSTOMER SERVICE REPRESENTATIVE I	CUSTOMER SERVICE REPRESENTATIVE I	Performing duties consistent with current classification.
ENGINEERING	CHIEF ENGINEER	CHIEF ENGINEER	Performing duties consistent with current classification.
	PRINCIPAL ENGINEER CIP DESIGN	PRINCIPAL ENGINEER	Title change to reflect simplification in titling; CPS HR recommends to combine into a single Principal

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			Engineer class and remove CIP from title.
	PRINCIPAL ENGINEER DISTRIBUTION DESIGN	PRINCIPAL ENGINEER	Title change to reflect simplification in titling; CPS HR recommends to combine into a single Principal Engineer class and remove Distribution Design from title.
	SENIOR ENGINEER	SENIOR ENGINEER	Performing duties consistent with current classification.
	INSPECTOR SUPERVISOR	INSPECTOR SUPERVISOR	Performing duties consistent with current classification.
	CIVIL ENGINEER	ENGINEER	Title change to reflect simplification in titling; CPS HR recommends to combine into a broad single class and to remove term "civil" from title.
	SENIOR INSPECTOR	SENIOR INSPECTOR	Performing duties consistent with current classification. However, incumbent no longer administers the Agency's cross connection control program.
	ASSOCIATE ENGINEER	ASSOCIATE ENGINEER	Performing duties consistent with current classification.
	INSPECTOR	INSPECTOR II	Title change to create an Inspector I & II career ladder. This position would serve as journey-level.
	INSPECTOR	INSPECTOR I	Title change to create an Inspector career ladder I & II. This position would serve as entry-level.
	ASSISTANT ENGINEER (VACANT)	ASSISTANT ENGINEER (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	SENIOR ENGINEERING TECHNICIAN (VACANT)	SENIOR ENGINEERING TECHNICIAN (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	ENGINEERING TECHNICIAN II	ENGINEERING TECHNICIAN II	Most incumbents were performing duties consistent with current classification. However, one incumbent in this class was recommended to be moved into the existing Assistant Engineer class based on professional engineering duties being performed.
	ENGINEERING TECHNICIAN I	ENGINEERING TECHNICIAN I	CPS HR recommends keeping this class which would serve as the entry level class into the Engineering Technician series. However, the one incumbent who is currently allocated to this class is being recommended by CPS HR to be moved into the existing Assistant Engineer class based on professional engineering duties currently being performed. Incumbent is assuming full responsibility for designing major structures including a pump station and regularly designs pipeline alignments. Incumbent is performing project management and complex engineering calculations.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	CROSS CONNECTION SPECIALIST I	INSPECTOR I	Title change to Inspector I. The concern would be whether the position would be flexibly staffed because it appears the duties of this position may not expand to the full "inspector" role. Would the incumbent be held at the "I" level indefinitely?
FINANCE/ACCOUNTING			
	DIRECTOR OF FINANCE & ADMINISTRATION CONTROLLER	DIRECTOR OF FINANCE & ADMINISTRATION CONTROLLER	Performing duties consistent with current classification.
	ASSISTANT RETAIL MANAGER (VACANT)	ASSISTANT RETAIL MANAGER (VACANT/ELIMINATE)	Performing duties consistent with current classification.
	RETAIL ADMINISTRATIVE OFFICER	RETAIL ADMINISTRATIVE OFFICER (ELIMINATE)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	SENIOR FINANCIAL ANALYST (VACANT)	SENIOR FINANCIAL ANALYST (VACANT)	Per SCV Water, this position's duties are to be reassigned.
	ACCOUNTING MANAGER (VACANT)	ACCOUNTING MANAGER (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	FINANCIAL ANALYST	FINANCIAL ANALYST	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	SENIOR ACCOUNTANT	SENIOR ACCOUNTANT	Performing duties consistent with current classification.
			Performing duties consistent with current classification.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	ACCOUNTANT	ACCOUNTANT	Performing duties consistent with current classification.
	SENIOR ACCOUNTING TECHNICIAN	PAYROLL SPECIALIST	Title change to Payroll Specialist. Primary functions are performing specialized payroll functions and proposed title change has been confirmed by Supervisor.
	SENIOR ACCOUNTING TECHNICIAN	SENIOR ACCOUNTING TECHNICIAN	Performing duties consistent with current classification.
	ACCOUNTING TECHNICIAN II	ACCOUNTING TECHNICIAN II	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	ACCOUNTING TECHNICIAN I	ACCOUNTING TECHNICIAN I	CPS HR recommends keeping this class which would serve as the entry level class into the Accounting Technician series. Three incumbents who are currently allocated to this class are being recommended by CPS HR to be moved into the journey-level Accounting Technician II class based on more complex accounting duties being assigned/performed.
HUMAN RESOURCES	HUMAN RESOURCES/RISK MANAGEMENT SUPERVISOR	HUMAN RESOURCES MANAGER	Performing duties consistent with current classification however, the current title does not reflect program management and responsibility for planning, organizing, budgeting, and implementing the programs and activities of the section. Incumbent

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			has subordinate staff as direct reports. CPS HR recommends title of Human Resources Manager.
	HUMAN RESOURCES ANALYST	HUMAN RESOURCES ANALYST	Performing duties consistent with current classification.
	ADMINISTRATIVE TECHNICIAN	HUMAN RESOURCES SPECIALIST	Title change recommended. Incumbent is performing specialized HR level duties including a wide range of work human resources assignments and projects within that discipline.
TECHNOLOGY SERVICES			
	DIRECTOR OF TECHNOLOGY SERVICES	DIRECTOR OF TECHNOLOGY SERVICES	Performing duties consistent with current classification.
	INFORMATION TECHNOLOGY ADMINISTRATOR (VACANT)	INFORMATION TECHNOLOGY SUPERVISOR (VACANT)	Vacant classification. CPS HR is recommending to eliminate this title and retitle to IT Supervisor.
	GIS SUPERVISOR/PLANNER	GIS MANAGER	Title change to GIS Manager. CPS HR recommends eliminating the current GIS Supervisor/Planner classification. The incumbent is performing both supervisory and management duties including supervising & evaluating staff, managing projects, overseeing contracts, policy development, reviews bids, manages GIS capital budgets and the develops manuals for GIS unit.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	SENIOR IT TECHNICIAN	INFORMATION TECHNOLOGY SUPERVISOR	Title change. One incumbent is performing duties consistent with an IT Supervisor. This incumbent is planning, assigning, supervising, and evaluating day-to-day work of IT Tech employees, monitoring budget spending, and overseeing management of special projects. CPS HR recommends the title of IT Supervisor to encompass new supervisory duties being assigned/performed.
	SENIOR IT TECHNICIAN	INFORMATION TECHNOLOGY SPECIALIST	Per Director's suggestion, CPS HR concurs with the recommendation to create a new IT Specialist position. The new classification would be an option class where incumbents would perform a set of shared general IT duties and then be assigned specialized duties related to database/applications functions or cyber security functions.
	SENIOR IT TECHNICIAN	SENIOR IT TECHNICIAN	CPS HR concurs with the recommendation to keep the Senior IT Tech classification which would serve as the advanced level in the job series. Incumbents in this class would perform lead level IT support functions and provide primary technical support and maintenance for unmanned desktop computers.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	IT TECHNICIAN	INFORMATION TECHNOLOGY TECHNICIAN II	Title change to create an IT Tech I & II career ladder. This position would serve as journey-level.
	N/A	INFORMATION TECHNOLOGY TECHNICIAN I (NEW PROPOSED)	New position recommended for entry-level IT Technician.
	GIS/CAD TECHNICIAN II	GIS ANALYST	Title change to GIS Analyst. Per the Director, three (3) incumbents are performing similar advanced level duties consistent with GIS Analyst class which requires the application of GIS theory and principles, carrying out assigned research, analysis and evaluation duties. Incumbents also make recommendations for the resolution of GIS related issues.
	GIS/CAD TECHNICIAN II	GIS TECHNICIAN II	Title change to reflect simplification in titling; CPS HR recommends to remove CAD from title. CAD software usage is very minimal. This position would serve as journey-level.
	GIS/CAD TECHNICIAN I	GIS TECHNICIAN I	Title change to reflect simplification in titling; CPS HR recommends to remove CAD from title. CAD software usage is very minimal. This position would serve as entry-level.
OPERATIONS			
	DIRECTOR OF OPERATIONS & MAINTENANCE	DIRECTOR OF OPERATIONS & MAINTENANCE	Performing duties consistent with current classification.
	OPERATIONS SUPERINTENDENT (VACANT)	WATER DISTRIBUTION MANAGER (VACANT)	Vacant classification. Title change suggested by Supervisor to create a

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			<p>Manager classification for (Treatment) and the other for (Distribution).</p>
	PRODUCTION SUPERVISOR	WATER SYSTEMS SUPERVISOR	<p>Title change to reflect broad based operations and maintenance of water systems including pumping and treatment. CPS HR suggests new title of Water Systems Supervisor to be consistent with naming convention used for other proposed Water Systems Technician I & II (Production Operators) classes that incumbent supervises. The title Production Supervisor may not have many comparable titles within other organizations.</p>
	OPERATIONS SUPERVISOR	UTILITY SUPERVISOR	<p>Title change to reflect simplification in titling and primary "Utility" functions; incumbent is performing duties consistent with current classification.</p>
	WATER UTILITY FOREMAN	FIELD SERVICES SUPERVISOR	<p>Title change to reflect supervisory and work unit role. The current title and class specification for one of the three current Water Utility Foreman does not reflect the incumbent's full supervisory duties.</p>
	WATER UTILITY FOREMAN	UTILITY FOREMAN	<p>Title change to delete "Water" from title for consistency with other Utility classes. Two of the three current incumbents are performing duties consistent with current classification. Water Utility Foreman</p>

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			<p>was a new class created as part of the merger. The two current incumbents do not have supervisory duties.</p>
	<p>SENIOR PRODUCTION OPERATOR</p>	<p>SENIOR WATER SYSTEMS TECHNICIAN</p>	<p>Title change to reflect broad based technical duties involved in the operations and maintenance of water systems including pumping and treatment. The title of Senior Water Systems Tech is consistent with other lower-level water systems classes that are being proposed. This position would serve as an advanced-level class in the Water Systems Technician series.</p>
	<p>SENIOR UTILITY WORKER</p>	<p>SENIOR UTILITY WORKER</p>	<p>Performing duties consistent with current classification.</p>
	<p>SENIOR FIELD CUSTOMER SERVICE REPRESENTATIVE</p>	<p>SENIOR FIELD SERVICES WORKER</p>	<p>Title change to bring the classification title up-to-date with industry standards. Advanced-level job functions with focus on field services. Title change was requested by employees and leadership to avoid appearance that these positions only do meter reading. CPS HR concurs with recommendation for a new title.</p>

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	PRODUCTION OPERATOR II	WATER SYSTEMS TECHNICIAN II	<p>Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II since all incumbents perform a variety of technical mechanic functions including inspecting, adjusting, and repairing mechanical and hydraulic equipment though just in different areas. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.</p>
	PRODUCTION OPERATOR I	WATER SYSTEMS TECHNICIAN I	<p>Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as entry-level. CPS HR recommends combining Production Operators I & Distribution Mechanical Tech I into a broad new class called Water System Technician I since all incumbents perform a variety of technical mechanic functions including inspecting, adjusting, and repairing mechanical and hydraulic</p>

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			equipment though just in different areas. The Water Systems Technician I could be assigned to Operations or assigned to Treatment & Maintenance.
	UTILITY WORKER II	UTILITY WORKER II	Performing duties consistent with current classification.
	FIELD CUSTOMER SERVICE REPRESENTATIVE II	FIELD SERVICES WORKER II	Title change to bring the classification title up-to-date with industry standards. Journey-level job function focus on field services. Title change was requested by employees and leadership to avoid appearance that these positions only do meter reading. CPS HR concurs with recommendation for a new title.
	WAREHOUSE TECHNICIAN	PURCHASING/WAREHOUSE TECHNICIAN	Title change to add "Purchasing" to title. The current title suggests limited warehouse role and does not reflect the purchasing of specialized parts and equipment. CPS HR recommends to combine the current Warehouse Tech with Purchasing Tech into one broad class.
	UTILITY WORKER I	UTILITY WORKER I	Performing duties consistent with current classification.
	FIELD CUSTOMER SERVICE REPRESENTATIVE I	FIELD SERVICES WORKER I	Title change to bring the classification title up-to-date with industry standards. This entry-level job functions are focus on field services. Title change was requested by employees and leadership to

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			avoid appearance that these positions only do meter reading. CPS HR concurs with recommendation for a new title.
	LABORATORY & REGULATORY AFFAIRS SUPERVISOR	WATER QUALITY LABORATORY MANAGER	Title change to reflect simplification in titling; CPS HR recommends removing "Regulatory Affairs" from title. Focus of job is on managing the Water Quality laboratory. Current duties being performed meets criteria for Manager.
	WATER QUALITY/REGULATORY COMPLIANCE SUPERVISOR	WATER QUALITY SUPERVISOR	Title change to reflect simplification in titling; removed regulatory compliance from title. Focus of job is on supervision of water quality & staff.
	WATER QUALITY SCIENTIST II	WATER QUALITY SCIENTIST II	Performing duties consistent with current classification.
	WATER QUALITY SCIENTIST I (VACANT)	WATER QUALITY SCIENTIST I (VACANT)	Vacant classification. However, CPS HR recommends reclassifying one incumbent in the current Water Quality Technician into this classification.
	WATER QUALITY SPECIALIST	WATER QUALITY SPECIALIST	Performing duties consistent with current classification.
	WATER QUALITY DISTRIBUTION TECHNICIAN	WATER QUALITY TECHNICIAN II	Title change to create a Water Quality Technician I & II career ladder. This position would serve as the journey-level class with incumbents performing more

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			complex water quality technical functions.
	WATER QUALITY DISTRIBUTION TECHNICIAN	WATER QUALITY TECHNICIAN I	Title change to create a Water Quality Technician I & II career ladder. This position would serve as entry-level class with incumbents performing routine water quality technical functions.
	SAFETY OFFICER	ENVIRONMENTAL HEALTH & SAFETY SUPERVISOR	Title change to bring the classification title up-to-date with industry standards with focus on environmental health & safety. CPS HR recommends the title of Supervisor to encompass supervisory duties being assigned/performed.
	EMERGENCY PREPAREDNESS & SAFETY COORDINATOR	EMERGENCY PREPAREDNESS & SAFETY COORDINATOR	Performing duties consistent with current classification.
	N/A	SAFETY SPECIALIST II	New classification. CPS HR recommends that the current incumbent in the Safety Specialist be retitled to a Safety Specialist II. Incumbent is currently performing journey-level duties including a wide range of work assignments and projects within the Safety discipline.
	SAFETY SPECIALIST	SAFETY SPECIALIST I	Entry-level classification in the job series.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
TREATMENT & MAINTENANCE			
	OPERATIONS & MAINTENANCE SUPERINTENDENT	WATER TREATMENT MANAGER	Title change suggested by Supervisor to create a Manager classification for (Treatment) and the other for (Distribution).
	ELECTRICAL/INSTRUMENTATION SUPERVISOR	ELECTRICAL/INSTRUMENTATION SUPERVISOR	Performing duties consistent with current classification.
	DISTRIBUTION MECHANICAL SUPERVISOR (VACANT)	WATER SYSTEMS SUPERVISOR (VACANT)	Vacant classification. However, CPS HR recommends a new title called Water Systems Supervisor to be consistent with naming convention used for Water Systems Technician classes (Distribution/Mechanical Technician I, II & Senior).
	PRODUCTION FOREMAN (VACANT)	WATER SYSTEMS FOREMAN (VACANT)	Approved by SCVWA Board in March 2020. Classification was not studied by CPS HR.
	SENIOR TREATMENT PLANT OPERATOR	SENIOR TREATMENT PLANT OPERATOR	Performing duties consistent with current classification.
	SENIOR DISTRIBUTION/MECHANICAL TECHNICIAN	SENIOR WATER SYSTEMS TECHNICIAN	Title change to reflect broad based technician duties in the operations and maintenance of water systems including distribution & mechanical. The title of Senior Water Systems Tech is consistent with other lower-level water systems classes that are being proposed. This position would serve as an advanced-level class in the Water Systems Technician series.
	BUILDING & GROUNDS SUPERVISOR	BUILDING & GROUNDS SUPERVISOR	Performing duties consistent with current classification.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	N/A	SCADA TECHNICIAN II	Establish a new SCADA classification series. Primary focus is performing journey-level SCADA technical functions. This proposed new class is recommended for one (1) of the current Senior Electrical Technician incumbents.
	N/A	SCADA TECHNICIAN I	Establish a new SCADA classification series. Primary focus is performing entry level SCADA technical functions.
	SENIOR ELECTRICAL TECHNICIAN	SENIOR ELECTRICAL TECHNICIAN	Performing duties consistent with current classification.
	SENIOR INSTRUMENTATION TECHNICIAN	SENIOR INSTRUMENTATION TECHNICIAN	Performing duties consistent with current classification.
	TREATMENT PLANT OPERATOR II	TREATMENT PLANT OPERATOR II	Performing duties consistent with current journey-level classification, however, in other agencies, this job might be split among several different titles, e.g., "Pump Mechanic" or "Equipment Maintenance Mechanic".
	TREATMENT PLANT OPERATOR I (VACANT)	TREATMENT PLANT OPERATOR I (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	DISTRIBUTION/MECHANICAL TECHNICIAN II	WATER SYSTEMS TECHNICIAN II	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Distribution Mechanical

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			<p>Tech II & Production Operator II into to a broad new class called Water System Technician II since all incumbents perform a variety of technical mechanic functions including inspecting, adjusting, and repairing mechanical and hydraulic equipment though just in different areas. The Water Systems Technician II could be assigned to Operations or assigned to Treatment & Maintenance.</p>
	DISTRIBUTION/MECHANICAL TECHNICIAN I	WATER SYSTEMS TECHNICIAN I	<p>Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as entry-level. CPS HR recommends combining Distribution Mechanical Tech I & Production Operator I into to a broad new class called Water System Technician I, since all incumbents perform a variety of technical mechanic functions including inspecting, adjusting, and repairing mechanical and hydraulic equipment though just in different areas. The Water Systems Technician I could be assigned to Operations or assigned to Treatment & Maintenance.</p>
	ELECTRICAL/INSTRUMENTATION TECHNICIAN	ELECTRICAL/INSTRUMENTATION TECHNICIAN	<p>Performing duties consistent with current classification.</p>

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	SENIOR FACILITIES MAINTENANCE TECHNICIAN	SENIOR FACILITIES MAINTENANCE TECHNICIAN	Performing duties consistent with current classification.
	FACILITIES MAINTENANCE TECHNICIAN II	FACILITIES MAINTENANCE TECHNICIAN II	Performing duties consistent with current classification.
	FACILITIES MAINTENANCE TECHNICIAN I (VACANT)	FACILITIES MAINTENANCE TECHNICIAN I	Performing duties consistent with current classification.
SECRETARIAL/ADMINISTRATIVE SUPPORT			
	SENIOR MANAGEMENT ANALYST	SENIOR MANAGEMENT ANALYST	Performing duties consistent with current classification.
	BOARD SECRETARY	BOARD SECRETARY/EXECUTIVE ASSISTANT	Title change to reflect current highly responsible and confidential secretarial and administrative support functions. The incumbent provides secretarial support to both the Board and also serves as an Executive Assistant to GM relieving the Board and GM of a variety of secretarial and administrative support details.
	MANAGEMENT ANALYST	MANAGEMENT ANALYST II	Title change. CPS HR recommends creating a Management Analyst I & II series with this class serving as the journey-level class.
	MANAGEMENT ANALYST	MANAGEMENT ANALYST I	Title change. CPS HR recommends creating a Management Analyst I & II series with this class serving as the entry-level class.
	EXECUTIVE ASSISTANT	EXECUTIVE ASSISTANT	Performing duties consistent with current classification. This position supports the COO but does not provide support to the GM or Board. Duties emphasize the provision of

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			admin support to a department head.
	PURCHASING COORDINATOR	PURCHASING COORDINATOR	Performing duties consistent with current classification.
	ADMINISTRATIVE ANALYST	MANAGEMENT ANALYST I	Title change. CPS HR recommends creating a Management Analyst I & II series with this class serving as the entry level class.
	ADMINISTRATIVE ANALYST	SENIOR ADMINISTRATIVE TECHNICIAN	Title change. Per Supervisor recommend that one incumbent be retitled to a Sr. Admin Tech. Incumbent is leading and providing work direction to two Admin Techs. Incumbent duties involve estimating and calculating the projected capacity fees.
	ADMINISTRATIVE TECHNICIAN	ADMINISTRATIVE TECHNICIAN	Performing duties consistent with current classification.
	ADMINISTRATIVE TECHNICIAN	EXECUTIVE ASSISTANT	Title change. Per Supervisor (AGM) one incumbent in this classification is performing professional level Executive Assistant duties including serving as a Board Secretary for the recently created Groundwater Sustainability Agency. Duties emphasize the provision of admin support to a AGM.
	PURCHASING TECHNICIAN (VACANT)	WAREHOUSE/PURCHASING TECHNICIAN (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	ADMINISTRATIVE ASSISTANT	OFFICE ASSISTANT II	Title change to OA II. Incumbents duties primarily involve proofreading Board documents, assisting with events, helping with Board meetings; role is fairly narrow. The Administrative Assistant is not currently allocated anywhere else and appears unnecessary. CPS HR recommends to abolish the Administrative Assistant class. The current duties being performed by this incumbent are not at the level of complexity was described in the current AA class spec.
	OFFICE ASSISTANT II	OFFICE ASSISTANT II	Performing duties consistent with current classification.
	OFFICE ASSISTANT I (VACANT)	OFFICE ASSISTANT I (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
WATER RESOURCES, WATERSHED & OUTREACH			
	DIRECTOR OF WATER RESOURCES	DIRECTOR OF WATER RESOURCES	Performing duties consistent with current classification.
	RESOURCE CONSERVATION MANAGER	SUSTAINABILITY MANAGER	Title change per recommendation of Supervisor to "Sustainability Manager". CPS concurs with title change. This position is performing duties outside of current classification and playing a broader

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			role within the Agency than current classification.
	PRINCIPAL WATER RESOURCES PLANNER	PRINCIPAL WATER RESOURCES PLANNER	Performing duties consistent with current classification.
	SENIOR WATER RESOURCES PLANNER (VACANT)	SENIOR WATER RESOURCES PLANNER (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	WATER CONSERVATION SUPERVISOR (VACANT)	WATER CONSERVATION SUPERVISOR (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	PUBLIC INFORMATION OFFICER	COMMUNICATIONS MANAGER	Title change. Public Information Officer title seems to have a slightly narrower scope, with a specific focus on media relations and the outward dissemination of information to particular audiences. CPS HR recommends the title of Communications Manager which would be a more accurate reflection of the current duties performed. Incumbent is responsible for planning, organizing, budgeting, and implementing the programs and activities of an assigned section. Incumbent supervises subordinate staff.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	N/A	WATER RESOURCES PLANNER (NEW PROPOSED)	<p>New proposed classification recommended by CPS HR. The Water Resources Planner class does not currently exist at SCV Water. The addition of this new proposed class could help create a new career path in the Water Resources Planner related job series. CPS HR is recommending three current Associate Water Resources Planner incumbents to be retitled into this new proposed class to reflect current more complex Water Resources Planner duties being assigned/performed including performing specialized complex duties related to state water project for imported water supply & coordination of deliveries to meet water demands. Incumbents provides project management oversight to professional, technical staff and consultants.</p>
	PUBLIC AFFAIRS SPECIALIST III (VACANT)	SENIOR PUBLIC AFFAIRS SPECIALIST (VACANT)	<p>This classification is currently vacant. CPS HR is recommending the Public Affairs Specialist III position be retitled to Senior Public Affairs Specialist for consistency with other SCV Water job families. CPS HR is recommending the single incumbent in the current Public Affairs Specialist II class to be retitled to the proposed Senior Public Affairs</p>

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
			Specialist class based on the more advanced and complex public affairs work being assigned/performed.
	ASSOCIATE WATER RESOURCES PLANNER	ASSOCIATE WATER RESOURCES PLANNER	Keep classification as the entry level class into the Water Resources Planner job family series.
	WATER CONSERVATION SPECIALIST III (VACANT)	SENIOR WATER CONSERVATION SPECIALIST (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	PUBLIC AFFAIRS SPECIALIST II	PUBLIC AFFAIRS SPECIALIST II	Performing duties consistent with current classification.
	WATER CONSERVATION SPECIALIST II	WATER CONSERVATION SPECIALIST II	Performing duties consistent with current classification.
	LEAD WATER CONSERVATION/EDUCATIONAL SPECIALIST	WATER EDUCATION SUPERVISOR	Title change to Water Education Supervisor. Leadership duties are sufficiently supervisory to warrant the Supervisor title; otherwise, duties are consistent with the current classification.
	PUBLIC AFFAIRS SPECIALIST I (VACANT)	PUBLIC AFFAIRS SPECIALIST I (VACANT)	Vacant classification. CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
	WATER CONSERVATION SPECIALIST I	WATER CONSERVATION SPECIALIST I	Performing duties consistent with current classification.
	WATER CONSERVATION EDUCATION SPECIALIST	WATER EDUCATION INSTRUCTOR	Title change to reflect simplification in titling; CPS HR recommends to remove "Conservation" from title.

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	RATIONALE
	EVENT COORDINATOR	EVENT COORDINATOR	Performing duties consistent with current classification.

EXHIBIT B- Recommended Individual Allocations

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1000	Accountant	Finance	Accountant	No	Performing duties consistent with current classification.
1001	Accountant	Finance	Accountant	No	Performing duties consistent with current classification.
1002	Accountant	Finance	Accountant	No	Performing duties consistent with current classification.
1003	Accounting Technician I	Finance	Accounting Technician II	Yes	Title change. Incumbent is performing duties consistent with Acct Tech II Journey-level class. More complex accounting duties are now being assigned/performed as confirmed by Supervisor.
1004	Accounting Technician I	Finance	Accounting Technician II	Yes	Title change. Incumbent is performing duties consistent with Acct Tech II Journey-level class. More complex accounting duties are now being assigned/performed as confirmed by Supervisor.
1005	Accounting Technician I	Finance	Accounting Technician II	Yes	Title change. Incumbent is performing duties consistent with Acct Tech II Journey-level class. More complex accounting duties are now being assigned/performed as confirmed by Supervisor.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1006	Administrative Analyst	Engineering	Senior Administrative Technician	Yes	Title change. Per Supervisor, change to a Senior Administrative Technician. Incumbents duties primarily involve reviewing plans to determine Facility Capacity Fees based on an established schedule; not issuing permits. Incumbent is leading and providing work direction to two Admin Techs. Work being performed is technical, but not highly analytical. CPS HR recommends an additional review of this classification by the Agency if the assigned duties change in the future.
1007	Administrative Analyst	Water Resources, Watersheds & Outreach	Management Analyst I	Yes	Title change. CPS HR recommends creating a Management Analyst I & II series with this class serving as the entry level in the class series. The department head can determine when the incumbent is ready to promote to II level.
1008	Administrative Analyst	Engineering	No PDQ	NA	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1009	Administrative Assistant	Management	Office Assistant II	Yes	Title change. Incumbents duties primarily involve proofreading Board documents, assisting with events, helping with Board meetings; role is fairly narrow. The Administrative Assistant is not currently allocated anywhere else and appears unnecessary. CPS HR recommends to abolish the Administrative Assistant class. The current duties being performed by this incumbent are not at the level of complexity was described in the current class spec.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1010	Administrative Technician	Water Resources, Watersheds & Outreach	Executive Assistant	Yes	Title change. Performing admin/secretarial support duties to support the AGM. New duties have been added since the merger including serving as Board secretary to GSA Board and providing administrative support to public outreach and legislation, water conservation and Agency's safety committee.
1011	Administrative Technician	Administration	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1012	Administrative Technician	Engineering	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1013	Administrative Technician	Engineering	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1014	Administrative Technician	Engineering	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1015	Administrative Technician	Operations	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1016	Administrative Technician	Operations	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1017	Administrative Technician	Operations	Administrative Technician	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1018	Administrative Technician	Administration/ Human Resources	Human Resources Specialist	Yes	Title change. Incumbent is performing specialized HR level duties including a wide range of work human resources assignments and projects within that discipline.
1019	Assistant Customer Service Manager	Customer Service	Customer Service Specialist	Yes	Title change to reflect position duties that are aligned closer to "Specialist" rather than a Supervisor. Incumbent does not supervise staff. May act as a CS Supervisor in absence of assigned Supervisor. NO PDQ was received from incumbent, only an email from the incumbent's Supervisor re: above statement.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1020	Assistant General Manager	Assistant General Manager	Assistant General Manager	No	Performing duties consistent with current classification. Although this position acts in the absence of the GM, it is primarily over Water Resources.
1021	Associate Engineer	Engineering	Associate Engineer	No	Performing duties consistent with current classification.
1022	Associate Water Resources Planner	Water Resources, Watersheds & Outreach	Water Resources Planner	Yes	Title change. Incumbent is performing specialized complex duties related to state water project for imported water supply & coordination of deliveries to meet water demands. CPS HR follow-up communication confirms current title is not appropriate and incumbent is working at a higher level.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1023	Associate Water Resources Planner	Water Resources, Watersheds & Outreach	Water Resources Planner	Yes	Title change. Incumbent provides project management oversight to professional, technical staff and consultants. Oversees 8,000-acre off-site property (Devil's Den) including supervision of consultant and lease holder for compliance and lease agreement and water purchases. CPS HR's follow-up communication with Supervisor confirms current title is not appropriate and incumbent is working at a higher scope & level.
1024	Associate Water Resources Planner	Water Resources, Watersheds & Outreach	Water Resources Planner	Yes	Title change. Incumbent provides project management oversight to professional, technical staff and consultants. Incumbent is responsible for managing complex studies and reports which often include the development of recommendations for management review. CPS HR's follow-up communication with Supervisor confirms current title is not appropriate and incumbent is working at a higher scope & level.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1025	Board Secretary	Board Secretary	Board Secretary/Executive Assistant	Yes	Title change to reflect current highly responsible and confidential secretarial and administrative support functions. The incumbent provides primary admin/secretarial support to both the Board and also serves as an Executive Assistant to GM relieving the Board and GM of a variety of secretarial and administrative support details.
1026	Building & Grounds Supervisor	Treatment & Maintenance	Building & Grounds Supervisor	No	Performing duties consistent with current classification.
1027	Chief Engineer	Engineering	Chief Engineer	No	Performing duties consistent with current classification.
1028	Chief Financial and Administrative Officer	Management	Chief Financial & Administrative Officer	No	Performing duties consistent with current classification.
1029	Chief Operating Officer	Treatment, Production, Utilities & Maintenance	Chief Operating Officer	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1030	Civil Engineer	Engineering	Engineer	Yes	Title change to reflect simplification in titling; CPS HR recommends to combine into a broad single class and to remove term "civil" from title.
1031	Civil Engineer	Engineering	No PDQ	NA	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1032	Controller	Finance	Controller	No	Performing duties consistent with current classification.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1033	Cross Connect Specialist I	Engineering	Inspector I	Yes	Title change to Inspector I. The concern would be whether the position would be flexibly staffed because it appears the duties of this position may not expand to the full "Inspector" role. Would the incumbent be held at the "I" level indefinitely? Recommend creation of career ladder for Inspector I-II series; this position requires backflow cert & D2/T-1. CPS HR highly encourages the dept Manager to review new class spec and required certs for Inspector I-II series. Folding the cross-connection specialist duties into the Inspector I has increased the class duties as this is a very specialized job with backflow cert required. Combining this class into the Inspector I could be a stretch.
1034	Customer Service Manager	Customer Service	Customer Service Manager	No	Performing duties consistent with current classification.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1035	Customer Service Representative I	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1036	Customer Service Representative I	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1037	Customer Service Representative I	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1038	Customer Service Representative II	Customer Service	Customer Service Representative II	No	Performing duties consistent with current classification.
1039	Customer Service Representative II	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1040	Customer Service Representative II	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1041	Customer Service Representative II	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1042	Customer Service Representative II	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1043	Customer Service Representative II	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1044	Customer Service Supervisor	Customer Service	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1045	Director of Finance and Administration	Finance	Director of Finance and Administration	No	Performing duties consistent with current classification.
1046	Director of Operations & Maintenance	Operations	Director of Operations & Maintenance	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1047	Director of Technology Services	Technology Services	Director of Technology Services	No	Performing duties consistent with current classification.
1048	Director of Water Resources	Water Resources, Watersheds & Outreach	Director of Water Resources	No	Performing duties consistent with current classification.
1049	Distribution/Mechanical Supervisor		No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1050	Distribution/Mechanical Technician II	Treatment & Maintenance	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including distribution/mechanical. This position would serve as journey-level.
1051	Distribution/Mechanical Technician II	Treatment & Maintenance	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including distribution/mechanical. This position would serve as journey-level.
1052	Distribution/Mechanical Technician II	Treatment & Maintenance	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including distribution/mechanical. This position would serve as journey-level in the class series.
1053	Electrical/Instrumentation Supervisor	Electrical/Instrumentation Supervisor	Electrical/Instrumentation Supervisor	No	Performing duties consistent with current classification.
1054	Electrical/Instrumentation Technician	Treatment & Maintenance	Electrical/Instrumentation Technician	No	Performing duties consistent with current classification.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1055	Electrical/Instrumentation Technician	Treatment & Maintenance	Electrical/Instrumentation Technician	No	Performing duties consistent with current classification.
1056	Engineering Technician I	Engineering	Assistant Engineer	Yes	Title change. Incumbent is primarily performing professional engineering duties. Current duties are not covered by Engineering Technician II series; Supervisor states that the position should be an Engineer; incumbent has an EIT and is sitting for PE exam soon, based on experience that has been credited to her as "professional". Incumbent assumes full responsibility for designing major structures such as pump stations and regularly designs pipeline alignments. Incumbent is performing project management and complex engineering calculations.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1057	Engineering Technician II	Engineering	Assistant Engineer	Yes	Title change. Incumbent is primarily performing professional engineering duties. Current duties are not covered by Engineering Technician II series; Supervisor states that the position should be an Engineer; incumbent has an EIT and is sitting for PE exam.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1058	Engineering Technician II	Engineering	Engineering Technician II	No	Performing duties consistent with current classification, though minor spec updates are recommended. Both the incumbent, Principal Engineer and also Chief Engineer agreed the title matches the scope of work being performed. Some updates to class spec are needed to reflect new SCV Water organization and functions (e.g., dig alerts by operations, base map requests by GIS). The incumbent states he has taken on more project management functions & drafting letters however, the projects are limited in scope. The incumbent does not have a BSE and does not lead the work of others. Incumbent is no longer handling utility requests managing AutoCAD PC software licenses.
1059	Engineering Technician II	Engineering	Engineering Technician II	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1060	Engineering Technician II	Engineering	Engineering Technician II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1061	Executive Assistant	Treatment & Maintenance	Executive Assistant	Yes	Performing duties consistent with current classification. This position supports the COO but does not provide support to the GM or Board. Duties emphasize the provision of admin support to a department head
1062	Facilities Maintenance Technician II	Treatment & Maintenance	Facilities Maintenance Technician II	No	Performing duties consistent with current classification.
1063	Facilities Maintenance Technician II	Treatment & Maintenance	Senior Facilities Maintenance Technician	Yes	Title change. Incumbent is performing duties consistent with Senior Facilities Maintenance Tech. Trains & leads staff. Title change is supported by supervisor.
1064	Field Customer Service Rep I	Operations	Field Services Worker I	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1065	Field Customer Service Rep I	Operations	Field Services Worker I	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.
1066	Field Customer Service Rep I	Operations	Field Services Worker I	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.
1067	Field Customer Service Rep I	Operations	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1068	Field Customer Service Rep II	Operations	Field Services Worker II	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.
1069	Field Customer Service Rep II	Operations	Field Services Worker II	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.
1070	Field Customer Service Rep II	Operations	Field Services Worker II	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1071	Field Customer Service Rep II	Operations	Field Services Worker II	Yes	Performing duties consistent with current classification, though minor spec updates are recommended. Title change requested by employees and leadership to avoid appearance that these positions only do meter reading.
1072	Financial Analyst	Finance	Financial Analyst	No	Performing duties consistent with current classification.
1073	Financial Analyst	Finance	Financial Analyst	No	Performing duties consistent with current classification.
1074	General Manager	Management	General Manager	No	This classification was not part of the classification study.
1075	GIS Supervisor/Planner	Administration	GIS Manager	Yes	Title change to GIS Manager. CPS HR recommends eliminating the GIS Supervisor/Planner classification. This incumbent is performing both supervisory and management duties including supervising & evaluating staff, managing projects, contracts, policy development, reviewing bids, managing capital budgets and developing manuals for GIS unit.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1076	GIS/CAD Technician I	Administration	GIS Technician I	Yes	Title change to reflect simplification of titling. CPS HR recommends to remove CAD from title. CAD software usage is very minimal. This position would serve as entry-level.
1077	GIS/CAD Technician I	Administration	GIS Analyst	Yes	Title change. Per the Director, this incumbent is performing advanced level duties consistent with GIS Analyst class which requires the application of GIS theory and principles, carrying out assigned research, analysis and evaluation duties. Incumbent also makes recommendations for the resolution of GIS related issues.
1078	GIS/CAD Technician II	Administration	GIS Analyst	Yes	Title change. Per the Director, this incumbent is performing advanced level duties consistent with GIS Analyst class which requires the application of GIS theory and principles, carrying out assigned research, analysis and evaluation duties. Incumbent also makes recommendations for the resolution of GIS related issues.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1079	GIS/CAD Technician II	Administration	GIS Analyst	Yes	Title change. Per the Director, this incumbent is performing advanced level duties consistent with GIS Analyst class which requires the application of GIS theory and principles, carrying out assigned research, analysis and evaluation duties. Incumbent also makes recommendations for the resolution of GIS related issues.
1080	HR Analyst	Administration/ Human Resources	HR Analyst	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1081	HR Analyst	Administration/ Human Resources	HR Analyst	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1082	Human Resources/Risk Mgmt Supervisor	Administration	Human Resources Manager	Yes	Title change. Incumbent is performing duties consistent with current classification however, the current title does not reflect program management and responsibility for planning, organizing, budgeting, and implementing the programs and activities of the section. Incumbent has subordinate staff as direct reports. CPS HR recommends title of Human Resources Manager. Class spec needs to be revised.
1083	Inspector	Engineering	Inspector II	Yes	Title change to create career ladder for Inspector I-II series. Incumbent is performing journey-level duties. Class spec needs to be revised.
1084	Inspector	Engineering	Inspector II	Yes	Title change to create career ladder for Inspector I-II series. Incumbent is performing journey-level duties. Class spec needs to be revised.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1085	Inspector	Engineering	Inspector II	Yes	Title change to create career ladder for Inspector I-II series. Incumbent is performing journey-level duties. Class spec needs to be revised.
1086	Inspector Supervisor	Engineering	Inspector Supervisor	No	Performing duties consistent with current classification.
1087	IT Technician	Technology Services	Information Technology Technician II	Yes	Title change to create an IT Tech I & II career ladder. This position would serve as journey-level. Performing duties consistent with current classification. Class spec needs to be revised.
1088	IT Technician	Technology Services	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1089	Laboratory & Regulatory Affairs Supervisor	Engineering	Water Quality Laboratory Manager	Yes	Title change to reflect simplification in titling; CPS HR recommends removing "Regulatory Affairs" from title. Focus of job is on managing the Water Quality Laboratory. Current duties being performed meets criteria for Manager.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1090	Lead Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Supervisor	Yes	Title change to Water Education Supervisor. Leadership duties are sufficiently supervisory to warrant the Supervisor title; otherwise, duties are consistent with the current classification.
1091	Management Analyst	Administration	Management Analyst II	Yes	Title change. CPS HR recommends creating a Management Analyst I & II series with this class serving as the journey-level class. Duties are focused on agency-wide purchasing; not strongly analytical, but supervisory/technical.
1092	Management Analyst	Administration	Management Analyst II	Yes	Title change to create career ladder for Management Analyst I & II with this class serving as the journey-level class.
1093	Office Assistant II	Administration	Office Assistant II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1094	Operations & Maintenance Superintendent	Operations & Maintenance Superintendent	Water Treatment Manager	Yes	Retitle class to Water Treatment Manager. Title change suggested by Supervisor to create a Manager classification

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1095	Operations Supervisor	Operations	Utility Supervisor	Yes	Title change to reflect simplification in titling and primary "Utility" functions; incumbent is performing duties consistent with current classification. Incumbent supervises Utility workers.
1096	Operations Supervisor	Operations	Utility Supervisor	Yes	Title change to reflect simplification in titling and primary "Utility" functions; incumbent is performing duties consistent with current classification. Incumbent supervises Utility workers.
1097	Principal Engineer CIP Design	Engineering	Principal Engineer	Yes	Title change to reflect simplification in titling; CPS HR recommends to combine into a single Principal Engineer class and remove CIP from title.
1098	Principal Engineer Distribution Design	Engineering	Principal Engineer	Yes	Title change to reflect simplification in titling; CPS HR recommends to combine into a single Principal Engineer class and remove Distribution Design CIP from title.
1099	Principal Water Resources Planner	Water Resources,	Principal Water Resources Planner	No	Performing duties consistent with current classification.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1100	Production Operator I	Watersheds & Outreach Operations	Water Systems Technician I	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as entry-level. CPS HR recommends combining Production Operators I & Distribution Mechanical Tech I into a broad new class called Water System Technician I. The Water Systems Technician I could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1101	Production Operator I	Operations	Water Systems Technician I	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as entry-level. CPS HR recommends combining Production Operators I & Distribution Mechanical Tech I into a broad new class called Water System Technician I. The Water Systems Technician I could be assigned to Operations or assigned to Treatment & Maintenance.
1102	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1103	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1104	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1105	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1106	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1107	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1108	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1109	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1110	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1111	Production Operator II	Operations	Water Systems Technician II	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including pumping and treatment. This position would serve as journey-level. CPS HR recommends combining Production Operators II & Distribution Mechanical Tech II into a broad new class called Water System Technician II. The Water Systems Technicians II could be assigned to Operations or assigned to Treatment & Maintenance.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1112	Production Supervisor	Operations	Water Systems Supervisor	Yes	Title change to reflect broad based operations and maintenance of water systems including pumping and treatment. CPS HR suggests new title of Water Systems Supervisor to be consistent with naming convention used for other proposed Water Systems Technician I & II (Production Operators) classes that incumbent supervises. The title Production Supervisor may not have many comparable titles within other organizations. Minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1113	Production Supervisor	Operations	Water Systems Supervisor	Yes	Title change to reflect broad based operations and maintenance of water systems including pumping and treatment. CPS HR suggests new title of Water Systems Supervisor to be consistent with naming convention used for other proposed Water Systems Technician I & II (Production Operators) classes that incumbent supervises. The title Production Supervisor may not have many comparable titles within other organizations. Minor spec updates are recommended.
1114	Public Affairs Specialist II	Water Resources, Watersheds & Outreach	Senior Public Affairs Specialist	Yes	Title change. Incumbent is performing complex advanced level public affairs duties. CPS HR is recommending the Public Affairs Specialist III position be retitled to Senior Public Affairs Specialist for consistency with other SCV Water job families.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1115	Public Information Officer	Water Resources, Watersheds & Outreach	Communications Manager	Yes	Title change. Public Information Officer title seems to have a slightly narrower scope, with a specific focus on media relations and the outward dissemination of information to particular audiences. CPS HR recommends the title of Communications Manager which would be a more accurate reflection of the current duties performed. Incumbent is responsible for planning, organizing, budgeting, and implementing the programs and activities of an assigned section. Incumbent supervises subordinate staff.
1116	Purchasing Coordinator	Administration	Purchasing Coordinator	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1117	Resource Conservation Manager	Water Resources, Watersheds & Outreach	Sustainability Manager	Yes	Per AGM, recommend a title change to Sustainability Manager. Employee is performing duties outside of current classification and playing a broader role within the Agency than current classification. CPS HR concurs with this recommendation.
1118	Retail Administrative Officer	Customer Service	Position to be eliminated	N/A	Position to be abolished. Duties to be reassigned and absorbed by Accounting Manager/others in the dept.
1119	Safety Officer	Safety	Environmental Health & Safety Supervisor	Yes	Title change to bring the classification title up-to-date with industry standards with focus on environmental health & safety. CPS HR recommends the title of Supervisor to encompass supervisory duties being performed. Incumbent is now supervising and evaluating two safety staff.
1120	Safety Specialist	Safety	Safety Specialist II	Yes	Title change. Incumbent is currently performing journey-level duties including a wide range of work assignments and projects within the safety discipline.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1121	Senior Accountant	Finance	Senior Accountant	No	Performing duties consistent with current classification.
1122	Senior Accountant	Finance	Senior Accountant	No	Performing duties consistent with current classification.
1123	Senior Accounting Technician	Finance	Payroll Specialist	Yes	Title change to Payroll Specialist. Primary functions are performing specialized payroll functions and have been confirmed by Supervisor.
1124	Senior Accounting Technician	Finance	Senior Accounting Technician	No	Performing duties consistent with current classification.
1125	Senior Distribution/Mechanical Technician	Treatment & Maintenance	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1126	Senior Distribution/Mechanical Technician	Treatment & Maintenance	Senior Water Systems Technician	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including distribution & mechanical. The title of Senior Water Systems Tech is consistent with other lower-level water systems classes that are being proposed. This position would serve as an advanced-level class in the Water Systems Technician series.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1127	Senior Distribution/Mechanical Technician	Treatment & Maintenance	Senior Water Systems Technician	Yes	Title change to reflect broad based technician duties in the operations and maintenance of water systems including distribution & mechanical. The title of Senior Water Systems Tech is consistent with other lower-level water systems classes that are being proposed. This position would serve as an advanced-level class in the Water Systems Technician series.
1128	Senior Electrical Technician	Senior Electrical Technician	Senior Electrical Technician	No	Performing duties consistent with current classification.
1129	Senior Electrical Technician	Senior Electrical Technician	Senior Electrical Technician	No	Performing duties consistent with current classification.
1130	Senior Electrical Technician	Senior Electrical Technician	Senior Electrical Technician	No	Performing duties consistent with current classification.
1131	Senior Engineer	Engineering	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1132	Senior Engineer	Engineering	Senior Engineer	No	Performing duties consistent with current classification.
1133	Senior Facilities Maintenance Technician	Treatment & Maintenance	Senior Facilities Maintenance Technician	No	Performing duties consistent with current classification.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1134	Senior Field Customer Service Rep	Operations	Senior Field Services Worker	Yes	Title change to bring the classification title up-to-date with industry standards. Advanced-level job functions with focus on field services. Title change was requested by employees and leadership to avoid appearance that these positions only do meter reading. CPS HR concurs with the recommendation for a new title.
1135	Senior Field Customer Service Rep	Operations	Senior Field Services Worker	Yes	Title change to bring the classification title up-to-date with industry standards. Advanced-level job functions with focus on field services. Title change was requested by employees and leadership to avoid appearance that these positions only do meter reading. CPS HR concurs with the recommendation for a new title.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1136	Senior Inspector	Engineering	Senior Inspector	No	Performing duties consistent with current classification. However, incumbent no longer administers the Agency's cross connection control program. Remove reference on class spec re: Senior Inspector being the only recycled water site supervisor
1137	Senior Instrumentation Technician	Treatment & Maintenance	SCADA Technician II	Yes	Title change. Incumbent's primary responsibility is performing journey-level SCADA technical functions. Title change to bring the classification title up-to-date with industry standards.
1138	Senior Instrumentation Technician	Treatment & Maintenance	Senior Instrumentation Technician	No	Performing duties consistent with current classification.
1139	Senior IT Technician	Administration	Information Technology Supervisor	Yes	Title change. Performing duties consistent with Supervisor. Incumbent is planning, assigning supervising, and evaluating day-to-day work of IT tech employees, monitoring budget spending, and overseeing management of special projects.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1140	Senior IT Technician	Technology Services	Information Technology Specialist	Yes	Title change. Incumbent is performing database management; applications support and development duties consistent with an IT Specialist classification.
1141	Senior Management Analyst	Administration	Senior Management Analyst	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1142	Senior Production Operator	Operations	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1143	Senior Production Operator	Operations	Senior Water Systems Technician	Yes	Title change to reflect broad based technical duties involved in the operations and maintenance of water systems including pumping and treatment. The title of Senior Water Systems Tech is consistent with other lower-level water systems classes that are being proposed. This position would serve as an advanced-level class in the Water Systems Technician series.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1144	Senior Production Operator	Operations	Senior Water Systems Technician	Yes	Title change to reflect broad based technical duties involved in the operations and maintenance of water systems including pumping and treatment. The title of Senior Water Systems Tech is consistent with other lower-level water systems classes that are being proposed. This position would serve as an advanced-level class in the Water Systems Technician series.
1145	Senior Treatment Plant Operator	Treatment & Maintenance	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1146	Senior Treatment Plant Operator	Senior Treatment Plant Operator	Water Treatment Manager	Yes	Title change to Water Treatment Manager to reflect management, supervision, and evaluation of three (3) Treatment & Maintenance Supervisors. This incumbent has replaced the former Operations and Maintenance Superintendent who had retired. The incumbent is performing the full range of duties former employee had done in the past. Title change suggested by Supervisor to create a Manager Classification for (Treatment) and the other for (Distribution).
1147	Senior Treatment Plant Operator	Treatment & Maintenance	Senior Treatment Plant Operator	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1148	Senior Treatment Plant Operator	Treatment & Maintenance	Senior Treatment Plant Operator	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1149	Senior Treatment Plant Operator	Treatment & Maintenance	Senior Treatment Plant Operator	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1150	Senior Utility Worker	Operations	Senior Utility Worker	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1151	Senior Utility Worker	Operations	Senior Utility Worker	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1152	Senior Utility Worker	Operations	Senior Utility Worker	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1153	Senior Utility Worker	Operations	Senior Utility Worker	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1154	Senior Utility Worker	Operations	Senior Utility Worker	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1155	Senior Utility Worker	Operations	Senior Utility Worker	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1156	Treatment Plant Operator II	Treatment & Maintenance	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1157	Treatment Plant Operator II	Treatment & Maintenance	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1158	Treatment Plant Operator II	Treatment & Maintenance	Treatment Plant Operator II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1159	Treatment Plant Operator II	Treatment & Maintenance	Treatment Plant Operator II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1160	Utility Worker I	Operations	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1161	Utility Worker I	Operations	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
1162	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1163	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1164	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1165	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1166	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1167	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1168	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1169	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1170	Utility Worker I	Utility Worker I	Utility Worker I	No	Performing duties consistent with current classification.
1171	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1172	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification.
1173	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification.
1174	Utility Worker I	Operations	Utility Worker I	No	Performing duties consistent with current classification.
1175	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1176	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1177	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1178	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1179	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1180	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1181	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1182	Utility Worker II	Operations	Utility Worker II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1183	Warehouse Technician	Operations	Purchasing & Warehouse Technician	Yes	Title change to add "Purchasing" to title. The current title suggests limited warehouse role and does not reflect the purchasing of specialized parts and equipment. CPS HR recommends to combine the current Warehouse Tech with Purchasing Tech into one broad class.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1184	Warehouse Technician	Operations	Purchasing & Warehouse Technician	Yes	Title change to add "Purchasing" to title. The current title suggests limited warehouse role and does not reflect the purchasing of specialized parts and equipment. CPS HR recommends to combine the current Warehouse Tech with Purchasing Tech into one broad class.
1185	Warehouse Technician	Operations	Purchasing & Warehouse Technician	Yes	Title change to add "Purchasing" to title. The current title suggests limited warehouse role and does not reflect the purchasing of specialized parts and equipment. CPS HR recommends to combine the current Warehouse Tech with Purchasing Tech into one broad class.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1186	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Instructor	Yes	Title change to reflect simplification in titling; CPS HR recommends to remove "Conservation" from title. Performing duties consistent with current classification, though minor spec updates are recommended.
1187	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Instructor	Yes	Performing duties consistent with current classification, though minor spec updates are recommended; change title to simplify.
1188	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Instructor	Yes	Performing duties consistent with current classification, though minor spec updates are recommended; change title to simplify.
1189	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Instructor	Yes	Performing duties consistent with current classification, though minor spec updates are recommended; change title to simplify.
1190	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Instructor	Yes	Performing duties consistent with current classification, though minor spec updates are recommended; change title to simplify.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1191	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Water Education Instructor	Yes	Performing duties consistent with current classification, though minor spec updates are recommended; change title to simplify.
1192	Water Conservation Specialist I	Water Resources, Watersheds & Outreach	Water Conservation Specialist I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1193	Water Conservation Specialist I	Water Resources, Watersheds & Outreach	Water Conservation Specialist I	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1194	Water Conservation Specialist II	Water Resources, Watersheds & Outreach	Water Conservation Specialist II	No	Performing duties consistent with current classification, though minor spec updates are recommended.
1195	Water Quality Distribution Technician	Operations	Water Quality Technician I	Yes	Title change to create a Water Quality Technician I & II career ladder. This position would serve as entry-level class with incumbents performing routine water quality technical functions. Supervisor agrees with current title matching the scope of work being performed. Incumbent is a former VWC Water Quality Technician.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1196	Water Quality Distribution Technician	Operations	Water Quality Technician I	Yes	Title change to create a Water Quality Technician I & II career ladder. This position would serve as entry-level class with incumbents performing routine water quality technical functions. Supervisor agrees with current title matching the scope of work being performed. Incumbent is a former VWC Water Quality Technician.
1197	Water Quality Distribution Technician	Operations	Water Quality Technician I	Yes	Title change to create a Water Quality Technician I & II career ladder. This position would serve as entry-level class with incumbents performing routine water quality technical functions. Supervisor agrees with current title matching the scope of work being performed.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
1198	Water Quality Distribution Technician	Operations	Water Quality Technician I	Yes	Title change to create a Water Quality Technician I & II career ladder. This position would serve as entry-level class with incumbents performing routine water quality technical functions. Supervisor agrees with current title matching the scope of work being performed.
1199	Water Quality Scientist II	Engineering	Water Quality Scientist II	No	Performing duties consistent with current classification.
2000	Water Quality Scientist II	Engineering	Water Quality Scientist II	No	Performing duties consistent with current classification.
2001	Water Quality Scientist II	Engineering	Water Quality Scientist II	No	Performing duties consistent with current classification.
2002	Water Quality Specialist	Operations	Water Quality Specialist	No	Performing duties consistent with current classification, though minor spec updates are recommended.
2003	Water Quality Specialist	Operations	Water Quality Specialist	No	Performing duties consistent with current classification, though minor spec updates are recommended.
2004	Water Quality Technician	Engineering	Water Quality Scientist I	Yes	Title change recommended to reflect Water Quality Scientist I lab functions and testing being performed.

EE#	CURRENT CLASSIFICATION	DEPARTMENT/ LOCATION	PROPOSED CLASSIFICATION	TITLE CHANGE (YES/NO)	RATIONALE
2005	Water Quality/Reg Compliance Supervisor	Operations	Water Quality Supervisor	Yes	Title change to reflect simplification in titling; removed regulatory compliance from title. Focus of job is on supervision of water quality & staff.
2006	Water Utility Foreman	Operations	Field Services Supervisor	Yes	Title change to reflect supervisory and work unit role. The current title and class spec does not reflect the incumbent's full supervisory duties. Meets criteria for Supervisor.
2007	Water Utility Foreman	Operations	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.
2008	Water Utility Foreman	Operations	No PDQ	N/A	CPS HR is unable to provide recommendations due to a lack of current data and no PDQ.

EXHIBIT C - Revised Classification Specifications

Due to size of the file, the revised classification specifications were uploaded to the Microsoft Teams Collaboration site as separate documents on June 15, 2020.

EXHIBIT D- Position Description Questionnaire (PDQ)



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

The Position Description Questionnaire (PDQ) is designed to obtain information about your position for classification purposes. The goal of the PDQ is to capture a current and accurate understanding of the work you perform. The information you provide will be used when making classification recommendations and to ensure compliance with federal and state laws.

Instructions

Please complete and save the PDQ as Classification_LastName-FirstName_Agency_PDQ.doc (example: Accountant_Smith-John_SCV Water_PDQ).

It is important to answer all the questions on the PDQ, so a complete and accurate description of your position is available.

If you have a copy of your Position Description, please attach it with any needed changes highlighted to reflect your current position (e.g., added tasks and essential functions, deletion or edits of inaccurate information). Your job description can be found online at yourscvwater.org, under Careers, Classifications, Classification Specifications. Here is the link: <https://www.governmentjobs.com/careers/scvwater/classspecs>

You may attach additional supporting information such as organizational charts, job flyers, etc. with your PDQ. We ask that you please save supporting documents with the following file naming convention: Classification_LastName-FirstName_Agency_Supporting.doc.

The PDQ should not take more than two to three hours to complete and should be forwarded to Human Resources by **Friday, October 18, 2019**. You may e-mail your completed document to JoAnna Brison, jbrison@scvwa.org. If you have any questions about the PDQ, please contact the Human Resources Office at ext. 214 or ext. 150. We appreciate your participation in this process.



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

1. BACKGROUND INFORMATION

Name				Class Title			
Organization, Department, & Location							
Work Schedule Circle One	9/80 5/80 7/12	Total Hours Per Day		Is the position Fulltime (FT), Part- time (PT), or Intermittent (I)			
Approximate length of time in present position SCV Water including legacy agency/predecessor					Years		Mos.
Last previous position within the organization (if applicable) SCV Water including legacy agency/predecessor							
Work Email Address & Phone Number							
Supervisor Name & Title							

Does your current class title accurately describe your position?		Yes		No
Does your current classification specification accurately describe your duties?		Yes		No
If you responded "no" for either of the previous 2 questions, please summarize your concerns. Discuss any changes in the scope of work (e.g., what new duties are you performing or old duties that you are no longer performing).				

Do you wish to request an interview with the consultants? (Note: interviews are scheduled based on consultant discretion and checking this box does not guarantee that you will be interviewed)		Yes		No
---	--	-----	--	----

2. JOB SUMMARY

Please summarize the major purpose of your job:



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

3. SPECIFIC DUTIES AND RESPONSIBILITIES

Describe the regular duties and work that you perform. In the columns to the right, rate the importance, frequency of the tasks, and percentage (%) of time spent using the rating scales provided. For percentage of time spent, please provide the percentage of time spent on each task. **The total of all task percentages should equal 100%.**

#	Representative Duties and Responsibilities	Importance	Frequency	% of Time
1	For example, the task "provide formal training to government agencies on risk assessment, internal controls and interpretation of contract language to ensure compliance with federal regulations" may be very important to the position of a Risk Manager but may not be completed very often. Therefore, it could be rated "critical" for importance but "less than once a month" for frequency. The % of time spent would be 5%.	<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	
2		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	
3		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	
4		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	
5		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	
6		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	
7		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Less than Once Per Month <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

4. KNOWLEDGE, SKILLS, AND ABILITIES

List the specific areas of knowledge, skills, and abilities that a person must possess to successfully perform your job. Some of the areas of knowledge to consider are laws, regulations, technical aspects, policies, procedures, software applications, equipment operation, etc. Some of the areas of abilities to consider are abilities to perform certain functions, develop, repair, operate, coordinate, review, etc. In the columns to the right, rate the importance and expected at entry of each knowledge, skill, and ability using the rating scales provided.

#	Knowledge, Skills, and Abilities	Importance	Expected at Entry
1	For example, the "knowledge of formal training methods and procedures (e.g., instructional systems design models) to train government agencies on risk assessment, internal controls, and interpretation of contract language" may be rated "very important" to successful job performance for a Risk Manager, and "essential" to have upon entry to the position.	<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential
2		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential
3		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential
4		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential
5		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential
6		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential
7		<input type="checkbox"/> Not Important <input type="checkbox"/> Slightly Important <input type="checkbox"/> Moderately Important <input type="checkbox"/> Very Important <input type="checkbox"/> Critical	<input type="checkbox"/> Not Needed <input type="checkbox"/> Needed <input type="checkbox"/> Essential



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

5. DECISIONS & FINANCIAL RESPONSIBILITIES

Describe the most important decision(s) you make in the course of your work.

Do you complete any budget development or budget oversight in your current position (e.g., developing or directing staff who develop budgets, approving, authorizing expenditures, monitoring and adjusting budget)? If so, please explain the scope and level.

6. SUPERVISION

A. Supervision Received

Please select one of the following that best describes the type and amount of supervision that the position receives.

	Check Here
Supervisor frequently checks job activities.	
Works alone on routine or regular work assignments and checks with supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.	
Receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans and/or determines specific procedures or equipment required to meet assigned objectives and solves non-routine problems. Refers only unusual matters to supervisor.	
Works from broad policies and towards general objectives. Refers specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.	
Works from general directives or broadly defined missions of the organization.	

B. Supervisory Responsibilities

Please mark an "X" in any box that applies to your responsibility level for supervising employees.

PROVIDE DIRECT SUPERVISION	
Performance Appraisals	
Plan/Conduct Professional Development	
Interview/Selection of Staff	
Personnel Action <u>Recommendations</u> (salary increases/promotion/transfers/discipline/reassignment etc.)	
Personnel Action <u>Determinations</u> (salary increases/promotion/transfers/discipline/ reassignment etc.)	

LEAD WORK OF OTHERS	
Lead and Provide Work Direction	
Assign/Review/Monitor Work Assignments	
Provide Input During Evaluations	



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

C. What type of supervision/lead is provided? Please select all of the supervisory/lead duties performed, the level of authority, and indicate whether the activity is performed for employees, non-employees (e.g. contractors), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee
Train others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hire employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor work of others on specific projects or on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approve overtime and/or leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluate performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take corrective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolve complaints and/or grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D. Subordinates (if applicable)

List employees whom you supervise directly or indirectly. Indicate number of employees in each classification and their status (full time, part time or temporary).

DIRECTLY
Employee Name & Classification

LEAD WORK
Employee Name & Classification



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

7. AUTHORITY

Check the box which most closely describes the level of discretion and independent judgment that correlates to the level of authority assigned to the position for each listed work activity. Where there are options listed for organization/department/division/section, please circle the level within the organization for which the authority and/or independent judgment is exercised.

Work Activity	No Authority	Recommend	Within Prescribed Guidelines	On Own Authority	Frequency (Daily, Weekly, Monthly)
Determine long-term strategic planning objectives for the organization/department/ division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine and develop policies and procedures for the organization/department/ division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Change/re-direct policies and procedures for the organization/ department/division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement policies and procedures for the organization/ department/division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine and develop goals and objectives for the organization/department/ division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement goals and objectives for the organization/ department/ division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Acquire resources needed to accomplish goals and objectives for the organization/ department/ division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish and organize work priorities and processes for own position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish and organize work priorities and processes for other positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish operational and/or capital budget amounts for organization/department/division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual budget amount:	<input type="text"/>				
Authorized expenditure level per occurrence assigned to your position:	<input type="text"/>				
Manage/administer operational and/or capital budget amounts for organization/department/division/section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual budget amount:	<input type="text"/>				
Authorized expenditure level per occurrence assigned to your position:	<input type="text"/>				
	<input type="text"/>				



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

8. EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Indicate the qualifications and requirements for successful performance which should be required in filling a future vacancy in your classification. Describe what you believe is necessary for proper performance, not necessarily your own qualifications.

Education: Please mark an "X" for the level of education required upon entry to this classification.

Equivalency language that allows multiple means for meeting Minimum Qualifications

Less Than High School Graduation		Graduation from High School/ GED		Some College-Level Coursework	
Two Years College-Level Coursework /Associate's Degree		Bachelor's Degree		Master's or Doctorate Degree	

Experience: Please mark an "X" for the level of experience required upon entry to this classification.

Less Than 1 Yr		1-2 Yrs		3-4 Yrs		5 Yrs		6+/Other (please indicate # of years)	
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Does the position require a driver's license or commercial driver's license? If so, please specify level/type and what job tasks the license is needed for.

Licenses, Certifications, Permits, Credentials or Specialized Training (list whether it is required by the organization, State or professional standard)

Treatment & Distribution Licenses

T 1-5

D 1-5

9. EQUIPMENT

Indicate any equipment that is regularly used on the job.



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

10. ESSENTIAL FUNCTIONS – ADA

Physical, Visual & Other Functional Requirements

Please review the definitions and check box that indicates how often you perform each physical requirement listed.

Frequency: This factor considers the frequency in which the requirements are performed as part of the essential functions of the job.

Rarely: once or twice, or never

Seldom: quarterly to yearly basis

Occasionally: monthly/bi-monthly basis

Frequently: weekly basis

A few times per day: 1-4 times per day

Several times per day: 5+ times per day

Activity	Rarely	Seldom	Occasional	Frequently	Few Times/Day	Several Times/Day
CLIMBING: Ascends or descends ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STOOPING: Bends body downward and forward by bending spine at waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING: Bends legs at knee; comes to rest on a knee or knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CROUCH: Bends body downward and forward by bending leg and spine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRAWLING: Moves about on hands and knees or hands and feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REACHING: Extends hand(s) and arm(s) in any direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDING: Stands for long periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALKING: Moves about on feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: Sits for extended periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING: Uses upper extremities to press against something with steady force to thrust object forward, downward or outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PULLING: Uses upper extremities to exert force to draw, drag, haul or tug objects in a sustained motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGER DEXTERITY: Picks, pinches, types, or otherwise primarily works with fingers rather than the whole hand or arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRASPING: Applies pressure to an object with the fingers and palm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEELING: Perceives attributes of objects, such as size, shape, temperature, texture, by touching with skin, particularly that of fingertips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TALKING: Expresses or exchanges ideas by means of the spoken word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEARING: Receives detailed information through oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING: Maintains body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SCV Water and CPS HR Consulting

POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

Activity	Rarely	Seldom	Occasional	Frequently	Few Times/Day	Several Times/Day
moving surfaces (Exceeds that needed for ordinary locomotion and maintenance of body equilibrium)						
VISUAL: Work performed requires the ability to see distances under 12 inches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL: Work performed requires the ability to see at an arm's length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL: Work performed requires the ability to see distances over 20 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL: Work performed requires the use of both eyes (field of vision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL: Work performed requires the ability to distinguish basic colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL: Work performed requires the ability to distinguish shades of colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL: Work performed requires depth perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FUNCTIONAL: Operates truck, tractor, motor vehicle, forklift, or other moving equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPETITIVE USE OF FOOT CONTROL: <input type="checkbox"/> Right only <input type="checkbox"/> Left only <input type="checkbox"/> Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPETITIVE USE OF HANDS: <input type="checkbox"/> Right Only <input type="checkbox"/> Left Only <input type="checkbox"/> Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

EMPLOYEE STATEMENT

If there are other aspects about your job not covered in this questionnaire that are important in understanding your job content, please describe below. You may also attach additional information or pages if needed.

I HAVE READ THE INSTRUCTIONS AND TO THE BEST OF MY KNOWLEDGE, I BELIEVE THE INFORMATION PRESENTED HERE IS ACCURATE AND COMPLETE.

Signature of Employee		Date	
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**This employer is an Equal Employment Opportunity Employer. Nothing contained within this document should be construed as an indication that the employer will not engage in the interactive process to provide a reasonable accommodation for any qualified employee or applicant with a disability, in compliance with state and federal law.*

**You have completed the PDQ. Please send to your supervisor for review by Friday, October 18, 2019.
Thank you for your participation!**



SCV Water and CPS HR Consulting

POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

SUPERVISOR'S REVIEW

Does the employee's classification title accurately reflect the duties performed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does this questionnaire accurately reflect the duties of the employee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If no, please explain your comments/concerns, referring to the numbered item in the employee's questionnaire. (Please do not change information in the questionnaire).

Please provide minimum qualifications of education and experience necessary to perform the responsibilities of this classification (if different from job classification/description).

Please indicate the degree of independence/autonomy necessary to perform the responsibilities of this classification (e.g., works under close supervision, works independently with little direction, is not assigned decision-making responsibilities)

Other supervisor comments. We strongly encourage and appreciate any further information and input you would provide.

Have you discussed your comments with the employee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Signature of Supervisor	<input type="text"/>	Date	<input type="text"/>
Title	<input type="text"/>		
Work Telephone Number (including extension)	<input type="text"/>		
Work E-Mail	<input type="text"/>		



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

MANAGERS'S REVIEW

Do you agree with the information given by the employee and supervisor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If no, please explain your concerns, making reference to the numbered item in the questionnaire. (Please do not change information in the questionnaire).

Signature of Manager		Date	
Title			
Work Telephone Number (including extension)			
Work E-Mail			

EXHIBIT E- FLSA Analysis & Recommendations

**Federal: Does the employee earn more than annual salary of \$35,568 or \$684 per week?
California: Does the employee earn more than annual salary of \$54,080 or (\$49,920 for
employers with 25 or fewer employees)?**

Yes

Proceed to Test

No

Do Not Proceed, Non-exempt

Executive

Professional (Learned)

Professional (Creative)

- The employee’s primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- Must have the authority to hire/fire, or the employee’s recommendations as to the hiring, firing, or any other change of status of other employees must be given particular weight.

- The employee’s primary duty must be performance of work requiring advanced knowledge, defined as work which is predominantly intellectual and requires the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

- The employee’s primary duty must be the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

<i>Administrative</i>	<i>Computer Professionals</i>	<i>Outside Sales</i>
<ul style="list-style-type: none"> The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance. 	<ul style="list-style-type: none"> The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below; The employee's primary duty must consist of: 1) <i>The application of systems analysis techniques and procedures;</i> 2) <i>The design, development, documentation, analysis, creation, testing or modification of computer systems or programs;</i> 3) <i>The design, documentation, testing, creation, or modification of computer programs related to machine operating systems;</i> or 4) <i>A combination of the aforementioned duties, the performance of which requires the same level of skills.</i> 	<ul style="list-style-type: none"> The employee's primary duty must be making sales (as defined in the FLSA), or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer; and The employee must be customarily and regularly engaged away from the employer's place or places of business.

Impact on California Employers

The increases to the salary levels for exempt status under the FLSA do not directly impact California employees because California has its own laws requiring a higher minimum salary to qualify for exempt status. Employers with California employees have to comply with the higher California salary thresholds for their California employees. As a reminder, the current minimum annual salary for most exempt managerial, administrative, and professional employees in California is \$54,080 (\$49,920 for employers with 25 or fewer employees). There are also unique California requirements for certain computer professionals and doctors. In California, for example, the salary threshold for the executive, administrative and professional exemptions is double the state minimum wage. So, when the minimum wage goes up statewide, so does the exempt salary threshold.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1000	Accountant	Finance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The Accountant is the journey level classification in the professional accountant series. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1001	Accountant	Finance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The Accountant is the journey level classification in the professional accountant series. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1002	Accountant	Finance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The Accountant is the journey level classification in the professional accountant series. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1003	Accounting Technician I	Finance	Yes	21	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The Accounting Technician performs clerical and technical accounting duties in the preparation, maintenance, review, and processing of financial records, payroll, and reports. CPS HR has recommended this incumbent be retitled to an Accounting

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1004	Accounting Technician I	Finance	Yes	21	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The Accounting Technician performs clerical and technical accounting duties in the preparation, maintenance, review, and processing of financial records, payroll, and reports. CPS HR has recommended this incumbent be retitled to an Accounting Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1005	Accounting Technician I	Finance	Yes	21	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The Accounting Technician performs clerical and technical accounting duties in the preparation, maintenance, review, and processing of financial records, payroll, and reports. CPS HR has recommended this incumbent be retitled to an Accounting Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1006	Administrative Analyst	Engineering	No	30	Exempt	Exempt	Administrative	Yes	No PDQ was received from this incumbent. The positions in this classification meet the California State FLSA salary threshold for exemption. Per the class specification, incumbents perform general professional, routine analytical, technical, programmatic, and administrative duties. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1007	Administrative Analyst	Water Resources, Watersheds & Outreach	Yes	30	Exempt	Exempt	Administrative	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and class specification, incumbents perform general professional, routine analytical, technical, programmatic, and administrative duties. CPS HR has recommended this incumbent be retitled to a Management Analyst I. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1008	Administrative Analyst	Engineering	Yes	30	Exempt	Non-Exempt			Per the PDQ, this incumbent does not meet any exemptions tests from FLSA overtime provisions. Incumbent is recommended to be retitled to a Senior Administrative Technician. Incumbent performs duties primarily involved in reviewing plans to determine facility capacity fees based on an established schedule. Incumbent is leading and providing work direction to two Admin Techs. The work being performed is technical, but not analytical. CPS HR recommends this position non-

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1009	Administrative Assistant	Management	Yes	23	Non-Exempt	Non-Exempt			exempt from FLSA overtime provisions.
1010	Administrative Technician	Administration	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. Incumbent is recommended to be retitled to an Office Assistant II. The duties primarily involve proofreading Board documents, assisting with events, helping with Board meetings; the role is fairly narrow. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1011	Administrative Technician	Administration/Human Resources	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. Incumbents in this class perform a variety of responsible and varied specialized paraprofessional duties in support of the agency's human resources office. CPS HR has recommended this incumbent be retitled to a Human Resources Specialist. CPS HR recommends keeping this

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1012	Administrative Technician	Engineering	Yes	25	Non-Exempt	Non-Exempt			position as non-exempt from FLSA overtime provisions.
1013	Administrative Technician	Engineering	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. Incumbents in this class perform a variety of technical and paraprofessional duties in support of administrative services, personnel, finance, or other division within the Agency. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1014	Administrative Technician	Engineering	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1015	Administrative Technician	Operations	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1016	Administrative Technician	Operations	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1017	Administrative Technician	Operations	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1018	Administrative Technician	Water Resources, Watersheds & Outreach	Yes	25 Y-rated	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent who provides admin and secretarial support to the AGM to be reclassified to an Executive Assistant. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1019	Assistant Customer Service Manager	Customer Service	Yes	27	Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this class be reclassified to a Customer Service Specialist. CPS HR recommends this position as non-exempt from FLSA overtime provisions.
1020	Assistant General Manager	Management	Yes	48	Exempt	Exempt	Executive	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent assists the General Manager in planning, organizing, controlling, integrating, directing, managing, and evaluating the activities, operations, and services of the Agency. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job

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1021	Associate Engineer	Engineering	Yes	34	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent performs duties of drafting, computing, and checking of field operations for layout and construction of projects; assists in the design of projects by preparing plans, profiles, and cross sections, making quantity estimates, various alignments, and computations. Based on the class spec and actual work performed by position incumbent. CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Professional category.
1022	Associate Water Resources Planner	Water Resources, Watersheds & Outreach	Yes	34	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. The incumbent plans, coordinates, and participates in a variety of professional water resources supply planning and development of future water supply needs. CPS HR recommends this incumbent be reclassified to a Water Resources Planner. Based on the class spec and actual work performed by position incumbent, we recommend keeping this job exempt from FLSA overtime provisions under the Professional category.

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1023	Associate Water Resources Planner	Water Resources, Watersheds & Outreach	Yes	34	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent plans, coordinates, and participates in a variety of professional water resources supply planning and development of future water supply needs. CPS HR recommends this incumbent be retitled to a Water Resources Planner. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Professional category.
1024	Associate Water Resources Planner	Water Resources, Watersheds & Outreach	Yes	34	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent plans, coordinates, and participates in a variety of professional water resources supply planning and development of future water supply needs. CPS HR recommends this incumbent be retitled to a Water Resources Planner. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Professional category.
1025	Board Secretary	General Manager's Office; Board of Directors	Yes	34	Non-Exempt	Exempt	Administrative	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent performs highly responsible duties as the primary and confidential Board Secretary/Executive Assistant to the Board of Directors, General

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1026	Buildings and Grounds Supervisor	Treatment & Maintenance	Yes	31	Exempt	Exempt	Professional	Yes	<p>Manager, and a variety of agency committees. CPS HR recommends this incumbent be titled to a Board Secretary/Executive Assistant. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Administrative category.</p> <p>This classification meets the California State FLSA salary threshold for exemption. Incumbent plans, organizes, and supervises the work of assigned staff involved in the general maintenance, repair, improvement, and security of designated buildings, facilities, and grounds. The classification also requires specialized knowledge in water technology maintenance. Based on the class spec and actual work performed by position incumbent, CPS HR recommends recommend consider this job exempt from FLSA overtime provisions under the Professional category.</p>
1027	Chief Engineer	Engineering	Yes	46	Exempt	Exempt	Executive	Yes	<p>This classification meets the California State FLSA salary threshold for exemption. Incumbent has functional responsibility of all engineering, construction inspection activities. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Executive category.</p>

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1028	Chief Financial and Administrative Officer	Management	Yes	47	Exempt	Exempt	Executive	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent work meets requirements in comprehensive functional responsibility over Fiscal Operations for the Agency. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Executive category.
1029	Chief Operating Officer	Treatment, Production, Utilities & Maintenance	Yes	47	Exempt	Exempt	Executive	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent plans, organizes, directs, staffs, controls and manages the Agency's potable water, sanitary sewer, and recycled water systems, as well as building and grounds maintenance, emergency preparedness and safety. The position has comprehensive functional responsibility over Water Agency. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Executive category.
1030	Civil Engineer	Engineering	No	36	Exempt	Exempt	Professional	Yes	No PDQ was received. This classification meets the California State FLSA salary threshold for exemption. CPS HR recommends this incumbent be retitled to an Engineer. Based on the information in the classification specification, CPS HR recommends keeping this job exempt from FLSA

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1031	Civil Engineer	Engineering	Yes	36	Exempt	Exempt	Professional	Yes	<p>overtime provisions under the Professional category.</p> <p>This classification meets the California State FLSA salary threshold for exemption. Incumbents is involved in advanced level analysis and preparation and modification of water agency engineering projects and plans. CPS HR recommends this incumbent be retitled to an Engineer. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Professional category.</p>
1032	Controller	Finance	Yes	40	Exempt	Exempt	Professional	Yes	<p>This classification meets the California State FLSA salary threshold for exemption. This is a lead supervisory-level class and is responsible for overseeing significant programs, functions and/or service areas that have an Agency-wide impact. Based on the class spec and actual work performed by position incumbent, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Professional category.</p>
1033	Cross Connection Control Specialist I	Engineering	Yes	21 Y-rated	Non-Exempt	Non-Exempt			<p>Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS is recommending this incumbent be</p>

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1034	Customer Service Manager	Customer Service	Yes	36-Y- rated	Exempt	Exempt	Executive	Yes	This classification meets the California State FLSA salary threshold for exemption. Incumbent supervises dept staff and is responsible for overall management of the Customer Service department for Agency. Based on the information in the classification specification, CPS HR recommends keeping this job exempt from FLSA overtime provisions under the Executive category.
1035	Customer Service Representative	Customer Service	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1036	Customer Service Representative	Customer Service	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1037	Customer Service Representative	Customer Service	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1038	Customer Service Representative II	Customer Service	No	24	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1039	Customer Service Representative II	Customer Service	No	24	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1040	Customer Service Representative II	Customer Service	No	24	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1041	Customer Service Representative II	Customer Service	No	24	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1042	Customer Service Representative II	Customer Service	No	24	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1043	Customer Service Representative II	Customer Service	No	24	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1044	Customer Service Supervisor	Customer Service	No	30	Exempt	Exempt	Administrative	Yes	No PDQ was received. This classification meets the California State FLSA salary threshold for exemption. The incumbent plans, organizes, and supervises the work of assigned staff involved in the customer service operations and activities. Based on the class specification, CPS HR recommends keeping this position as exempt from FLSA overtime provisions under the Administrative category.
1045	Director of Finance and Administration	Finance	Yes	45	Exempt	Exempt	Executive	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent directs, plans, organizes, and controls the Finance, Accounting, Customer Service and Administrative Sections of the Agency. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Executive category.
1046	Director of Operations and Maintenance	Operations	Yes	45	Exempt	Exempt	Executive	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ and class specification, the incumbent plans, organizes, controls, and directs the functions, programs, operations, maintenance, and construction of the agency's potable water

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1047	Director of Technology Services	Technology Services	Yes	45	Exempt	Exempt	Executive	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent directs plans, organizes, controls, and directs the IT services of the Agency. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Executive category.
1048	Director of Water Resources	Water Resources, Watersheds & Outreach	Yes	45	Exempt	Exempt	Executive	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, controls, and directs the Water Resource Projects and Services of the Agency. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Executive category.
1049	Distribution/Mechanical Technician II	Treatment & Maintenance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1050	Distribution/Mechanical Technician II	Treatment & Maintenance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends this incumbent be reclassified to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1051	Distribution/Mechanical Technician II	Treatment & Maintenance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends this incumbent be reclassified to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1052	Electrical/Instrumentation Supervisor	Treatment & Maintenance	Yes	35	Exempt	Exempt	Professional	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, and supervises the work of assigned staff involved in treatment operations, SCADA, and distribution maintenance. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1053	Electrical/Instrumentation Technician	Treatment & Maintenance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1054	Electrical/Instrumentation Technician	Treatment & Maintenance	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1055	Engineering Technician I	Engineering	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends this incumbent be retitled to an Assistant Engineer. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1056	Engineering Technician II	Engineering	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends this incumbent be retitled to an Assistant Engineer. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1057	Engineering Technician II	Engineering	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1058	Engineering Technician II	Engineering	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1059	Engineering Technician II	Engineering	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions.

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1060	Executive Assistant	Treatment & Maintenance	Yes	29	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1061	Facilities Maintenance Technician II	Treatment & Maintenance	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1062	Facilities Maintenance Technician II	Treatment & Maintenance	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1063	Field Customer Service Representative I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. Based on the class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1064	Field Customer Service Representative I	Operations	Yes	21	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1065	Field Customer Service Representative I	Operations	Yes	21	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1066	Field Customer Service Representative I	Operations	Yes	21	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1067	Field Customer Service Representative II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1068	Field Customer Service Representative II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1069	Field Customer Service Representative II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1070	Field Customer Service Representative II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1071	Financial Analyst	Finance	Yes	32	Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, incumbents work involves fiscal analyses and budget preparation activities and planning. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1072	Financial Analyst	Finance	Yes	32	Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, incumbents work involves fiscal analyses and budget preparation activities and planning. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1073	GIS Supervisor/Planner	Administration	Yes	33	Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, incumbent plans, organizes, and supervises assigned staff; the incumbent also manages projects, contracts, policy development, reviews bids, manages capital budgets and develops manuals for GIS unit. The incumbent manages the maintenance of the Agency's geographic information systems (GIS) database operations. CPS HR recommends a title change to GIS Manager. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1074	GIS/CAD Technician I	Administration	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1075	GIS/CAD Technician I	Administration	Yes	24	Non-Exempt	Exempt	Professional	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ, the work being performed involves a wide range of analytical and complex technical GIS functions. Duties are predominantly intellectual and require the consistent exercise of discretion and judgment. CPS HR recommends a title change to GIS Analyst. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1076	GIS/CAD Technician II	Administration	Yes	27	Non-Exempt	Exempt	Professional	Yes	The positions in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ, the work being performed involves a wide range of analytical and complex technical GIS functions. Duties are predominantly intellectual and require the consistent exercise of discretion and judgment. CPS HR recommends a title change to GIS Analyst. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.

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1077	GIS/CAD Technician II	Administration	Yes	27	Non-Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ, the work being performed involves a wide range of analytical and complex technical GIS functions. Duties are predominantly intellectual and require the consistent exercise of discretion and judgment. CPS HR recommends a title change to GIS Analyst. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1078	Human Resources Analyst	Administration/Human Resources	Yes	30	Exempt	Exempt	Administrative	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent performs a wide range of analytical, technical, administrative and advanced clerical support. Duties include recruitment, selection, benefits administration, employee relations, classification, compensation. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1079	Human Resources Analyst	Administration/Human Resources	Yes	30	Exempt	Exempt	Administrative	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent performs a wide range of analytical, technical, administrative and advanced clerical support. Duties include recruitment, selection, benefits administration, employee

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1080	Human Resources/Risk Management Supervisor	Administration	Yes	40	Exempt	Exempt	Executive	Yes	relations, classification, compensation. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category. The position in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, directs, staffs, and controls the agency's human resources program. CPS is recommending this incumbent be retitled to a Human Resources Manager. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Executive category.
1081	Information Technology Technician	Technology Services	No	27	Non-Exempt	Non-Exempt			No PDQ was received. Based on the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1082	Information Technology Technician	Technology Services	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1083	Inspector	Engineering	Yes	29	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1084	Inspector	Engineering	Yes	29	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1085	Inspector	Engineering	Yes	29	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1086	Inspector Supervisor	Engineering	Yes	36	Exempt	Exempt	Professional	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, and supervises assigned staff involved in planning, supervising, and organizing inspection activities for the Agency and oversees other public works construction projects. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1087	Laboratory and Regulatory Affairs Supervisor	Engineering	Yes	37	Exempt	Exempt	Professional	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent supervises staff, plans, organizes, and directs the activities and operations related to water quality laboratory and related testing functions. CPS HR has recommended this incumbent be retitled to a Water Quality Lab Manager. CPS HR recommends

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1088	Lead Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	28	Exempt	Exempt	Administrative	Yes	The position in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent develops, plans, promotes, and conducts instructional and public outreach relations programs on water conservation and environmental awareness for schools; develops, schedules, and conducts workshops and facility tours. CPS HR has recommended this incumbent be retitled to a Water Education Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1089	Management Analyst	Administration	Yes	33	Exempt	Exempt	Administrative	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent performs complex duties in collection, analysis, interpretation, and reporting of data related to agency-wide policy planning and system implementation; coordinates fiscal activities to ensure adequate staffing. CPS HR has recommended this incumbent be retitled to a Management Analyst II. CPS HR recommends keeping this position exempt from

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1090	Management Analyst	Administration	Yes	33	Exempt	Exempt	Administrative	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent performs complex duties in collection, analysis, interpretation, and reporting of data related to agency-wide policy planning and system implementation; coordinates fiscal activities to ensure adequate staffing. CPS HR has recommended this incumbent be retitled to a Management Analyst II. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1091	Office Assistant II	Administration	Yes	20	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. Based on the PDQ and class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1092	Operations and Maintenance Superintendent	Operations & Maintenance Superintendent	Yes	40	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent supervises staff, plans, organizes, and directs, and manages the functions, programs, operations, maintenance, and construction, repair, and operation of the

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1093	Operations Supervisor	Operations	Yes	35	Exempt	Exempt	Professional	Yes	agency's two potable water distribution, surface water treatment plants. This incumbent has retired, and the position has been filled by another incumbent. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category. The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, and supervises the work of assigned staff performing skilled and specialized duties associated with the installation, construction, maintenance, operation and repair of water treatment and distribution pumping, production, storage, and disinfection systems. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1094	Operations Supervisor	Operations	Yes	35	Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, and supervises the work of assigned staff performing skilled and specialized duties associated with the installation, construction, maintenance, operation and repair of water treatment and distribution pumping, production, storage, and disinfection systems. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1095	Principal Engineer CIP Design	Engineering	Yes	41	Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent is allocated to the highest-level class in the professional Engineering series. Incumbents in this class are responsible for supervising major engineering projects CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1096	Principal Engineer Distribution Design	Engineering	Yes	41	Exempt	Exempt	Professional	Yes	The positions in this classification meet the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent is allocated to the highest-level class in the professional Engineering series. Incumbents in this class are responsible for supervising major Engineering projects CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1097	Principal Water Resources Planner	Water Resources, Watersheds & Outreach	Yes	41	Exempt	Exempt	Professional	Yes	The position in this classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, directs, coordinates, and performs professional level duties associated with water resource

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1098	Production Operator I	Operations	Yes	23	Non-Exempt	Non-Exempt			planning and related studies. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category. Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician I. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1099	Production Operator I	Operations	Yes	23 Y-rated	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1100	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1101	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1102	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1103	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1104	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1105	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1106	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1107	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1108	Production Operator II	Operations	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1109	Production Operator II	Operations	Yes, but per PDQ, title changed to PO II	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Systems Technician II. CPS HR recommends keeping this position as non-

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1110	Production Supervisor	Operations	Yes	35	Exempt	Exempt	Professional	Yes	exempt from FLSA overtime provisions. This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, trains, supervises and evaluates the work of assigned staff performing skilled and specialized duties associated with the installation, construction, maintenance, operation and repair of water treatment and distribution pumping. CPS HR has recommended this incumbent be retitled to a Water Systems Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1111	Production Supervisor	Operations	Yes	35	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, trains, supervises and evaluates the work of assigned staff performing skilled and specialized duties associated with the installation, construction, maintenance, operation and repair of water treatment and distribution pumping. CPS HR has recommended this incumbent be retitled to a Water Systems Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1112	Public Affairs Specialist II	Water Resources, Watersheds & Outreach	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Senior Public Affairs Specialist. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1113	Public Information Officer	Water Resources, Watersheds & Outreach	No	39	Exempt	Exempt	Administrative	Yes	No PDQ was received. This classification meets the California State FLSA salary threshold for exemption. Per the classification specification, the incumbent plans, organizes, directs, and reviews the activities related to community outreach, public information, education programs, the Agency's website, social media, media, government/legislative affairs, and employee communications. CPS HR recommends to retitle this incumbent to Communications Manager. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1114	Purchasing Coordinator	Administration	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1115	Resource Conservation Manager	Water Resources, Watersheds & Outreach	Yes	36 Y-rated	Exempt	Exempt	Administrative	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the classification specification, the incumbent plans, organizes, and directs the activities and operations of the Agency's water

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1116	Safety Officer	Safety	Yes	32	Non-Exempt	Exempt	Administrative	Yes	resource conservation program and develops the conservation budget. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category. No PDQ was received. This classification meets the California State FLSA salary threshold for exemption. Per the classification specification, the incumbent plans, organizes, and supervises the work of assigned staff involved in the agency's safety programs. CPS HR recommends to retitle this incumbent an Environmental Health & Safety Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1117	Safety Specialist	Safety	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR has recommended this incumbent be retitled to a Safety Specialist II. Based on the PDQ and class specification, CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1118	Senior Accountant	Finance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1119	Senior Accountant	Finance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR

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1120	Senior Accounting Technician	Finance	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be reclassified to a Payroll Specialist. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1121	Senior Accounting Technician	Finance	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1122	Senior Distribution/Mechanical Technician	Treatment & Maintenance	No	31	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be reclassified to a Senior Water Systems Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1123	Senior Distribution/Mechanical Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be reclassified to a Senior Water Systems Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1124	Senior Distribution/Mechanical Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be reclassified to a Senior Water Systems Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1125	Senior Electrical Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1126	Senior Electrical Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1127	Senior Electrical Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1128	Senior Electrical Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1129	Senior Engineer	Engineering	No	38	Exempt	Exempt	Professional	Yes	No PDQ was received. This classification meets the California State FLSA salary threshold for exemption. Per the classification specification, the incumbent coordinates, oversees, and performs a variety of professional engineering work in connection with the design and surveying of agency projects. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1130	Senior Engineer	Engineering	Yes	38	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the classification specification, the incumbent coordinates, oversees, and performs a variety of professional engineering work in connection with the design and surveying of agency projects. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1131	Senior Facilities Maintenance Technician	Treatment & Maintenance	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1132	Senior Field Customer Service Representative	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1133	Senior Field Customer Service Representative	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1134	Senior Information Technology Technician	Administration	Yes	30	Non-Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. The incumbent supervises and evaluates IT staff and also prepares and provides technology cost estimates for budgets. CPS HR has recommended this incumbent be retitled to a IT Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1135	Senior Information Technology Technician	Technology Services	Yes	30	Non-Exempt	Exempt	Professional-Computer	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the PDQ, the incumbent oversees and implements highly technical information technology functions including database management, applications support and development. CPS HR has recommended this incumbent be retitled to an IT Specialist. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional-Computer category.
1136	Senior Inspector	Engineering	Yes	34	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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1137	Senior Instrumentation Technician	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1138	Senior Management Analyst	Administration	Yes	36	Exempt	Exempt	Administrative	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent performs a full range of complex, responsible, and varied professional, analytical, financial, systems statistical, programmatic, management, and other administrative analysis duties in providing responsible staff support to an Agency department, office, and/or program area. The incumbent provides work direction to subordinate analysts. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Administrative category.
1139	Senior Production Operator	Operations	No	29	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Senior Water Systems Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1140	Senior Production Operator	Operations	Yes	29	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be

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1141	Senior Production Operator	Operations	Yes	29	Non-Exempt	Non-Exempt			retitled to a Senior Water Systems Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions. Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Senior Water Systems Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1142	Senior Treatment Plant Operator	Treatment & Maintenance	No	33	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1143	Senior Treatment Plant Operator	Treatment & Maintenance	No	33	Non-Exempt	Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Treatment Manager. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1144	Senior Treatment Plant Operator	Treatment & Maintenance	Yes	33	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1145	Senior Treatment Plant Operator	Treatment & Maintenance	Yes	33	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1146	Senior Treatment Plant Operator	Treatment & Maintenance	Yes	33	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1147	Senior Utility Worker	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1148	Senior Utility Worker	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1149	Senior Utility Worker	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1150	Senior Utility Worker	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1151	Senior Utility Worker	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1152	Senior Utility Worker	Operations	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1153	Treatment Plant Operator II	Treatment & Maintenance	No	31	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1154	Treatment Plant Operator II	Treatment & Maintenance	No	31	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1155	Treatment Plant Operator II	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1156	Treatment Plant Operator II	Treatment & Maintenance	Yes	31	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1157	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1158	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1150	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1160	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1161	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1162	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1163	Utility Worker I	Operations	No	21	Non-Exempt	Non-Exempt			No PDQ was received. The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1164	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1165	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1166	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1167	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1168	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions
1169	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1170	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1171	Utility Worker I	Operations	Yes	21	Non-Exempt	Non-Exempt			The positions in this classification do not meet California State FLSA salary threshold for exemption. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1172	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1173	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1174	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1175	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1176	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1177	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1178	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1179	Utility Worker II	Operations	Yes	24	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1180	Warehouse Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Purchasing & Warehouse Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1181	Warehouse Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1182	Warehouse Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			recommended this incumbent be retitled to a Purchasing & Warehouse Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions. Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Purchasing & Warehouse Technician. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1183	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1184	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1185	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1186	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1187	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	26	Non-Exempt	Non-Exempt			as non-exempt from FLSA overtime provisions. Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1188	Water Conservation Education Specialist	Water Resources, Watersheds & Outreach	Yes	26	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1189	Water Conservation Specialist I	Water Resources, Watersheds & Outreach	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1190	Water Conservation Specialist I	Water Resources, Watersheds & Outreach	Yes	27	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1191	Water Conservation Specialist II	Water Resources, Watersheds & Outreach	Yes	30	Exempt	Exempt	Professional	Yes	This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent analyzes residential and non-residential customer water use; performs various compliance inspections; conducts consultations, water audits, and inspections for a variety of agency

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1192	Water Quality Distribution Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			customers. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.
1193	Water Quality Distribution Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Quality Technician I. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1194	Water Quality Distribution Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Quality Technician I. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1195	Water Quality Distribution Technician	Operations	Yes	23	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Quality Technician I. CPS HR recommends

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1196	Water Quality Scientist II	Engineering	Yes	32	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1197	Water Quality Scientist II	Engineering	Yes	32	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1198	Water Quality Scientist II	Engineering	Yes	32	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1199	Water Quality Specialist	Operations	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1200	Water Quality Specialist	Operations	Yes	28	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.
1201	Water Quality Technician	Engineering	Yes	25	Non-Exempt	Non-Exempt			Per the PDQ and class specification this incumbent does not meet any exemptions tests from FLSA overtime provisions.

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1202	Water Quality/Reg Compliance Supervisor	Operations	Yes	35	Exempt	Exempt	Professional	Yes	<p>overtime provisions. CPS HR has recommended this incumbent be retitled to a Water Quality Scientist I. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.</p> <p>This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes and supervises the work of assigned staff involved in the Agency's distribution system potable water quality. CPS HR has recommended this incumbent be retitled to a Water Quality Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.</p>
1203	Water Utility Foreman	Operations	Yes	30 Y-rated recent change to supervisory or	Non-Exempt	Exempt	Administrative	Yes	<p>This classification meets the California State FLSA salary threshold for exemption. Per the PDQ and classification specification, the incumbent plans, organizes, and supervises the work of assigned staff performing skilled and manual duties related to reading meters, recording water consumption and maintaining/repairing water meter equipment. CPS HR is recommending this incumbent be retitled to a Field Services Supervisor. CPS HR recommends keeping this position exempt from FLSA overtime provisions under the Professional category.</p>
1204	Water Utility Foreman	Operations	No	30	Non-Exempt	Non-Exempt			No PDQ was received. Per the class specification this incumbent does not meet any exemptions tests

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EE#	Current Classification	Department/ Location	PDQ (Yes/No)	Current Salary Range	Current FLSA Status	Recommended FLSA Status	FLSA Classification	If Exempt, Meets FLSA Threshold	Rationale Comment
1205	Water Utility Foreman	Operations	No	30	Non-Exempt	Non-Exempt			from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions. No PDQ was received. Per the class specification this incumbents tests do not meet any exemptions tests from FLSA overtime provisions. CPS HR recommends keeping this position as non-exempt from FLSA overtime provisions.

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Santa Clarita Valley Water Agency

Final Base Compensation Report

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I. Introduction

CPS HR Consulting (CPS HR) was retained by Santa Clarita Valley Water Agency (SCVWA) to conduct a base compensation study. The objective of the study was to determine the competitiveness of SCVWA's base salary in the labor market. To achieve this, a labor market of twelve (12) comparable agencies and forty (40) benchmark classifications was established in order to collect and analyze base salary.

This final base compensation report contains the project scope and work plan, describes the methodologies utilized in data collection and analysis, and provides the base compensation results for all survey classifications. All salary and benefit data represented is on or before May 1, 2020.

Agency-wide and classification specific results are summarized in Section IV of this report. Survey results for each classification are presented in [Appendix A](#).

II. Project Scope and Work Plan

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

- Reviewed SCVWA's background materials including classification specifications, salary schedules, and organizational charts.
- Developed a data collection method and survey instrument.
- Received confirmation from SCVWA regarding the twelve (12) labor market agencies and forty (40) benchmark classifications to be surveyed.
- Determined that the most expeditious way of obtaining data was to gather as much information as possible from online sources and then follow-up with the surveyed agency to validate data and complete missing information.
- Researched salary data from the respective public and private labor market agencies, including salary schedules, classification specifications, organizational charts, budgets, and position control documents where available. The CPS HR Project Team followed through with labor market agencies to request further information or clarification on job matching levels.
- Prepared and sent the draft salary survey summary and individual salary survey datasheets for each individual benchmark to SCVWA on July 31, 2020 for review and feedback with regard to the job matches.
- Reviewed SCVWA Executive Committee feedback regarding job matches. CPS HR revised some job matches and also conducted follow-up meetings with some individual SCVWA Executive Committee members to address specific feedback regarding the job matches during August 2020.

- Prepared a comparison benefits summary.
- Conducted a salary survey for select benchmark classifications using the Economic Research Institute (ERI) to survey private water utilities industry salaries and also diversified industry salaries in Los Angeles County.
- Prepared and uploaded a copy of the draft base compensation report to the Microsoft Teams Collaborative site for SCVWA review and comment on September 15, 2020.
- Delivered a power point presentation to the SCVWA Executive Team explaining the overview of the base compensation report on September 22, 2020.
- Prepared and uploaded a copy of the final base compensation report to the Microsoft Teams Collaborative site on September 30, 2020.

III. Compensation Study Parameters

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

- 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 SCVWA data) is higher, and half of the complete range of data (excluding SCVWA 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. There are three labor market positions: Lead the market, meet the market, and lag the market. Leading the market is aligning your pay parameters and positions your pay parameters higher than the market (i.e. 60th percentile or 70th percentile); Lagging the market would be positioning your pay parameters below the market (i.e. 40th percentile); Meeting the market is positioning your pay parameters at the median of the market.

Labor Market Agencies

The agencies surveyed comprise the twelve (12) labor market agencies for all forty (40) classifications surveyed; the final labor market agencies are listed below. The labor market agencies were selected by SCVWA. The final labor market included:

1. Burbank Water and Power
2. California Water Service Group (Cal Water)*
3. Calleguas Municipal Water District
4. Cucamonga Valley Water District
5. Eastern Municipal Water District
6. Glendale Water & Power
7. Golden State Water Company*
8. Irvine Ranch Water District
9. LA Department of Water-Power
10. Las Virgenes Municipal Water District
11. Metropolitan Water District
12. San Gabriel Water Company*

**Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company.*

Survey Classifications

The survey benchmark classifications for the study are presented below:

- Accountant
- Administrative Technician
- Assistant General Manager
- Building and Grounds Supervisor
- Chief Engineer
- Customer Service Manager
- Customer Service Representative II
- Director of Finance and Administration
- Director of Operations and Maintenance
- Director of Technology Services
- Director of Water Resources
- Distribution/Mechanical Technician II
- Electrical/Instrumentation Technician
- Engineering Technician II
- Executive Assistant
- Human Resources Supervisor
- Inspector
- Laboratory and Regulatory Affairs Supervisor
- Management Analyst
- Office Assistant II
- Operations and Maintenance Superintendent
- Operations Supervisor
- Production Operator II
- Public Information Officer
- Resource Conservation Manager
- Safety Specialist I
- Senior Accounting Technician
- Senior Engineer
- Senior IT Technician
- Treatment Plant Operator II

- Facilities Maintenance Technician II
- Field Customer Service Representative II
- Financial Analyst
- GIS/CAD Technician II
- Human Resources Analyst
- Utility Worker II
- Water Conservation Specialist II
- Water Quality Scientist II
- Water Quality Technician (Engineering)
- Water Utility Foreman

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, knowledge, and 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 SCVWA's classifications. This is particularly relevant to non-supervisory, non-management classifications where there are multi-level classifications within the series matched from the other agencies. In addition, budgets 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 in determining 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 (3) classification matches to be analyzed. In most studies, it is common to have some classes for which limited market data exists.

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 Data Collected

CPS HR collected base salary in the labor market. Salary data collected includes minimum, midpoint, and maximum of the labor market range. 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.

The data collected for the study is presented in Table 1.

Table 1: Compensation Data Collected

Benefit or Pay Practice	Description
Comparable Classification Title	<p>CPS HR matched SCVWA’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 when 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>
Minimum and Maximum Base Salary	The minimum and maximum <i>monthly</i> base salary. Where salary range was not available.

IV. Survey Results

Compensation Results

- SCVWA’s overall position within the labor market, and the averages for each classification, are presented in [Appendix A](#). The designation of “No Comparable Classification” is used if an agency reported no comparable classification, if a review of the duties and responsibilities assigned to the classification indicated that it was not comparable, or if the duties were significantly split among more than a single classification.
- The designation of “Data Not Available” indicates a match was identified but salary could not be obtained.

Labor Market Position by Classification

This section provides a summary of SCVWA’s position within the labor market by classification.

The following information for each benchmark classification with sufficient (three or more) comparable classifications:

- SCVWA’s classification title
- Number of comparable classifications or job matches in the labor market
- SCVWA’s maximum monthly base salary for the survey classification
- The labor market median (middle point) and mean (average) monthly maximum base salary which is calculated using the maximum monthly salary for each of the comparable classes; that range of data is then computed to provide the median or mean amount.
- The percentage SCVWA’s maximum monthly base salary is above or below the median and mean of the labor market; this number indicates what percentage of SCVWA’s salary is required to move it up or down to the market median or mean.

Table 2: SCVWA Percent (%) Above/Below Labor Market Medians Listed by Classification

Classification Title	# of Matches	SCVWA Base Salary			Labor Market Base Salary			Market Variance		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Accountant	9	\$6,070.00	\$6,733.00	\$7,396.00	\$5,606.16	\$6,636.00	\$7,794.00	-7.64%	-1.44%	5.38%
Administrative Technician	9	\$5,245.00	\$5,817.50	\$6,390.00	\$4,818.67	\$5,731.27	\$6,563.00	-8.13%	-1.48%	2.71%
Assistant General Manager	4	\$16,107.00	\$17,866.00	\$19,625.00	\$16,669.28	\$19,464.75	\$21,771.09	3.49%	8.95%	10.94%
Building and Grounds Supervisor	6	\$7,026.00	\$7,793.50	\$8,561.00	\$6,280.54	\$7,376.20	\$8,238.53	-10.61%	-5.35%	-3.77%
Chief Engineer	7	\$14,610.00	\$16,205.50	\$17,801.00	\$12,927.00	\$14,575.49	\$17,275.30	-11.52%	-10.06%	-2.95%
Customer Service Manager	7	\$8,970.00	\$9,949.50	\$10,929.00	\$8,113.73	\$9,719.50	\$11,204.05	-9.55%	-2.31%	2.52%
Customer Service Representative II	7	\$4,994.00	\$5,539.50	\$6,085.00	\$4,269.03	\$5,077.72	\$5,813.60	-14.52%	-8.34%	-4.46%
Director of Finance and Administration	8	\$13,913.00	\$15,432.50	\$16,952.00	\$13,289.93	\$15,852.64	\$18,053.96	-4.48%	2.72%	6.50%
Director of Operations and Maintenance	4	\$13,913.00	\$15,432.50	\$16,952.00	\$15,041.87	\$17,419.45	\$20,391.00	8.11%	12.88%	20.29%
Director of Technology Services	4	\$13,913.00	\$15,432.50	\$16,952.00	\$14,806.69	\$17,036.81	\$19,266.93	6.42%	10.40%	13.66%
Director of Water Resources	2	\$13,913.00	\$15,432.50	\$16,952.00	\$12,811.00	\$15,305.00	\$17,799.00	-7.92%	-0.83%	5.00%
Distribution/Mechanical Technician II	7	\$6,070.00	\$6,733.00	\$7,396.00	\$5,538.00	\$6,232.00	\$7,077.72	-8.76%	-7.44%	-4.30%
Electrical/Instrumentation Technician	6	\$6,070.00	\$6,733.00	\$7,396.00	\$5,403.67	\$6,240.87	\$7,078.07	-10.98%	-7.31%	-4.30%
Engineering Technician II	8	\$5,781.00	\$6,412.50	\$7,044.00	\$5,456.54	\$6,303.70	\$7,150.87	-5.61%	-1.70%	1.52%
Executive Assistant	7	\$6,375.00	\$7,071.50	\$7,768.00	\$7,110.00	\$8,176.50	\$9,243.00	11.53%	15.63%	18.99%
Facilities Maintenance Technician II	7	\$4,994.00	\$5,539.50	\$6,085.00	\$4,768.00	\$5,501.60	\$6,103.07	-4.53%	-0.68%	0.30%
Field Customer Service Representative II	7	\$4,994.00	\$5,539.50	\$6,085.00	\$4,362.80	\$4,991.14	\$5,673.00	-12.64%	-9.90%	-6.77%
Financial Analyst	8	\$7,379.00	\$8,185.00	\$8,991.00	\$6,901.50	\$8,076.50	\$9,134.04	-6.47%	-1.33%	1.59%
GIS/CAD Technician II	7	\$5,781.00	\$6,412.50	\$7,044.00	\$6,408.13	\$7,182.07	\$7,956.00	10.85%	12.00%	12.95%
Human Resources Analyst	8	\$6,692.00	\$7,422.50	\$8,153.00	\$6,467.25	\$7,733.10	\$8,835.90	-3.36%	4.18%	8.38%
Human Resources Supervisor	5	\$10,901.00	\$12,091.50	\$13,282.00	\$11,166.13	\$13,398.67	\$15,631.20	2.43%	10.81%	17.69%
Inspector	8	\$6,375.00	\$7,071.50	\$7,768.00	\$5,756.06	\$6,795.98	\$7,875.77	-9.71%	-3.90%	1.39%
Laboratory and Regulatory Affairs Supervisor	7	\$9,417.00	\$10,445.50	\$11,474.00	\$9,320.00	\$10,755.50	\$12,191.00	-1.03%	2.97%	6.25%
Management Analyst	8	\$7,749.00	\$8,595.50	\$9,442.00	\$6,703.04	\$7,708.00	\$8,805.50	-13.50%	-10.33%	-6.74%
Office Assistant II	8	\$4,110.00	\$4,559.00	\$5,008.00	\$4,025.85	\$4,718.33	\$5,380.31	-2.05%	3.49%	7.43%
Operations and Maintenance Superintendent	6	\$10,901.00	\$12,091.50	\$13,282.00	\$10,748.97	\$12,372.80	\$13,604.14	-1.39%	2.33%	2.43%
Operations Supervisor	10	\$8,542.00	\$9,474.50	\$10,407.00	\$7,130.21	\$8,531.36	\$9,892.04	-16.53%	-9.95%	-4.95%
Production Operator II	8	\$5,507.00	\$6,108.50	\$6,710.00	\$5,192.65	\$6,015.75	\$6,802.50	-5.71%	-1.52%	1.38%
Public Information Officer	5	\$10,384.00	\$11,518.00	\$12,652.00	\$10,309.86	\$12,372.53	\$13,370.16	-0.71%	7.42%	5.68%
Resource Conservation Manager	4	\$8,970.00	\$9,949.50	\$10,929.00	\$10,332.40	\$11,998.57	\$13,664.74	15.19%	20.59%	25.03%
Safety Specialist	3	\$4,314.00	\$4,785.00	\$5,256.00	\$4,685.00	\$5,426.50	\$6,332.00	8.60%	13.41%	20.47%

Santa Clarita Valley Water Agency
Final Base Compensation Report

Classification Title	# of Matches	SCVWA Base Salary			Labor Market Base Salary			Market Variance		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Variance from Minimum	Variance from Midpoint	Variance from Maximum
Senior Accounting Technician	6	\$5,507.00	\$6,108.50	\$6,710.00	\$5,090.21	\$5,825.76	\$6,561.32	-7.57%	-4.63%	-2.22%
Senior Engineer	8	\$9,888.00	\$10,967.50	\$12,047.00	\$9,976.28	\$11,422.19	\$13,026.80	0.89%	4.15%	8.13%
Senior IT Technician	9	\$6,692.00	\$7,422.50	\$8,153.00	\$6,726.84	\$7,917.00	\$9,300.00	0.52%	6.66%	14.07%
Treatment Plant Operator II	9	\$7,026.00	\$7,793.50	\$8,561.00	\$5,606.16	\$6,650.00	\$7,404.80	-20.21%	-14.67%	-13.51%
Utility Worker II	10	\$4,994.00	\$5,539.50	\$6,085.00	\$4,957.33	\$5,621.55	\$6,496.45	-0.73%	1.48%	6.76%
Water Conservation Specialist II	4	\$6,692.00	\$7,422.50	\$8,153.00	\$6,902.50	\$7,948.62	\$8,994.74	3.15%	7.09%	10.32%
Water Quality Scientist II	4	\$7,379.00	\$8,185.00	\$8,991.00	\$5,963.37	\$7,002.68	\$8,042.00	-19.18%	-14.44%	-10.55%
Water Quality Technician	5	\$5,245.00	\$5,817.50	\$6,390.00	\$4,867.20	\$5,735.50	\$6,521.00	-7.20%	-1.41%	2.05%
Water Utility Foreman	1	\$6,692.00	\$7,422.50	\$8,153.00	\$6,979.70	\$8,166.58	\$9,353.46	4.30%	10.02%	14.72%

* A positive number represents SCVWA salaries are below Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCVWA is above the Labor Market.
* CPS HR may have proposed new title from some benchmark classifications. Any proposed title changes are listed as footnotes on the datasheets.

Labor Market Position

The data included in this report reflects that overall, SCVWA is below in the labor market for the benchmark classification surveyed based on aggregate results for base salary; however, some classifications are below the labor market median and mean. The percentage in the labor market varies based on whether the reference is the market mean (average) or market median (mid-point). When looking at the median, the SCVWA is trending below the market by -2.61% for base salary. When looking at the mean, the SCVWA is trending below the market by -4.42% for base salary. The market median tends to be a more stable representation of trends in the market since it eliminates high and low payers which can skew data and outcomes. For this reason, CPS HR's methodology is to use the market median for compensation considerations.

V. Summary of Benefits Tables

In addition to the base salary, CPS HR presents additional benefit summary information in tables below. Overall, SCVWA has competitive employee benefits programs and offers similar benefits as compared to the other labor market agencies surveyed with the exception of slightly lower vacation/annual leave time.

Table 1: Employer Contributions to Defined Benefit Retirement Plans and FICA

Agency	Defined Benefit Retirement Plan			FICA ¹ Medicare 1.45% Social Security 6.20%
	Plan	Employer Normal Cost Rate (Blended) ²	Type/Tier	
Santa Clarita Valley Water Agency	CalPERS	10.868	Classic PEPRA	2.0%@55 2.0%@62 Medicare only
Burbank Water and Power (City of Burbank)	CalPERS	9.688%	Classic PEPRA	2.5%@55 2.0%@62 Medicare only
Calleguas Municipal Water District	CalPERS	9.680%	Classic PEPRA	2.0%@55 2.0%@62 Medicare and Social Security
Cucamonga Valley Water District	CalPERS	9.756%	Classic Classic PEPRA	2.0%@55 2.0%@60 2.0%@62 Medicare only
Eastern Municipal Water District	CalPERS	9.538%	Classic Classic PEPRA	2.5%@55 2.0%@55 2.0%@62 Medicare only
Glendale Water & Power (City of Glendale)	CalPERS	9.535%	Classic Classic PEPRA	2.5%@55 2.0%@55 2.0%@62 Medicare only
Irvine Ranch Water District	CalPERS	8.480%	Classic Classic	2.5%@55 2.0%@60 Medicare only

¹ Federal Insurance Contributions Act (FICA) is a United States federal payroll contribution of both employees and employers to fund Social Security and Medicare. State and local government employees may be covered for social security and Medicare either by mandatory coverage, or under a Section 218 Agreement between the state and the Social Security Administration. Under some circumstances, an employee may be excluded from social security or Medicare (uncommon practice), or both.

² "Blended" indicates that the employer's normal cost is presented as an aggregate of multiple groups/tiers in the actuarial valuation.

Agency	Defined Benefit Retirement Plan				FICA ¹ Medicare 1.45% Social Security 6.20%
	Plan	Employer Normal Cost Rate (Blended) ²	Type/Tier	Benefit Formula	
			PEPRA	2.0%@62	
Las Virgenes Municipal Water District	CalPERS	9.835%	Classic PEPRA	2.0%@55 2.0%@62	Tier 1 Medicare and Social Security; Tier 2 and PEPRA Medicare only
Los Angeles Department of Water & Power (City of Los Angeles)	37 ACT LACERS	6.38%	Varies based on age at retirement and years of service	Varies based on age at retirement and years of service	Medicare only
Metropolitan Water District of Southern California	CalPERS	9.006%	Classic PEPRA	2.0%@55 2.0%@62	Medicare only
Torrance Municipal Water (City of Torrance)	CalPERS	8.942%	Classic PEPRA	2.0%@55 2.0%@62	Tiers 1, 3, and 5 Medicare and Social Security; Tiers 2 and 4 Medicare only

Table 2: Employer Contributions to Deferred and Defined Benefit Plans

Agency	Plan Type(s)	Monthly Employer Non-Matching Contribution	Monthly Employer Matching Contribution
Santa Clarita Valley Water Agency	457 401(a)	--	50% of the 1 st 6% (up to 3%)
Burbank Water and Power	457	--	\$54.17/month
BCEA	457	--	Classic: \$30/pay period; New: ½ up to 2%
IBEW	457	--	\$75/month
BMA	457	--	\$75/month
Unrepresented-Mid Management	457	--	--
Calleguas Municipal Water District	457	--	--
Cucamonga Valley Water District	457	--	--
Eastern Municipal Water District	457 401a	--	4% (5% for PEPRAs members) --
7.15% of the employee's first \$16,500 annual earnings, up to \$1,179.75/year			
Glendale Water & Power (City of Glendale)	457 401a, 457	--	--
IBEW, General (GCEA)		--	--
Mgmt.		--	--
Invine Ranch Water District	457	1%	3% after 1 year of service
General			
Las Virgenes Municipal Water District	457, 401a	--	Matching to 401a for 24 pay periods max \$480
General (SEIU)			
Sup, Prof, Conf			

Agency	Plan Type(s)	Monthly Employer Non-Matching Contribution	Monthly Employer Matching Contribution
Mgmt.	457, 401a 457, 401a	-- --	Greater of \$104 or 3%/pay period to 457 AND 3% matching to 401a Greater of \$125 or 3%/pay period to 457 AND 3% matching to 401a
Los Angeles Department of Water & Power (City of Los Angeles) ³	Did Not Respond	Did Not Respond	Did Not Respond
Metropolitan Water District of Southern California	457, 401k, 414h	--	4.5%
Torrance Municipal Water (City of Torrance)	457 or 401a	Upon 1 year of service \$33.33 \$20.00 --	-- -- 0.5%

³ The Los Angeles Department of Water and Power offers benefits separate than the City of Los Angeles, multiple attempts were made to the Los Angeles Department of Water and Power to gather benefit information, including a Public Information Act (PRA) Request. To date, the Los Angeles Department of Water did not respond to these requests for information.

Table 3: Employer Contributions to Health Insurance Plans⁴

Agency Employee Group	Monthly Employer Contribution			
	Cafeteria/Flex	Medical	Dental	Vision
Santa Clarita Valley Water Agency	--	90% of highest PPO	100% of Premium	100% of Premium
Burbank Water and Power <i>BCEA/IBEW/BMA</i>	--	\$300 \$350	\$115	\$16.83
<i>Unrepresented-Mid Management</i>	--	\$2460.87	\$122.90	\$21.18
Calleguas Municipal Water District	--	\$1,563.03	\$134.95	\$26.02
Cucamonga Valley Water District	--	\$1,911	\$130.04	\$19.31
Eastern Municipal Water District	--			
Glendale Water & Power (City of Glendale)	--	Mgmt Assoc (GMA) \$1682.68 IBEW \$1485.35 General (GCEA) \$1513.96	\$112.27	\$26.73
Irvine Ranch Water District	--	90% of highest PPO	100% of Premium	100% of Premium
Las Virgenes Municipal Water District	--	\$1,710.54	\$158.38	\$5.00
Los Angeles Department of Water & Power (City of Los Angeles)	Did Not Respond	Did Not Respond	Did Not Respond	Did Not Respond
Metropolitan Water District of Southern California	--	100% of Premium	100% of Premium	100% of Premium
Torrance Municipal Water (City of Torrance)	--	\$1470.96	\$76.44	\$3.33

⁴ Rates reflect the monthly maximum employer contribution to plans covering the employee plus two or more dependents.

Table 4: Employer-Paid Life Insurance/AD&D Policy

Agency	Life Insurance/AD&D
Santa Clarita Valley Water Agency	ER paid policy
Burbank Water and Power	ER paid policy
Calleguas Municipal Water District	ER paid policy
Cucamonga Valley Water District	ER paid policy
Eastern Municipal Water District	ER paid policy
Glendale Water & Power (City of Glendale)	ER paid policy for Mgmt. only
Irvine Ranch Water District	ER paid policy
Las Virgenes Municipal Water District	ER paid policy
Los Angeles Department of Water & Power (City of Los Angeles)	Did Not Respond
Metropolitan Water District of Southern California	ER paid policy
Torrance Municipal Water (City of Torrance)	ER paid policy

Table 5: Paid Time Off Policies – Vacation/Annual Leave

Agency Employee Group	Paid Leave Type	Year 1 Accrual		Max Accrual Year	
		Annual Accrual Hours	Maximum Accrual Hours	Annual Accrual Annual Hours	Maximum Accrual Hours
Santa Clarita Valley Water Agency	Vacation	80	200	160	400
Burbank Water and Power					
BCEA	Vacation	80	240	160	480
IBEW	Vacation	174	240	284	480
BMA	Universal	154	1200	234	1200
<i>Unrepresented-Mid Management</i>	Vacation	194	1040	274	1040
Calleguas Municipal Water District	Annual	96	480*	176@21 years	480*
Cucamonga Valley Water District	Vacation	80	200	240@21 years	200
Eastern Municipal Water District	Annual	176	675	256@11 years	675
Glendale Water & Power (City of Glendale) <i>IBEW, General (GCEA) Mgmt.</i>	Vacation	80 80	240 360	160@15 years 160@15 years	480 640
Irvine Ranch Water District	Vacation	80	Did Not Respond	160@10 years 200@20 years	Did Not Respond
Las Virgenes Municipal Water District <i>General (SEIU) Sup, Prof, Conf, Mgmt.</i>	Vacation	104 104	288 311	168@25 years 168@25 years	288 311
Los Angeles Department of Water & Power (City of Los Angeles)	Paid Time Off	--	--	160	Did Not Respond
Metropolitan Water District of Southern California	Annual	80	475	200@24 years	475

Agency Employee Group	Paid Leave Type	Year 1 Accrual		Max Accrual Year	
		Annual Accrual Hours	Maximum Accrual Hours	Annual Accrual Annual Hours	Maximum Accrual Hours
Torrance Municipal Water (City of Torrance) <i>Municipal EEs General (TCEA) Prof/Sup, Unrep Exec/Mgmt. Engineers</i>	Vacation	112	336	216@25 years	648
		104	500	208@25 years	500
		104	500	216@25 years	500
		112	500	216@25 years	500
		79	237	240@25 years	Over 200 requires Dept Head approval

* Calleguas Municipal Water District's maximum accrual of 480 hours includes compensatory time off

Table 6: Paid Time Off Policies – Sick Leave and Holidays

Agency Employee Group	Sick Leave		Holidays	Floating Holidays
	Annual Accrual Hours	Maximum Carryover Hours		
Santa Clarita Valley Water Agency	96	480	10	2
Burbank Water and Power <i>BCEA IBEW</i>	96 96 n/a	No max No max n/a	10.5 10.5 10	2 26-36 hrs. n/a
<i>BMA, Unrepresented Mid Management</i>	96	No max	10	2
Calleguas Municipal Water District	96	No max	10	3
Cucamonga Valley Water District	96	No max	10	2
Eastern Municipal Water District	None, Annual Leave	--	10	
Glendale Water & Power (City of Glendale)	96	No max	10	3.25
Invine Ranch Water District	96	No max	11	1
Las Virgenes Municipal Water District	96	No max	<i>General 12 Sup, Prof, Conf, Mgmt. 11</i>	--
Los Angeles Department of Water & Power (City of Los Angeles)	Did Not Respond	Did Not Respond	11	2
Metropolitan Water District of Southern California	96	1000	14	3 "Personal Leave"
Torrance Municipal Water (City of Torrance)	72	600	13	--

VII. Next Steps

This final report provides detailed information concerning the scope of the project, the methodology used to complete the base compensation calculations, as well as the results of the study that show where the SCVWA is positioned in comparison to the labor market. SCVWA should consider its competitive position in the labor market and the ability to recruit, retain, and reward employees immediately and long-term.

CPS HR has provided pay equity/salary range recommendations for the benchmark classifications based on the labor market median for maximum salary. In preparing this base compensation report, CPS HR has expanded our salary recommendations to include all Agency classifications, not just those that were surveyed as benchmarks. CPS HR identified any misalignments and proposed grade changes to maintain the proper internal relationship between levels. If misalignment was found, CPS HR re-graded jobs by balancing both external and internal factors to maintain appropriate relationships between jobs and within job families, functional groups, and/or levels within a classification series. This was done by carefully analyzing the vertical job family relationships prior to the labor market adjustments and assigning salary grade levels for the non-benchmarked classes that retained similar relationships where possible. If salary compaction was identified, internal equity was factored into a pay grade recommendation and CPS HR proposed an appropriate grade regardless of the labor market findings.

Implementation of Program

SCVWA will be positioned to consider an implementation strategy based on the base compensation study results reflected in this report. Implementation of salary grade recommendations is highly dependent on further discussion internally by SCVWA about the agency's financial climate and the sustainability of any adjustments to salary ranges. Some factors to consider are compounded labor costs associated with benefits plans and employer contributions, initial placement of employees within revised salary ranges, a written policy for movement of employees through the salary ranges over time (e.g., annual performance evaluations and percentage of increase), and overall fiscal impact of implementation today and in the future.

With respect to the implementation of a program, we believe it is important to consider the impact of salary range changes both on SCVWA financial resources and the well-being of employees. In order to ease the burden on both, we suggest the following:

- SCVWA should consider approving the study with an implementation plan which extends over a reasonable period of time for those employees whose pay rates are found to be significantly below labor market. It is quite common for public sector organizations to consider an implementation period of a few years in order to ease the financial burden in any given year. This requires agreeing on an implementation plan based on priority level of classifications that are lagging in the labor market based on the results of this study.

- As the first step, we recommend applying market adjustment to all employees. The, as a second step, we recommend bringing each employee's pay rate to the nearest step of the pay grade within the new pay structure. The third step would be reviewing employees' pay rates who are significantly below the labor market and addressing these in the future budget cycles.
- Our recommended market pay increase will equal to 3%, which is consistent with Employers Cost Index, published by BLS DOL annually.

It is highly suggested that no employee should be reduced in salary as a result of the study. Our recommendations typically do not place classes at lower levels even in cases where the market survey suggests difficulty. However, one incumbent is recommended to be Y-rated.

If SCVWA chooses to lower these salary ranges, the concept of Y-Rating has been frequently used by the public sector. Under this plan, employees would be moved to the new range and, assuming they are currently paid above the range maximum, their salaries would be frozen for as long as it takes for the salary range to catch up to the current pay level. Variations on the Y-Rating theme are also utilized. A modified Y-Rating would provide for a portion of the increase to be given to the employee. This has the effect of lengthening the "catch up" time while providing at least some salary increase for employees.

There has been considerable time and effort invested in preparing class descriptions and in determining the relative value of each benchmark and total number of classifications in the overall salary structure of SCVWA. We suggest that this program be continued and maintained on a regular basis.

Should you require any further information or have questions and comments with respect to this final report, please do not hesitate to contact Suzanne Ansari, Senior HR Consultant at 657.204.4008 or via email at sansari@cpsshr.us.

Appendix A: Salary Survey Data sheets



Client Benchmark: Accountant

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Accountant	\$6,070.00	\$6,733.00	\$7,395.00	21.85%
Burbank Water and Power	Accountant	\$5,031.78	\$5,984.08	\$6,936.37	37.85%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Accountant	\$5,606.16	\$6,446.92	\$7,287.67	29.99%
Eastern Municipal Water District	Accountant II	\$6,408.13	\$7,182.07	\$7,956.00	24.15%
Glendale Water and Power	Accountant II	\$5,363.26	\$6,790.75	\$8,218.23	53.23%
Irvine Ranch Water District	Accountant	\$5,478.00	\$6,636.00	\$7,794.00	42.28%
Las Virgenes Municipal Water District	Accountant	\$6,787.73	\$7,806.07	\$8,824.40	30.01%
Los Angeles Department of Water and Power	Utility Accountant	\$6,894.00	\$8,068.50	\$9,243.00	34.07%
Metropolitan Water District of Southern California	Accountant	\$5,685.00	\$6,581.50	\$7,478.00	31.54%
Torrance Municipal Water	Accountant	\$5,200.00	\$6,256.47	\$7,312.93	40.63%

Total Matches	
Base Salary Medians (Min, Mid, Max)	\$5,606.16 \$6,636.00 \$7,794.00 34.07%
Base Salary Means (Min, Mid, Max)	\$5,828.23 \$6,861.37 \$7,894.51 35.97%
Percentage Needed to Reach LM Median*	-7.64%
Percentage Needed to Reach LM Mean*	At Market
Additional Percentile (or Control Point)	1.91% 6.74%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Administrative Technician

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Administrative Technician	\$5,245.00	\$5,817.50	\$6,390.00	21.83%
Burbank Water and Power	Administrative Technician	\$5,207.56	\$6,027.76	\$6,847.95	31.50%
Calleguas Municipal Water District	Senior Administrative Assistant	\$4,556.28	\$5,315.66	\$6,075.03	33.33%
Cucamonga Valley Water District	Administrative Assistant II	\$4,509.00	\$5,185.00	\$5,861.00	29.98%
Eastern Municipal Water District	No Comparable Class				
Glendale Water and Power	Administrative Associate	\$3,872.23	\$4,906.39	\$5,940.54	53.41%
Inyone Ranch Water District	Administrative Assistant	\$5,818.00	\$7,047.00	\$8,276.00	42.25%
Las Virgenes Municipal Water District	Administrative Assistant	\$4,818.67	\$5,731.27	\$6,643.87	37.88%
Los Angeles Department of Water and Power	Senior Administrative Clerk	\$4,999.00	\$5,781.00	\$6,563.00	31.29%
Metropolitan Water District of Southern California	Administrative Assistant III	\$5,843.00	\$6,762.50	\$7,682.00	31.47%
Torrance Municipal Water	Administrative Assistant	\$3,813.33	\$4,286.53	\$4,759.73	24.82%

Total Matches	
Base Salary Medians (Min, Mid, Max)	\$4,818.67
Base Salary Means (Min, Mid, Max)	\$4,826.34
Percentage Needed to Reach LM Median*	-8.13%
Percentage Needed to Reach LM Mean*	At Market
Additional Percentile (or Control Point)	At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCV Water is above the Labor Market.

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Assistant General Manager

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Assistant General Manager	\$16,107.00	\$17,866.00	\$19,625.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Assistant General Manager	\$14,792.56	\$17,011.50	\$19,230.44	30.00%
Eastern Municipal Water District	Deputy General Manager	\$19,524.27	\$21,918.00	\$24,311.73	24.52%
Glendale Water and Power	Chief Assistant General Manager/Water Services	\$12,354.75	\$15,162.88	\$17,971.00	45.46%
Invine Ranch Water District	No Comparable Class				
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	Assistant General Manager-Water And Power (Water)	\$18,546.00	\$22,302.50	\$26,059.00	40.51%
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	No Comparable Class				

Total Matches	
Base Salary Medians (Min, Mid, Max)	\$16,669.28 \$19,464.75 \$21,771.09
Base Salary Means (Min, Mid, Max)	\$16,304.40 \$19,098.72 \$21,893.04
Percentage Needed to Reach LM Median*	3.49%
Percentage Needed to Reach LM Mean*	1.23%
Additional Percentile (or Control Point)	6.90%
	11.56%

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company.
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market.
 *If Burbank No Comparable Class, BWP has multiple positions at this level overseeing major department. No one that is at a higher level than the others.
 *If Calleguas No Comparable Class, there is only a General Manager and there is a Acting General Manager but it housed with engineering and the job duties differ.
 *If Metropolitan No Comparable Class, the AGM over Water Resources in MWD is also directly over operations which is a broader role. The AGM title in MWD is not a single position but multiple "chiefs".

DEFINITIONS:

- Base Salary: All data represented as Monthly based on agreed upon effective date
- Minimum: Minimum represents the minimum of a pay range as reported by the surveyed agency
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- Maximum: Maximum represents the maximum of a pay range as reported by the surveyed agency
- Range Bandwidth: Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
- Base Salary Medians: Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Base Salary Means: Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Median: Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Mean: Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Building and Grounds Supervisor

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Building and Grounds Supervisor	\$7,026.00	\$7,793.50	\$8,561.00	21.85%
Burbank Water and Power	Utility Facilities Supervisor	\$5,793.00	\$6,778.00	\$7,763.00	34.01%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Facilities Maintenance Supervisor	\$5,949.44	\$6,841.41	\$7,733.37	29.98%
Eastern Municipal Water District	Facilities and Grounds Supervisor	\$6,675.07	\$7,493.20	\$8,311.33	24.51%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Facilities Services Supervisor	\$6,172.00	\$7,475.00	\$8,778.00	42.22%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	Building Repair Supervisor	\$9,112.38	\$9,837.09	\$10,561.80	15.91%
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	Building Maintenance Supervisor	\$6,389.07	\$7,277.40	\$8,165.73	27.81%
Total Matches					
	Base Salary Medians (Min, Mid, Max)	\$5,280.54	\$7,376.20	\$8,238.53	28.90%
	Base Salary Means (Min, Mid, Max)	\$6,681.83	\$7,617.02	\$8,552.21	29.07%
	Percentage Needed to Reach LM Median*	-10.61%	-5.35%	-3.77%	
	Percentage Needed to Reach LM Mean*	At Market	At Market	At Market	
	Additional Percentile (or Control Point)				

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:
Base Salary Minimum
Midpoint
Maximum
Range Bandwidth
Base Salary Medians
Base Salary Means
Percentage Needed to Reach LM Median
Percentage Needed to Reach LM Mean
Additional Percentile (or Control Point)

All data represented as Monthly based on agreed upon effective date
 Minimum represents the minimum of a pay range as reported by the surveyed agency
 Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
 Maximum represents the maximum of a pay range as reported by the surveyed agency
 Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
 Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
 Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
 Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
 Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
 Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Chief Engineer

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Chief Engineer	\$14,610.00	\$16,205.50	\$17,801.00	21.80%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	Manager of Engineering	\$11,914.60	\$13,900.37	\$15,886.14	33.33%
Cucamonga Valley Water District	Director of Engineering Services	\$12,377.52	\$14,234.10	\$16,090.67	30.00%
Eastern Municipal Water District	Director of Engineering	\$14,570.40	\$16,355.74	\$18,141.07	24.51%
Glendale Water and Power	Assistant General Manager (Water)	\$11,875.67	\$14,575.49	\$17,275.30	45.47%
Irvine Ranch Water District	Executive Director of Technical Services	\$12,947.00	\$16,312.50	\$19,678.00	51.99%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Engineering Services Group Manager	\$17,498.00	\$20,710.50	\$23,923.00	36.72%
Torrance Municipal Water	Deputy Public Works Director, City Engineer	\$12,927.00	\$14,219.50	\$15,512.00	20.00%

Total Matches	
Base Salary Medians (Min, Mid, Max)	7
Base Salary Means (Min, Mid, Max)	\$12,927.00 \$14,575.49 \$17,275.30 33.33%
Base Salary Means (Min, Mid, Max)	\$13,444.31 \$15,758.31 \$18,072.31 34.57%
Percentage Needed to Reach LM Median*	-11.52%
Percentage Needed to Reach LM Mean*	At Market
Additional Percentile (or Control Point)	At Market
	1.52%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Customer Service Manager

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Customer Service Manager	\$8,970.00	\$9,949.50	\$10,929.00	21.84%
Burbank Water and Power	Manager, Customer Service Operations	\$8,520.18	\$9,862.12	\$11,204.05	31.50%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Customer Service Manager	\$9,196.53	\$10,575.84	\$11,955.15	30.00%
Eastern Municipal Water District	Customer Service Operations Manager	\$8,113.73	\$9,107.80	\$10,101.87	24.50%
Glendale Water and Power	Customer Service Operations Manager	\$6,588.02	\$8,037.07	\$9,526.11	45.48%
Irvine Ranch Water District	Customer Service Manager	\$8,109.00	\$9,719.50	\$11,330.00	39.72%
Las Virgenes Municipal Water District	Customer Services Manager	\$10,309.86	\$12,372.53	\$14,435.20	40.01%
Los Angeles Department of Water and Power	Commercial Service Supervisor	\$7,273.00	\$8,077.00	\$8,881.00	22.11%
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	No Comparable Class				

Total Matches	
Base Salary Medians (Min, Mid, Max)	\$8,113.73 \$9,719.50 \$11,204.05
Base Salary Means (Min, Mid, Max)	\$8,295.76 \$9,678.84 \$11,061.91
Percentage Needed to Reach LM Median*	-9.55%
Additional Percentile (or Control Point)	At Market
	1.22%

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company.
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCV Water is above the Labor Market.

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set.

Client Benchmark: Customer Service Representative II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Customer Service Representative II	\$4,994.00	\$5,539.50	\$6,085.00	21.85%
Burbank Water and Power	Customer Service Representative II	\$3,418.39	\$4,065.34	\$4,712.28	37.85%
Collegias Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Customer Service Representative II	\$4,165.51	\$4,790.17	\$5,414.82	29.99%
Eastern Municipal Water District	Customer Service Representative III	\$4,667.87	\$5,240.74	\$5,813.60	24.55%
Glendale Water and Power	Customer Service Utility Representative	\$4,108.73	\$4,975.45	\$5,848.17	53.47%
Irvine Ranch Water District	Customer Service Specialist III	\$4,640.00	\$5,574.50	\$6,509.00	40.28%
Las Virgenes Municipal Water District	Customer Services Representative	\$4,269.03	\$5,077.72	\$5,886.40	37.89%
Los Angeles Department of Water and Power	Customer Service Representative	\$4,999.00	\$5,781.00	\$6,563.00	31.29%
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	No Comparable Class				
	Total Matches		7		
	Base Salary Medians (Min, Mid, Max)	\$4,269.03	\$5,077.72	\$5,813.60	37.85%
	Base Salary Means (Min, Mid, Max)	\$4,200.26	\$4,948.31	\$5,696.36	36.47%
	Percentage Needed to Reach LM Median*	-14.57%	-8.34%	-4.46%	
	Percentage Needed to Reach LM Mean*	At Market	At Market	At Market	
	Additional Percentile (or Control Point)				

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Director of Finance and Administration

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Director of Finance and Administration	\$13,913.00	\$15,432.50	\$16,952.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	Finance and Human Resources Manager	\$11,518.51	\$13,438.26	\$15,358.01	33.33%
Cucamonga Valley Water District	Director of Finance and Technology Services	\$12,378.00	\$14,234.50	\$16,091.00	30.00%
Eastern Municipal Water District	Chief Financial Officer	\$14,570.40	\$16,355.74	\$18,141.07	24.51%
Glendale Water and Power	Director of Finance	\$12,732.25	\$15,349.55	\$17,966.85	41.11%
Irvine Ranch Water District	Treasurer	\$11,315.00	\$14,087.00	\$16,859.00	49.00%
Las Virgenes Municipal Water District	Director of Finance and Administration	\$13,847.60	\$17,488.47	\$21,129.33	52.58%
Los Angeles Department of Water and Power	Principal Utility Accountant III (Position A)	\$18,304.80	\$20,523.30	\$22,741.80	24.24%
Metropolitan Water District of Southern California	Manager of Financial Services	\$14,307.00	\$16,523.00	\$18,739.00	30.98%
Torrance Municipal Water	No Comparable Class				
Total Matches			⁸		
Base Salary Medians (Min, Mid, Max)		\$13,289.93	\$15,852.64	\$18,053.96	32.16%
Base Salary Means (Min, Mid, Max)		\$13,621.70	\$15,999.98	\$18,378.26	35.72%
Percentage Needed to Reach LM Median*		-4.48%	2.72%	6.50%	
Additional Percentile (or Control Point)		At Market	3.68%	8.41%	

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company

*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCV Water is above the Labor Market

*Re: LADWP match, this is not a single position due to the size of LA. The working title is Asst Chief Financial Officer and Controller per org chart. MO's are two years of full-time paid professional accounting or financial auditing experience in a class, at least at the level of Senior Utility Accountant is required for Principal Utility Accountant.

228 DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
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Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Director of Water Resources

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Director of Water Resources	\$13,913.00	\$15,432.50	\$16,952.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	No Comparable Class				
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Director of Water Resources	\$11,315.00	\$14,087.00	\$16,859.00	49.00%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Section Manager-Water Resources	\$14,307.00	\$16,523.00	\$18,739.00	30.98%
Torrance Municipal Water	No Comparable Class				

Total Matches		z
Base Salary Medians (Min, Mid, Max)	\$12,811.00	\$15,305.00
Base Salary Means (Min, Mid, Max)	\$12,811.00	\$15,305.00
Percentage Needed to Reach LM Median*	-7.92%	-0.83%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)		5.00%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company.
 *The same. This agency's bandwidth is high, however these figures represent the actual min & max. There is an even higher range for operational performance of the range which CPS HR did not use.
 *The Eastern. No Comparable match. The agency has a Director of Water Resources & Facilities Planning position however per SCVW Director of WR, that position at Eastern is not a match due to alignment with planning of internal distribution and transmission facilities.
 *As requested to add Alameda as a comparable labor market agency for job matching, please note the Final Compensation Study Labor Market list was approved by the Executive Committee. Adding an additional LM agency was not part of the contract. However, as a courtesy, CPS HR did research and found a Manager of WR position at range 265 (monthly min \$17,667.83 & monthly max \$26,868.00)

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- Base Salary Medians: Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Base Salary Means: Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Median: Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Mean: Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Distribution/Mechanical Technician II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Distribution/Mechanical Technician II	\$6,070.00	\$6,733.00	\$7,396.00	21.85%
Burbank Water and Power	Water Plant Mechanic	\$5,096.98	\$6,061.61	\$7,026.24	37.85%
Calleguas Municipal Water District	Electro-Mechanical Technician II	\$5,308.29	\$6,193.01	\$7,077.72	33.33%
Cucamonga Valley Water District	Plant Mechanic	\$5,606.16	\$6,446.92	\$7,287.67	29.99%
Eastern Municipal Water District	Mechanical Maintenance Technician II	\$5,538.00	\$6,214.00	\$6,890.00	24.41%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	No Comparable Class				
Las Virgenes Municipal Water District	Maintenance Mechanic II	\$5,650.67	\$6,721.00	\$7,791.33	37.88%
Los Angeles Department of Water and Power	Waterworks Mechanic	\$9,058.00	\$9,388.00	\$9,718.00	7.29%
Metropolitan Water District of Southern California	Operations and Maintenance Technician III	\$5,389.00	\$6,232.00	\$7,075.00	31.29%
Torrance Municipal Water	No Comparable Class				
Total Matches			7		
Base Salary Medians (Min, Mid, Max)		\$5,538.00	\$6,232.00	\$7,077.72	31.29%
Base Salary Means (Min, Mid, Max)		\$5,949.59	\$6,750.93	\$7,552.28	28.86%
Percentage Needed to Reach LM Median*		-8.76%	-7.44%	-4.30%	
Percentage Needed to Reach LM Mean**		At Market	0.27%	2.11%	
Additional Percentile (or Control Point)					

* Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company. ** Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company. *** CPS HR has proposed a classification title change to Water System Technician II. A negative number means SVY Water is above the Labor Market.

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Base Salary Maximum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Electrical/Instrumentation Technician

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Electrical/Instrumentation Technician	\$6,070.00	\$6,733.00	\$7,396.00	21.85%
Burbank Water and Power	Test Technician Apprentice	\$5,842.00	\$6,973.00	\$8,104.00	38.72%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Instrumentation/Electrical Technician I	\$4,880.00	\$5,612.00	\$6,344.00	30.00%
Eastern Municipal Water District	Controls Technician I	\$5,538.00	\$6,214.00	\$6,890.00	24.41%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Electrical Technician/Instrumentation Technician	\$5,639.00	\$7,071.50	\$8,504.00	50.81%
Las Virgenes Municipal Water District	Electrical/Instrumentation Technician I	\$5,269.33	\$6,267.73	\$7,266.13	37.89%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Instrumentation and Control Technician I	\$5,243.00	\$6,065.50	\$6,888.00	31.38%
Torrance Municipal Water	No Comparable Class				
Total Matches		6			
		Base Salary Medians (Min, Mid, Max)	\$5,403.67	\$6,240.87	\$7,078.07
		Base Salary Means (Min, Mid, Max)	\$5,401.89	\$6,367.29	\$7,332.69
		Percentage Needed to Reach LM Median*	-10.98%	-7.31%	-4.30%
		Additional Percentage to Reach LM Mean* (or Control Point)	At Market	At Market	At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company.
*A positive number represents SV Water salaries are below the indicated percentage to reach the Labor Market; a negative number means SV Water is above the Labor Market.

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentage (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentage/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set.

Client Benchmark: Engineering Technician II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Engineering Technician II	\$5,781.00	\$6,412.50	\$7,044.00	21.85%
Burbank Water and Power	Engineering Technician	\$5,742.00	\$6,828.50	\$7,915.00	37.84%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Engineering Technician II	\$5,282.00	\$6,075.00	\$6,868.00	30.03%
Eastern Municipal Water District	Engineering Technician II	\$5,538.00	\$6,214.00	\$6,890.00	24.41%
Glendale Water and Power	Engineering Technician	\$4,327.03	\$5,483.44	\$6,639.84	53.45%
Irvine Ranch Water District	No Comparable Class				
Las Virgenes Municipal Water District	Technical Services Support Specialist	\$5,375.07	\$6,393.40	\$7,411.73	37.89%
Los Angeles Department of Water and Power	Field Engineering Aide	\$6,984.00	\$7,819.00	\$8,654.00	25.91%
Metropolitan Water District of Southern California	Engineering Technician II	\$6,521.00	\$7,552.00	\$8,583.00	31.62%
Torrance Municipal Water	Engineering Technician II	\$5,215.60	\$5,778.07	\$6,340.53	21.57%

Total Matches		⁸
Base Salary Medians (Min, Mid, Max)	\$5,456.54	\$6,303.70
Base Salary Means (Min, Mid, Max)	\$5,623.09	\$6,517.93
Percentage Needed to Reach LM Median*	-5.61%	-1.70%
Percentage Needed to Reach LM Mean* At Market		1.64%
Additional Percentile (or Control Point)		

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company.
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market.

DEFINITIONS:

- Base Salary Minimum: All data represented as Monthly based on agreed upon effective date
- Midpoint: Minimum represents the minimum of a pay range as reported by the surveyed agency
- Maximum: Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
- Range Bandwidth: Maximum represents the maximum of a pay range as reported by the surveyed agency
- Base Salary Medians: Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
- Base Salary Means: Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Median: Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Mean: Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)



Client Benchmark: Executive Assistant

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Executive Assistant	\$6,375.00	\$7,071.50	\$7,768.00	21.85%
Burbank Water and Power	Executive Assistant	\$4,399.74	\$5,092.70	\$5,785.65	31.50%
Calleguas Municipal Water District	Clerk of The Board/Executive Secretary	\$6,451.21	\$7,526.42	\$8,601.62	33.33%
Cucamonga Valley Water District	Executive Assistant	\$7,110.00	\$8,176.50	\$9,243.00	30.00%
Eastern Municipal Water District	Board Secretary	\$8,113.73	\$9,107.80	\$10,101.87	24.50%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Executive Assistant	\$5,336.00	\$6,462.00	\$7,588.00	42.20%
Las Virgenes Municipal Water District	Executive Assistant/Clerk of the Board	\$8,619.86	\$10,343.66	\$12,067.46	40.00%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Executive Assistant II	\$7,478.00	\$8,655.50	\$9,833.00	31.49%
Torrance Municipal Water	No Comparable Class				

Total Matches	
Base Salary Medians (Min, Mid, Max)	7
Base Salary Means (Min, Mid, Max)	\$7,110.00 / \$8,176.50 / \$9,243.00
Base Salary Means (Min, Mid, Max)	\$6,786.93 / \$7,909.22 / \$9,031.51
Percentage Needed to Reach LM Median*	11.53%
Percentage Needed to Reach LM Mean*	6.46%
Additional Percentile (or Control Point)	11.85%
	16.27%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Facilities Maintenance Technician II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Facilities Maintenance Technician II	\$4,994.00	\$5,539.50	\$6,085.00	21.85%
Burbank Water and Power	No Comparable Class				
Collegias Municipal Water District	No Comparable Class				
Cucomonga Valley Water District	Facilities Maintenance Specialist II	\$4,599.00	\$5,288.50	\$5,978.00	29.98%
Eastern Municipal Water District	Building and Facilities Technician II	\$4,900.13	\$5,501.60	\$6,103.07	24.55%
Glendale Water and Power	Utility Building Repairer	\$3,478.80	\$4,555.07	\$5,631.33	61.88%
Irvine Ranch Water District	Facilities Services Technician	\$4,768.00	\$5,741.50	\$6,715.00	40.83%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	Building Repairer	\$7,699.50	\$7,808.25	\$7,917.00	2.82%
Metropolitan Water District of Southern California	Facilities Maintenance Mechanic	\$5,528.00	\$6,402.00	\$7,276.00	31.62%
Torrance Municipal Water	Building Maintainer	\$4,258.80	\$4,593.34	\$4,927.87	15.71%
Total Matches			7		
Base Salary Medians (Min, Mid, Max)		\$4,768.00	\$5,501.60	\$6,103.07	29.98%
Base Salary Means (Min, Mid, Max)		\$5,033.18	\$5,698.61	\$6,364.04	29.63%
Percentage Needed to Reach LM Median*		-4.53%	-0.68%	0.30%	
Percentage Needed to Reach LM Mean*		0.78%	2.87%	4.59%	
Additional Percentile (or Control Point)					

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries at or below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Field Customer Service Representative II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Field Customer Service Representative II	\$4,994.00	\$5,539.50	\$6,085.00	21.85%
Burbank Water and Power	Field Service Representative II	\$3,347.50	\$3,981.04	\$4,614.57	37.85%
Collegias Municipal Water District	No Comparable Class				
Cucomonga Valley Water District	Field Service Technician II	\$4,691.12	\$5,394.57	\$6,098.01	29.99%
Eastern Municipal Water District	Meter Services Technician II	\$4,444.27	\$4,991.14	\$5,538.00	24.61%
Glendale Water and Power	Customer Service Field Technician	\$3,562.57	\$4,314.98	\$5,067.38	53.47%
Irvine Ranch Water District	Customer Service Field Technician	\$4,117.00	\$4,895.00	\$5,673.00	37.79%
Las Virgenes Municipal Water District	Field Customer Service Representative II	\$4,362.80	\$5,188.74	\$6,014.67	37.86%
Los Angeles Department of Water and Power	Water Service Representative	\$6,640.00	\$7,444.50	\$8,249.00	24.23%
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	No Comparable Class				

Total Matches	7
Base Salary Medians (Min, Mid, Max)	\$4,362.80 \$4,991.14 \$5,673.00 37.79%
Base Salary Means (Min, Mid, Max)	\$4,452.18 \$5,201.42 \$5,950.66 35.12%
Percentage Needed to Reach LM Median*	-12.64%
Percentage Needed to Reach LM Mean*	-9.90%
Additional Percentile (or Control Point)	At Market At Market At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company
 *Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company
 *CPS HR has proposed a classification title change to Field Service Worker II

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Base Salary Maximum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Base Salary Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Base Salary Range	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Financial Analyst

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Financial Analyst	\$7,379.00	\$8,185.00	\$8,991.00	21.85%
Burbank Water and Power	Financial Analyst	\$7,582.60	\$8,776.87	\$9,971.13	31.50%
Calleguas Municipal Water District	Accounting Supervisor	\$6,663.23	\$7,773.77	\$8,884.31	33.33%
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Financial Analyst III	\$7,404.80	\$8,300.94	\$9,197.07	24.20%
Glendale Water and Power	Senior Utility Financial Analyst	\$5,698.55	\$6,994.03	\$8,289.51	45.47%
Irvine Ranch Water District	Financial Analyst	\$6,915.00	\$8,173.50	\$9,432.00	36.40%
Las Virgenes Municipal Water District	Financial Analyst	\$8,368.53	\$9,623.47	\$10,878.40	29.99%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Administrative Analyst III (Financial)	\$6,888.00	\$7,879.50	\$9,071.00	31.69%
Torrance Municipal Water	Administrative Analyst (Finance)	\$4,792.67	\$6,256.47	\$7,720.27	61.08%

Total Matches		
Base Salary Medians (Min, Mid, Max)		⁸
Base Salary Means (Min, Mid, Max)	\$6,901.50	\$8,076.50
Base Salary Means (Min, Mid, Max)	\$6,789.17	\$7,984.82
Percentage Needed to Reach LM Median*	-6.47%	-1.33%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)		2.11%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
⁸A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: GIS/CAD Technician II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	GIS/CAD Technician II	\$5,781.00	\$6,412.50	\$7,044.00	21.85%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	GIS Technician II	\$5,282.01	\$6,074.93	\$6,867.85	30.02%
Eastern Municipal Water District	GIS Analyst	\$6,408.13	\$7,182.07	\$7,956.00	24.15%
Glendale Water and Power	No Comparable Class				
Inyone Ranch Water District	GIS Technician II	\$4,512.00	\$5,933.00	\$7,354.00	62.99%
Las Virgenes Municipal Water District	GIS Coordinator	\$7,032.13	\$8,364.20	\$9,696.27	37.89%
Los Angeles Department of Water and Power	Civil Engineering Drafting Technician	\$6,476.28	\$7,348.89	\$8,221.50	26.95%
Metropolitan Water District of Southern California	Information Technology GIS Analyst III	\$7,277.00	\$8,425.00	\$9,573.00	31.55%
Torrance Municipal Water	Engineering Technician II (CAD/GIS)	\$5,215.60	\$5,778.07	\$6,340.53	21.57%
Total Matches			7		
Base Salary Medians (Min, Mid, Max)		\$6,408.13	\$7,182.07	\$7,956.00	30.02%
Base Salary Means (Min, Mid, Max)		\$6,029.02	\$7,015.16	\$8,001.31	33.59%
Percentage Needed to Reach LM Median*		10.85%	12.00%	12.95%	
Percentage Needed to Reach LM Mean*		4.29%	9.40%	13.59%	
Additional Percentile (or Control Point)					

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market
 *CPS HR has proposed a classification title change to GIS Technician II

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Human Resources Analyst

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Human Resources Analyst	\$6,692.00	\$7,422.50	\$8,153.00	21.85%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	Human Resources Coordinator	\$5,662.17	\$6,605.87	\$7,549.57	33.33%
Cucamonga Valley Water District	Human Resources Analyst	\$6,312.98	\$7,260.10	\$8,207.21	30.01%
Eastern Municipal Water District	Human Resources Analyst II	\$6,675.07	\$7,493.20	\$8,311.33	24.51%
Glendale Water and Power	Human Resources Analyst II	\$6,621.32	\$8,126.85	\$9,632.18	45.47%
Invine Ranch Water District	Human Resources Analyst	\$6,472.00	\$7,973.00	\$9,474.00	58.36%
Las Virgenes Municipal Water District	Human Resources Analyst II	\$7,572.93	\$8,710.00	\$9,847.06	30.03%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Human Resources Analyst III	\$6,888.00	\$7,979.50	\$9,071.00	31.69%
Torrance Municipal Water	Human Resources Analyst	\$5,820.33	\$7,210.67	\$8,600.80	47.77%

Total Matches	
Base Salary Medians (Min, Mid, Max)	\$6,467.25 / \$7,733.10 / \$8,835.90
Base Salary Means (Min, Mid, Max)	\$6,465.65 / \$7,669.90 / \$8,874.14
Percentage Needed to Reach LM Median*	-3.36%
Percentage Needed to Reach LM Mean* At Market	4.18%
Additional Percentile (or Control Point)	3.33%
	8.85%

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company.
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCV Water is above the Labor Market.

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set.



Client Benchmark: Inspector

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Inspector	\$6,375.00	\$7,071.50	\$7,768.00	21.85%
Burbank Water and Power	Construction Inspector	\$5,144.88	\$6,118.58	\$7,092.28	37.85%
Calleguas Municipal Water District	Construction Inspector II	\$5,793.40	\$6,758.97	\$7,724.53	33.33%
Cucamonga Valley Water District	Engineering Inspector II	\$5,718.71	\$6,582.54	\$7,446.37	30.21%
Eastern Municipal Water District	Construction and Safety Inspector III	\$6,890.00	\$7,723.74	\$8,557.47	24.20%
Glendale Water and Power	Construction Inspector	\$4,642.78	\$5,884.04	\$7,125.30	53.47%
Inyone Ranch Water District	Construction Inspector	\$5,639.00	\$6,833.00	\$8,027.00	42.35%
Las Virgenes Municipal Water District	Facilities Inspector	\$6,241.73	\$7,423.87	\$8,606.00	37.88%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Construction Inspector III	\$7,478.00	\$8,655.50	\$9,833.00	31.49%
Torrance Municipal Water	No Comparable Class				

Total Matches		8
Base Salary Medians (Min, Mid, Max)	\$5,756.06	\$6,795.98
Base Salary Means (Min, Mid, Max)	\$5,943.56	\$6,997.53
Percentage Needed to Reach LM Median*	-9.71%	-3.90%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)		3.65%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market
 *CPS HR has proposed a classification title change to Inspector II

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Laboratory and Regulatory Affairs Supervisor

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Laboratory and Regulatory Affairs Supervisor	\$9,417.00	\$10,445.50	\$11,474.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	Regulatory Compliance Supervisor	\$8,361.31	\$9,754.86	\$11,148.41	33.33%
Cucamonga Valley Water District	Water Treatment Plant Manager	\$9,760.00	\$11,224.00	\$12,688.00	30.00%
Eastern Municipal Water District	Manager of Laboratory and Water Quality Services	\$10,354.93	\$11,624.60	\$12,894.27	24.52%
Glendale Water and Power	Water Quality Manager	\$7,993.01	\$9,073.39	\$10,153.76	45.46%
Irvine Ranch Water District	Regulatory Compliance Manager	\$8,372.00	\$10,067.00	\$11,762.00	40.49%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	Water Quality Lab Manager	\$10,887.18	\$12,206.97	\$13,526.76	24.24%
Metropolitan Water District of Southern California	Laboratory Support Team Manager	\$9,320.00	\$10,755.50	\$12,191.00	30.80%
Torrance Municipal Water	No Comparable Class				
Total Matches			7		
		Base Salary Medians (Min, Mid, Max)	\$9,320.00	\$10,755.50	\$12,191.00
		Base Salary Means (Min, Mid, Max)	\$9,206.92	\$10,672.33	\$12,137.74
		Percentage Needed to Reach LM Median*	-1.03%	2.97%	6.25%
		Additional Percentile (or Control Point)	At Market	2.17%	5.78%

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company
 **The number in the indicated percentage to reach the Labor Market, a negative number means SA's Water is above the Labor Market
 *CPS HR has proposed a classification title change to Water Quality Laboratory Manager

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Management Analyst

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Management Analyst	\$7,719.00	\$8,595.50	\$9,442.00	21.85%
Burbank Water and Power	Senior Administrative Analyst	\$6,731.00	\$7,791.50	\$8,852.00	31.51%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Management Analyst II	\$6,675.07	\$7,493.20	\$8,311.33	24.51%
Glendale Water and Power	Senior Administrative Analyst	\$5,436.51	\$6,673.04	\$7,909.56	45.49%
Inyone Ranch Water District	Management Analyst	\$6,490.00	\$7,624.50	\$8,759.00	34.96%
Las Virgenes Municipal Water District	Management Analyst	\$7,572.93	\$8,710.00	\$9,847.06	30.03%
Los Angeles Department of Water and Power	Management Analyst	\$7,438.50	\$8,340.69	\$9,242.88	24.26%
Metropolitan Water District of Southern California	Administrative Analyst III (General Admin)	\$6,888.00	\$7,979.50	\$9,071.00	31.69%
Torrance Municipal Water	Administrative Analyst (General)	\$4,792.67	\$6,256.47	\$7,720.27	61.08%

Total Matches	8
Base Salary Medians (Min, Mid, Max)	\$6,703.04 \$7,708.00 \$8,805.50 31.60%
Base Salary Means (Min, Mid, Max)	\$6,503.09 \$7,608.61 \$8,714.14 35.44%
Percentage Needed to Reach LM Median*	-13.50%
Percentage Needed to Reach LM Mean*	At Market
Additional Percentile (or Control Point)	At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market
 *CPS HR has proposed a new classification title of Management Analyst II and also proposed this class be split into a new job series Management Analyst I/II

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Office Assistant II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Office Assistant II	\$4,110.00	\$4,559.00	\$5,008.00	21.85%
Burbank Water and Power	Intermediate Clerk	\$2,961.51	\$3,522.00	\$4,082.48	37.85%
Calleguas Municipal Water District	Administrative Assistant II	\$4,028.70	\$4,700.16	\$5,371.61	33.33%
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Administrative Assistant II	\$4,667.87	\$5,240.74	\$5,813.60	24.55%
Glendale Water and Power	Office Services Specialist II	\$2,824.32	\$3,579.82	\$4,335.32	53.50%
Irvine Ranch Water District	Office Specialist	\$4,023.00	\$4,770.50	\$5,518.00	37.16%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	Clerk	\$4,343.00	\$4,869.50	\$5,396.00	24.25%
Metropolitan Water District of Southern California	Office Assistant	\$4,084.00	\$4,736.50	\$5,389.00	31.95%
Torrance Municipal Water	Office Assistant	\$3,121.73	\$3,552.47	\$3,983.20	27.60%

Total Matches		8
Base Salary Medians (Min, Mid, Max)	\$4,025.85	\$4,718.33
Base Salary Means (Min, Mid, Max)	\$3,756.77	\$4,371.46
Percentage Needed to Reach LM Median*	-2.05%	3.49%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)		

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Operations and Maintenance Superintendent

Data is represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Operations and Maintenance Superintendent	\$10,900.00	\$12,991.56	\$13,282.00	31.84%
Chula Vista Water District	City of Maintenance Construction Superintendent	\$9,710.93	\$11,239.96	\$12,789.36	31.92%
Cupertino Valley Water District	No Comparable Class				
Eastern Municipal Water District	Water Operations Manager-Production	\$10,344.93	\$11,624.60	\$12,894.27	24.52%
Gentile Water and Power	No Comparable Class				
Inne Ranch Water District	Operations Manager (Water Operations)	\$8,707.00	\$10,777.50	\$12,648.00	42.00%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	Water Utility Superintendent	\$11,143.00	\$13,856.51	\$16,570.02	48.70%
Metropolitan Water District of Southern California	Water Treatment Plant Unit Manager	\$12,848.00	\$14,829.00	\$16,810.00	30.84%
Torrance Municipal Water	Water Operations Manager	\$11,928.00	\$13,121.00	\$14,314.00	20.00%

Total Metrics	
Base Salary Median (Min, Mid, Max)	\$10,948.07
Base Salary Range (Min, Mid, Max)	\$10,915.25 - \$12,574.26
Percentage Needed to Reach LM Median*	2.83%
Percentage Needed to Reach LM Mean**	4.00%
Additional Percentile (or Control Point)	7.92%

*Please note that the below agencies are identified in parentheses in the table: California Water Service Group (C), Water, Golden State Water Company, and San Gabriel Water Company.
 **A positive number represents 5% year step or plus below the labor range and a negative number means 5% year or above the labor range.
 *The percentage needed to reach the LM Median is calculated as follows: (Agency Salary - LM Median) / (LM Median - Agency Minimum) * 100.
 **The percentage needed to reach the LM Mean is calculated as follows: (Agency Salary - LM Mean) / (LM Mean - Agency Minimum) * 100.

Definitions: All data represented as Monthly based on agreed upon effective date. Minimum represents the minimum of a pay range as reported by the surveyed agency. Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency. Maximum represents the maximum of a pay range as reported by the surveyed agency. Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum). Base Salary Ranges represent the range of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum). Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum). Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum). Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e., 60th, 70th, etc. designated by the client agency) and requested to be added to data set.



Client Benchmark: Operations Supervisors

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Operations Supervisor	\$8,542.00	\$9,474.50	\$10,407.00	21.83%
Burbank Water and Power	Water Supervisor (Operations)	\$6,979.70	\$8,166.58	\$9,353.46	34.01%
Calleguas Municipal Water District	Distribution System Supervisor	\$7,261.65	\$8,471.94	\$9,682.21	33.33%
Cucamonga Valley Water District	Water Utility Supervisor	\$6,833.00	\$7,855.50	\$8,884.00	30.02%
Eastern Municipal Water District	Field Services Supervisor	\$8,113.73	\$9,107.80	\$10,101.87	24.50%
Glendale Water and Power	Water System Operations Supervisor	\$6,998.76	\$8,590.79	\$10,182.82	45.49%
Inyone Ranch Water District	Water Maintenance Supervisor	\$6,534.00	\$7,917.00	\$9,300.00	42.33%
Las Virgenes Municipal Water District	Water System Supervisor	\$8,368.53	\$9,623.47	\$10,878.40	29.99%
Los Angeles Department of Water and Power	Water Utility Supervisor	\$9,112.00	\$9,810.00	\$10,508.00	15.32%
Metropolitan Water District of Southern California	Operations and Maintenance Supervisor	\$9,071.00	\$10,462.00	\$11,853.00	30.67%
Torrance Municipal Water	Water Operations Supervisor	\$6,536.40	\$7,648.34	\$8,760.27	34.02%

Total Matches		10
Base Salary Medians (Min, Mid, Max)	\$7,130.21	\$8,531.36
Base Salary Means (Min, Mid, Max)	\$7,580.88	\$8,765.64
Percentage Needed to Reach LM Median*	-16.53%	-9.95%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)	At Market	At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market
 *CPS HR has proposed a classification title change to Utility Supervisor

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Production Operator II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Production Operator II	\$5,507.00	\$6,108.50	\$6,710.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	Electro-Mechanical Technician II	\$5,308.29	\$6,193.01	\$7,077.72	33.33%
Cucamonga Valley Water District	Water System Operator II	\$5,077.00	\$5,638.50	\$6,600.00	30.00%
Eastern Municipal Water District	Distribution Operator III	\$5,538.00	\$6,214.00	\$6,890.00	24.41%
Glendale Water and Power	Water System Mechanic	\$3,781.92	\$4,953.21	\$6,124.50	61.94%
Inyone Ranch Water District	Maintenance Mechanic	\$4,768.00	\$5,741.50	\$6,715.00	40.83%
Las Virgenes Municipal Water District	Water Distribution Operator II	\$4,818.67	\$5,731.27	\$6,643.87	37.88%
Los Angeles Department of Water and Power	Water Utility Operator	\$5,883.00	\$7,012.23	\$8,141.46	38.39%
Metropolitan Water District of Southern California	System Operator	\$6,888.00	\$7,979.50	\$9,071.00	31.69%
Torrance Municipal Water	No Comparable Class				

Total Matches		
Base Salary Medians (Min, Mid, Max)		^a
Base Salary Means (Min, Mid, Max)	\$5,197.65	\$6,015.75
Base Salary Medians (Min, Mid, Max)	\$5,257.86	\$6,207.90
Percentage Needed to Reach LM Median*	-5.71%	-1.38%
Percentage Needed to Reach LM Mean*	At Market	6.68%
Additional Percentile (or Control Point)		

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
^aA positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market
 * CPS HR has proposed a classification title change to Water Systems Technician II

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Public Information Officer

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Public Information Officer	\$10,394.00	\$11,518.00	\$12,652.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Government and Public Affairs Manager	\$9,196.53	\$10,575.84	\$11,955.15	30.00%
Eastern Municipal Water District	Senior Public Affairs Program Manager	\$9,392.93	\$10,543.87	\$11,694.80	24.51%
Glendale Water and Power	No Comparable Class				
Invine Ranch Water District	Director Public Affairs	\$11,315.00	\$14,087.00	\$16,859.00	49.00%
Las Virgenes Municipal Water District	Public Affairs and Communications Manager	\$10,309.86	\$12,372.53	\$14,435.20	40.01%
Los Angeles Department of Water and Power	Principal Public Relations Representative	\$11,790.00	\$12,580.08	\$13,370.16	13.40%
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	No Comparable Class				

Total Matches	Base Salary Medians (Min, Mid, Max)	Base Salary Means (Min, Mid, Max)	Percentage Needed to Reach LM Median*	Additional Percentile (or Control Point)
5	\$12,372.53	\$12,372.53	7.42%	4.46%
	\$10,309.86	\$10,400.86	-0.71%	0.16%
				7.99%

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company.
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market.
 *The Irvine per the SCVW Director of WR, the Director Public Affairs duties are more aligned with the SCV PIO position rather than the Irvine position of Public Affairs Manager. Irvine's bandwidth is high however, these figures represent the actual min & max. There is an even higher range max for exceptional performance of the range which CPS HR did not use for this study.
 *The Eastern per SCVW Director of WR the position of Senior Public Affairs Program Manager is more aligned with position at SCV.
 *CPS HR has proposed a classification title change to Communications Manager

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e., 60th, 70th, etc. designated by the client agency) and requested to be added to data set.



Client Benchmark: Resource Conservation Manager

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Resource Conservation Manager	\$8,970.00	\$9,949.50	\$10,929.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Water Resources Planning Manager	\$10,354.93	\$11,624.60	\$12,894.27	24.52%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Water Efficiency Manager	\$8,372.00	\$10,067.00	\$11,762.00	40.49%
Las Virgenes Municipal Water District	Resource Conservation Manager	\$10,309.86	\$12,372.53	\$14,435.20	40.01%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Water Efficiency Team Manager	\$11,544.00	\$13,320.00	\$15,096.00	30.77%
Torrance Municipal Water	No Comparable Class				
Total Matches		4			
		Base Salary Medians (Min, Mid, Max)	\$10,332.40	\$11,998.57	\$13,664.74
		Base Salary Means (Min, Mid, Max)	\$10,145.20	\$11,846.03	\$13,546.87
		Percentage Needed to Reach LM Median*	15.19%	20.59%	25.03%
		Percentage Needed to Reach LM Mean*	13.10%	19.06%	23.95%
		Additional Percentile (or Control Point)			

* Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company. ** Please note that the following agencies did not provide the requested data: Los Angeles Department of Water and Power, and San Gabriel Water Company. *** CPS HR has proposed a classification for change to Sustainability Manager.

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Base Salary Maximum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Safety Specialist

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Safety Specialist	\$4,314.00	\$4,785.00	\$5,256.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	Safety Analyst	\$6,313.00	\$7,260.00	\$8,207.00	30.00%
Eastern Municipal Water District	No Comparable Class				
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Safety Assistant	\$4,521.00	\$5,426.50	\$6,332.00	40.06%
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Occupational Health and Safety Specialist I	\$4,685.00	\$5,426.00	\$6,167.00	31.63%
Torrance Municipal Water	No Comparable Class				

Total Matches		
Base Salary Medians (Min, Mid, Max)	\$4,685.00	\$5,426.50
Base Salary Means (Min, Mid, Max)	\$5,173.00	\$6,037.50
Percentage Needed to Reach LM Median*	8.60%	13.41%
Additional Percentile (or Control Point)	19.91%	26.18%
		31.32%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market
 * CPS HR has proposed a new job series for Safety Specialist LM

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Senior Accounting Technician

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Senior Accounting Technician	\$5,507.00	\$6,108.50	\$6,710.00	21.84%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	Senior Accounting Technician	\$5,035.88	\$5,875.20	\$6,714.51	33.33%
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Finance Technician III	\$5,144.53	\$5,776.33	\$6,408.13	24.56%
Glendale Water and Power	Senior Accounting Technician	\$3,371.45	\$4,275.82	\$5,177.18	53.42%
Inyone Ranch Water District	No Comparable Class				
Las Virgenes Municipal Water District	Accounting Technician (Payroll)	\$5,820.53	\$6,923.80	\$8,027.07	37.91%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Senior Accounting Technician	\$5,843.00	\$6,762.50	\$7,682.00	31.47%
Torrance Municipal Water	Account Clerk, Senior	\$4,071.60	\$4,571.67	\$5,071.73	24.56%
	Total Matches		6		
	Base Salary Medians (Min, Mid, Max)	\$5,090.21	\$5,825.76	\$6,561.32	32.40%
	Base Salary Means (Min, Mid, Max)	\$4,881.67	\$5,697.55	\$6,513.44	34.21%
	Percentage Needed to Reach LM Median*	-7.57%	-4.63%	-2.22%	
	Percentage Needed to Reach LM Mean*	At Market	At Market	At Market	
	Additional Percentile (or Control Point)				

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company. Percentages 20% Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, 30% Water is above the Labor Market.

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Client Benchmark: Senior Engineer

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Senior Engineer	\$9,888.00	\$10,967.50	\$12,047.00	21.83%
Burbank Water and Power	Senior Civil Engineer-BWP	\$8,703.61	\$10,074.43	\$11,445.24	31.50%
Calleguas Municipal Water District	Senior Project Manager	\$10,091.63	\$11,773.57	\$13,455.51	33.33%
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Senior Civil Engineer	\$9,860.93	\$11,070.80	\$12,280.67	24.54%
Glendale Water and Power	Senior Civil Engineer	\$8,458.50	\$10,381.51	\$12,304.51	45.47%
Irvine Ranch Water District	Senior Engineer	\$8,907.00	\$10,777.50	\$12,648.00	42.00%
Las Virgenes Municipal Water District	Senior Engineer	\$10,309.86	\$11,857.73	\$13,405.60	30.03%
Los Angeles Department of Water and Power	Water Works Engineer	\$10,887.18	\$12,510.60	\$14,134.02	29.82%
Metropolitan Water District of Southern California	Senior Engineer (Engineering Project Manager)	\$10,376.00	\$11,968.00	\$13,560.00	30.69%
Torrance Municipal Water	No Comparable Class				

Total Matches		8
Base Salary Medians (Min, Mid, Max)	\$9,976.28	\$11,422.19
Base Salary Means (Min, Mid, Max)	\$9,699.34	\$11,301.77
Percentage Needed to Reach LM Median*	0.89%	4.15%
Additional Percentile (or Control Point)	At Market	3.05%
		7.12%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

- Base Salary Minimum: All data represented as Monthly based on agreed upon effective date
- Midpoint: Minimum represents the minimum of a pay range as reported by the surveyed agency
- Maximum: Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
- Range Bandwidth: Maximum represents the maximum of a pay range as reported by the surveyed agency
- Base Salary Medians: Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
- Base Salary Means: Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Median: Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Additional Percentile (or Control Point) represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Senior IT Technician

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Senior IT Technician	\$6,692.00	\$7,422.50	\$8,153.00	21.83%
Burbank Water and Power	Information Systems Analyst III	\$7,251.51	\$8,393.63	\$9,535.74	31.50%
Calleguas Municipal Water District	Senior Resource Specialist	\$6,553.64	\$7,645.92	\$8,738.19	33.33%
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Information Systems Engineer II	\$8,113.73	\$9,107.80	\$10,101.87	24.56%
Glendale Water and Power	Senior IT Applications Specialist	\$5,138.95	\$6,512.80	\$7,886.64	53.47%
Irvine Ranch Water District	User Support Administrator	\$6,534.00	\$7,917.00	\$9,300.00	42.33%
Las Virgenes Municipal Water District	Principal Technology Analyst	\$8,450.00	\$9,719.00	\$10,988.00	30.04%
Los Angeles Department of Water and Power	Information Services Specialist	\$6,726.84	\$7,542.90	\$8,358.96	24.26%
Metropolitan Water District of Southern California	Senior Information Technology Infrastructure Administrator	\$8,353.00	\$9,648.50	\$10,944.00	31.02%
Torrance Municipal Water	Information Technology Analyst	\$6,354.40	\$7,436.87	\$8,519.33	34.07%
Total Matches					
Base Salary Medians (Min, Mid, Max)		\$6,726.84	\$7,917.00	\$9,300.00	31.50%
Base Salary Means (Min, Mid, Max)		\$7,052.90	\$8,213.82	\$9,374.75	33.84%
Percentage Needed to Reach LM Median*		0.52%	6.66%	14.07%	
Percentage Needed to Reach LM Mean*		5.39%	10.66%	14.99%	
Additional Percentile (or Control Point)					

*Please note that the following agencies declined to participate in the study: California Water Service Group (CA Water), Golden State Water Company, and San Gabriel Water Company

*A positive number represents SCV Water salaries at or below the Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Treatment Plant Operator II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Treatment Plant Operator II	\$7,026.00	\$7,793.50	\$8,561.00	21.85%
Burbank Water and Power	Water Plant Operator	\$5,096.98	\$6,061.61	\$7,026.24	37.85%
Calleguas Municipal Water District	Water Treatment Operator	\$5,731.92	\$6,687.24	\$7,642.56	33.33%
Cucamonga Valley Water District	Water Treatment Plant Operator II	\$5,606.16	\$6,446.92	\$7,287.67	29.99%
Eastern Municipal Water District	Potable Water Treatment Operator III	\$5,955.73	\$6,680.27	\$7,404.80	24.33%
Glendale Water and Power	Water Facilities Operator	\$3,791.17	\$4,965.38	\$6,139.58	61.94%
Irvine Ranch Water District	Operator II (Water Operations)	\$5,489.00	\$6,650.00	\$7,811.00	42.30%
Las Virgenes Municipal Water District	Water Treatment Plant Operator II	\$4,819.00	\$5,731.50	\$6,644.00	37.87%
Los Angeles Department of Water and Power	Water Treatment Operator	\$7,955.00	\$8,598.94	\$9,242.88	16.19%
Metropolitan Water District of Southern California	Water Treatment Plant Operator III	\$6,888.00	\$7,979.50	\$9,071.00	31.69%
Torrance Municipal Water	No Comparable Class				

Total Matches	9
Base Salary Medians (Min, Mid, Max)	\$5,606.16 \$6,650.00 \$7,404.80 33.33%
Base Salary Means (Min, Mid, Max)	\$5,703.66 \$6,644.59 \$7,585.53 35.06%
Percentage Needed to Reach LM Median*	-20.21%
Additional Percentage (or Control Point)	At Market At Market At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (Ca Water), Golden State Water Company, and San Gabriel Water Company.
 *A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market; a negative number means SCV Water is above the Labor Market.
 *For Calleguas there is no level however the Water Treatment Operator position has similar duties, functions, supervision received, however the position has slightly different minimum qualifications compared to SCVW.
 *Glendale has the Glorietta Wells and the Verdugo Park Water Treatment Plant. Las Virgenes confirmed their Westlake location has drinking water treatment. Irvine has the Baker Water Treatment Plant, a 28.1 million gallon per day (mgd) of drinking water treatment plant at the site of the former Baker Filtration Plant in Lake Forest. The job match found for Irvine has similar job duties, functions.
 *For Metropolitan, the WPPD III is the journey level in the case series.
 *For Las Virgenes, the job was matched to the Journey level which has equal certification and is called a WPPCII.

DEFINITIONS:

Base Salary	All data represented as Monthly based on agreed upon effective date
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentage (or Control Point)	Additional Percentage/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

*Glendale has the Glorietta Wells and the Verdugo Park Water Treatment Plant; Las Virgenes confirmed their Westlake location has drinking water treatment; Irvine has the Baker Water Treatment Plant a 28.1 million gallon per day (mgd) drinking water

Client Benchmark: Utility Worker II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Utility Worker II	\$4,994.00	\$5,539.50	\$6,085.00	21.85%
Burbank Water and Power	Pipefitter/Operator	\$5,584.00	\$6,641.00	\$7,698.00	37.86%
Calleguas Municipal Water District	Maintenance Worker 2	\$4,161.22	\$4,854.76	\$5,548.29	33.33%
Cucamonga Valley Water District	Water Utility Worker II	\$4,691.12	\$5,394.57	\$6,098.01	29.99%
Eastern Municipal Water District	Pipeline Construction Utility Worker III	\$4,900.13	\$5,501.60	\$6,103.07	24.55%
Glendale Water and Power	Water System Equipment Operator	\$3,877.32	\$5,077.61	\$6,277.89	61.91%
Irvine Ranch Water District	Water Maintenance Technician II	\$4,768.00	\$5,741.50	\$6,715.00	40.83%
Las Virgenes Municipal Water District	Collection System Technician	\$5,014.53	\$5,964.40	\$6,914.27	37.88%
Los Angeles Department of Water and Power	Water Utility Worker	\$5,883.00	\$7,102.00	\$8,321.00	41.40%
Metropolitan Water District of Southern California	Operations and Maintenance Technician III	\$5,389.00	\$6,232.00	\$7,075.00	31.29%
Torrance Municipal Water	Water System Operator II	\$5,014.53	\$5,410.60	\$5,806.67	15.80%

Total Matches		10
Base Salary Medians (Min, Mid, Max)	\$4,957.33	\$5,621.55
Base Salary Means (Min, Mid, Max)	\$4,928.29	\$5,792.00
Percentage Needed to Reach LM Median*	-0.73%	1.48%
Percentage Needed to Reach LM Mean*	At Market	4.56%
Additional Percentile (or Control Point)		9.38%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum) Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum) Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Water Conservation Specialist II

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Water Conservation Specialist II	\$6,692.00	\$7,422.50	\$8,153.00	21.83%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Water Resources Specialist Associate II	\$6,890.00	\$7,723.74	\$8,557.47	24.20%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Senior Water Efficiency Analyst	\$6,915.00	\$8,173.50	\$9,432.00	36.40%
Las Virgenes Municipal Water District	Resource Conservation Specialist II	\$5,014.53	\$5,964.40	\$6,914.27	37.88%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Associate Resource Specialist	\$7,682.00	\$8,893.50	\$10,105.00	31.54%
Torrance Municipal Water	No Comparable Class				

Total Matches	
Base Salary Medians (Min, Mid, Max)	\$6,902.50 \$7,948.62 \$8,994.74
Base Salary Means (Min, Mid, Max)	\$6,625.38 \$7,688.78 \$8,752.19
Percentage Needed to Reach LM Median*	3.15%
Percentage Needed to Reach LM Mean* At Market	7.09%
Additional Percentile (or Control Point)	3.59%

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
 *A positive number represents SO Water salaries are below the labor market and need the indicated percentage to reach the labor market; a negative number means SO Water is above the labor market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency
Base Salary Means	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 50th, 70th, etc. designated by the client agency) and requested to be added to data set.



Client Benchmark: Water Quality Scientist II

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Water Quality Scientist II	\$7,379.00	\$8,185.00	\$8,991.00	21.85%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Laboratory Analyst II (Flex)	\$5,144.53	\$5,776.83	\$6,409.13	24.58%
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	Senior Scientist	\$6,336.00	\$7,677.50	\$9,019.00	42.35%
Los Virgenes Municipal Water District	Laboratory Technician II	\$6,241.73	\$7,423.87	\$8,606.00	37.88%
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	Laboratory Technologist II	\$5,685.00	\$6,581.50	\$7,478.00	31.54%
Torrance Municipal Water	No Comparable Class				

Total Matches	4
Base Salary Medians (Min, Mid, Max)	\$5,963.37 \$7,002.68 \$8,042.00
Base Salary Means (Min, Mid, Max)	\$5,851.82 \$6,864.92 \$7,878.03
Percentage Needed to Reach LM Median*	-19.18%
Percentage Needed to Reach LM Mean*	At Market
Additional Percentile (or Control Point)	At Market

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

- Base Salary Minimum: All data represented as Monthly based on agreed upon effective date
- Midpoint: Minimum represents the minimum of a pay range as reported by the surveyed agency
- Maximum: Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
- Range Bandwidth: Maximum represents the maximum of a pay range as reported by the surveyed agency
- Base Salary Medians: Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
- Base Salary Means: Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Median: Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Mean: Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)



Client Benchmark: Water Quality Technician

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Water Quality Technician	\$5,245.00	\$5,817.50	\$6,390.00	21.83%
Burbank Water and Power	No Comparable Class				
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	Water Quality Technician	\$4,232.80	\$4,754.54	\$5,276.27	24.65%
Glendale Water and Power	Water Quality Technician	\$3,356.83	\$4,394.67	\$5,432.50	61.83%
Irvine Ranch Water District	No Comparable Class				
Las Virgenes Municipal Water District	Laboratory Assistant	\$4,867.20	\$5,788.47	\$6,709.73	37.86%
Los Angeles Department of Water and Power	Laboratory Technician	\$6,090.00	\$7,370.64	\$8,651.28	42.06%
Metropolitan Water District of Southern California	Water Quality Technician I	\$4,950.00	\$5,735.50	\$6,521.00	31.74%
Torrance Municipal Water	No Comparable Class				
Total Matches					
	Base Salary Medians (Min, Mid, Max)	\$4,867.20	\$5,735.50	\$6,521.00	37.86%
	Base Salary Means (Min, Mid, Max)	\$4,699.37	\$5,608.76	\$6,518.16	39.63%
	Percentage Needed to Reach LM Median*	-7.20%	-1.41%	2.05%	
	Additional Percentile (or Control Point)	At Market	At Market	2.01%	

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company.
 *The ADWP Laboratory Technician performs field testing and has similar job duties. KSA's similar reporting structure, some minimum qualifications.
 *The Las Virgenes Laboratory Assistant performs field testing and collects samples throughout the District and water shed. Similar job duties, KSA's similar reporting structure, similar minimum qualifications.
 *CPS HR has proposed a new job series for Water Quality Technician (II)

DEFINITIONS:

- Base Salary: All data represented as Monthly based on agreed upon effective date
- Minimum: Minimum represents the minimum of a pay range as reported by the surveyed agency
- Midpoint: Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
- Maximum: Maximum represents the maximum of a pay range as reported by the surveyed agency
- Range Bandwidth: Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
- Base Salary Medians: Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Base Salary Means: Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Median: Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
- Percentage Needed to Reach LM Mean: Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
- Additional Percentile (or Control Point): Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set



Client Benchmark: Water Utility Foreman

Data represented as Monthly values

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Water Utility Foreman	\$6,692.00	\$7,422.50	\$8,153.00	21.83%
Burbank Water and Power	Water Supervisor (Construction)	\$6,979.70	\$8,166.58	\$9,353.46	34.01%
Calleguas Municipal Water District	No Comparable Class				
Cucamonga Valley Water District	No Comparable Class				
Eastern Municipal Water District	No Comparable Class				
Glendale Water and Power	No Comparable Class				
Irvine Ranch Water District	No Comparable Class				
Las Virgenes Municipal Water District	No Comparable Class				
Los Angeles Department of Water and Power	No Comparable Class				
Metropolitan Water District of Southern California	No Comparable Class				
Torrance Municipal Water	No Comparable Class				

Total Matches		1
Base Salary Medians (Min, Mid, Max)	\$6,979.70	\$8,166.58
Base Salary Means (Min, Mid, Max)	\$6,979.70	\$8,166.58
Percentage Needed to Reach LM Median*	4.30%	10.02%
Percentage Needed to Reach LM Mean*	4.30%	10.02%
Additional Percentile (or Control Point)		

*Please note that the following agencies declined to participate in the study: California Water Service Group (Cal Water), Golden State Water Company, and San Gabriel Water Company
*A positive number represents SCV Water salaries are below the Labor Market and need the indicated percentage to reach the Labor Market, a negative number means SCV Water is above the Labor Market

DEFINITIONS:

Base Salary Minimum	All data represented as Monthly based on agreed upon effective date
Midpoint	Minimum represents the minimum of a pay range as reported by the surveyed agency
Maximum	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Range Bandwidth	Maximum represents the maximum of a pay range as reported by the surveyed agency
Base Salary Medians	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. CPS uses this to compare the client's range with market trends to optimize pay administration
Percentage Needed to Reach LM Median	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

Appendix B: Salary Range Recommendations/ Pay Equity

Santa Clarita Valley Water Agency
Final Base Salary Report

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
EXECUTIVE MANAGEMENT					
	GENERAL MANAGER	GENERAL MANAGER	N/A	N/A	GM classification is not part of the study
	ASSISTANT GENERAL MANAGER	ASSISTANT GENERAL MANAGER	48	49	Align salary range with higher market value (result of CPS market analysis)
	CHIEF FINANCIAL & ADMINISTRATIVE OFFICER	CHIEF FINANCIAL & ADMINISTRATIVE OFFICER	47	48	Regrade to maintain existing relationship between jobs within the Executive Management job family
	CHIEF OPERATING OFFICER	CHIEF OPERATING OFFICER	47	48	Regrade to maintain existing relationship between jobs within the Executive Management job family; compare to Assistant General Manager
CUSTOMER SERVICE					
	CUSTOMER SERVICE MANAGER	CUSTOMER SERVICE MANAGER	36/Y-RATED	40	Regrade to maintain existing relationship between jobs within relevant Manager positions
	CUSTOMER SERVICE SUPERVISOR	CUSTOMER SERVICE SUPERVISOR	30	32	Regrade to maintain existing relationship between jobs within relevant Supervisor positions

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	ASSISTANT CUSTOMER SERVICE SUPERVISOR	CUSTOMER SERVICE SPECIALIST	27	27	Maintain existing relationship between jobs within job family
	CUSTOMER SERVICE REPRESENTATIVE II	CUSTOMER SERVICE REPRESENTATIVE II	24	24	CPS' analysis of the labor market found no lagging in this benchmark
	CUSTOMER SERVICE REPRESENTATIVE I	CUSTOMER SERVICE REPRESENTATIVE I	21	21	Maintain existing relationship between jobs within job series
ENGINEERING					
	CHIEF ENGINEER	CHIEF ENGINEER	46	47	Regrade to alleviate dispersion with relevant jobs and move one grade higher to range 47 to align slightly below other Executive Management positions
	PRINCIPAL ENGINEER CIP DESIGN	PRINCIPAL ENGINEER	41	42	Re-grade to maintain existing relationship between jobs within job family and avoid compression with Senior Engineer
	PRINCIPAL ENGINEER DISTRIBUTION DESIGN	PRINCIPAL ENGINEER	41	42	Re-grade to maintain existing relationship between jobs within job family and avoid compression with Senior Engineer
	SENIOR ENGINEER	SENIOR ENGINEER	38	39	Align salary range with higher market

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Final Base Salary Report

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	INSPECTOR SUPERVISOR	INSPECTOR SUPERVISOR	36	36	value (result of CPS market analysis) Inspector job series found to be within the market
	CIVIL ENGINEER	ENGINEER	36	37	Re-grade to maintain existing relationship between jobs within job family and avoid compression with Senior Engineer Inspector job series found to be within the market
	SENIOR INSPECTOR	SENIOR INSPECTOR	34	34	All professional engineering series moves up 1-range; maintain the same relationship between jobs within series
	ASSOCIATE ENGINEER	ASSOCIATE ENGINEER	34	35	All professional engineering series moves up 1-range; maintain the same relationship between jobs within series
	ASSISTANT ENGINEER (VACANT)	ASSISTANT ENGINEER	31	32	All professional engineering series moves up 1-range; maintain the same relationship between jobs within series
	SENIOR ENGINEERING TECHNICIAN (VACANT)	SENIOR ENGINEERING TECHNICIAN	30	30	Maintain existing relationship between jobs within series
	INSPECTOR	INSPECTOR II (NEW CLASS SERIES)	29	29	Inspector job series found to be within the market
	N/A	INSPECTOR I (NEW CLASS SERIES)	N/A	28	CPS compared journey level Inspector to the market and found no discrepancy; entry level, therefore, is

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
					assigned to a lower range
	ENGINEERING TECHNICIAN II	ENGINEERING TECHNICIAN II	27	27	CPS' analysis of the labor market found no lagging in this benchmark
	ENGINEERING TECHNICIAN I	ENGINEERING TECHNICIAN I	24	24	Maintain existing relationship between jobs within series
	CROSS CONNECTION SPECIALIST I	INSPECTOR I	21/Y-RATED	28	CPS compared journey level Inspector to the market and found no discrepancy; entry level, therefore, is assigned to a lower range
FINANCE/ACCOUNTING					
	DIRECTOR OF FINANCE AND ADMINISTRATION	DIRECTOR OF FINANCE & ADMINISTRATION	45	46	Align salary range with higher market value (result of CPS market analysis); align with other Director-level positions
	CONTROLLER	CONTROLLER	40	43	Regrade to 3-ranges below supervisor and to align better with relevant jobs with similar scope and complexity of work
	SENIOR FINANCIAL ANALYST (VACANT)	SENIOR FINANCIAL ANALYST	35	35	Maintain existing relationship between jobs within series
	ACCOUNTING MANAGER (VACANT)	ACCOUNTING MANAGER	34	34	Maintain existing relationship between jobs within series

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	FINANCIAL ANALYST	FINANCIAL ANALYST	32	32	CPS' analysis of the labor market found no lagging in this benchmark
	SENIOR ACCOUNTANT	SENIOR ACCOUNTANT	31	31	Maintain existing relationship between jobs within series
	ACCOUNTANT	ACCOUNTANT	28	28	CPS' analysis of the labor market found no significant lagging in this benchmark
	N/A	PAYROLL SPECIALIST	N/A	27	New job class; required higher qualifications and more complex duties that Senior Accounting Tech
	SENIOR ACCOUNTING TECHNICIAN	SENIOR ACCOUNTING TECHNICIAN	26	26	CPS' analysis of the labor market found no lagging in this benchmark
	ACCOUNTING TECHNICIAN II	ACCOUNTING TECHNICIAN II	23	23	Maintain existing relationship between jobs within series
	ACCOUNTING TECHNICIAN I	ACCOUNTING TECHNICIAN I	21	21	Maintain existing relationship between jobs within series

HUMAN RESOURCES					
	HUMAN RESOURCES/RISK MANAGEMENT SUPERVISOR	HUMAN RESOURCES MANAGER	40	43	Regrade to maintain existing relationship between jobs within relevant Manager positions; align salary range with higher market value (result of CPS market analysis)

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	HUMAN RESOURCES ANALYST	HUMAN RESOURCES ANALYST	30	31	Align salary range with higher market value (result of CPS market analysis)
	N/A	HUMAN RESOURCES SPECIALIST	N/A	27	New class; keep at the same range as Payroll Specialist
TECHNOLOGY SERVICES					
	DIRECTOR OF TECHNOLOGY SERVICES	DIRECTOR OF TECHNOLOGY SERVICES	45	46	Align salary range with higher market value (result of CPS market analysis); align with other Director-level positions
	INFORMATION TECHNOLOGY ADMINISTRATOR (VACANT)	INFORMATION TECHNOLOGY SUPERVISOR	34	35	Maintain existing relationship between jobs within IT series
	GIS SUPERVISOR/PLANNER	GIS MANAGER	33	40	Maintain existing relationship with relevant management classes
	N/A	INFORMATION TECHNOLOGY SPECIALIST (NEW CLASS)	N/A	32	New class; maintain existing relationship with relevant IT classes
	N/A	GIS ANALYST	N/A	31	New class; maintain existing relationship between jobs within GIS series and align with IT Analyst
	SENIOR IT TECHNICIAN	SENIOR IT TECHNICIAN	30	30	Maintain existing relationship with relevant IT classes
	IT TECHNICIAN	INFORMATION TECHNOLOGY TECHNICIAN II (NEW CLASS SERIES)	27	28	Maintain existing relationship between jobs within series

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	GIS/CAD TECHNICIAN II	GIS TECHNICIAN II	27	29	Align salary range with higher market value (result of CPS market analysis) New class; maintain existing relationship between jobs within series
	N/A	INFORMATION TECHNOLOGY TECHNICIAN I (NEW CLASS SERIES)	N/A	27	Maintain existing relationship between jobs within series
	GIS/CAD TECHNICIAN I	GIS TECHNICIAN I	24	26	
OPERATIONS					
	DIRECTOR OF OPERATIONS & MAINTENANCE	DIRECTOR OF OPERATIONS & MAINTENANCE	45	46	Align salary range with higher market value (result of CPS market analysis); align with other Director-level positions and slot 2-ranges below COO
	OPERATIONS SUPERINTENDENT (VACANT)	WATER DISTRIBUTION MANAGER (VACANT)	38	40	Align salary range with higher market value (result of CPS market analysis) Reallocated to Manager title; maintain relationship with other relevant management classes
	LABORATORY & REGULATORY AFFAIRS SUPERVISOR	WATER QUALITY LABORATORY MANAGER	37	40	Maintain existing relationship between jobs within series
	PRODUCTION SUPERVISOR	WATER SYSTEMS SUPERVISOR	35	35	CPS' analysis of the labor market found no lagging in this benchmark
	OPERATIONS SUPERVISOR	UTILITY SUPERVISOR	35	35	

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	WATER QUALITY/REGULATORY COMPLIANCE SUPERVISOR	WATER QUALITY SUPERVISOR	35	35	Maintain existing relationship between jobs within series
	PRODUCTION FOREMAN	WATER SYSTEMS FOREMAN	33	33	The Production Foreman position approved by the Board in March 2020; this classification was not studied by CPS HR
	SAFETY OFFICER	ENVIRONMENTAL HEALTH & SAFETY SUPERVISOR	32	33	Maintain existing 5-range separation between Coordinator and Supervisor
	WATER QUALITY SCIENTIST II	WATER QUALITY SCIENTIST II	32	32	CPS' analysis of the labor market found no lagging in this benchmark
	WATER UTILITY FOREMAN	FIELD SERVICES SUPERVISOR	N/A	35	New class; maintain relationship with other supervisor
	WATER UTILITY FOREMAN	UTILITY FOREMAN	30	30	classes in Job family CPS' analysis of the labor market found no lagging in this benchmark
	SENIOR PRODUCTION OPERATOR	SENIOR WATER SYSTEMS TECHNICIAN	29	31	Maintain existing relationship between jobs within series; 3-range (15%) separation between WST II level
	WATER QUALITY SCIENTIST I (VACANT)	WATER QUALITY SCIENTIST I	29	29	Maintain existing relationship between jobs within series
	WATER QUALITY SPECIALIST	WATER QUALITY SPECIALIST	28	28	Maintain existing relationship

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
					between jobs within series
	EMERGENCY PREPAREDNESS & SAFETY COORDINATOR	EMERGENCY PREPAREDNESS & SAFETY COORDINATOR	27	28	Maintain 3-range (15%) separation between Specialist II and Coordinator
	SENIOR UTILITY WORKER	SENIOR UTILITY WORKER	27	27	Maintain existing relationship between jobs within series
	SENIOR FIELD CUSTOMER SERVICE REPRESENTATIVE	SENIOR FIELD SERVICES WORKER	27	27	Maintain existing relationship between jobs within series
	PRODUCTION OPERATOR II	WATER SYSTEMS TECHNICIAN II	26	28	Maintain existing relationship between jobs within series; 3-range (15%) separation between levels II and I
	SAFETY SPECIALIST	SAFETY SPECIALIST II (NEW CLASS SERIES)	N/A	25	New class; establish 2-range (10%) separation between levels I and II
	PRODUCTION OPERATOR I	WATER SYSTEMS TECHNICIAN I	23/Y-RATED	25	Maintain existing relationship between jobs within series; 3-range (15%) separation between levels I and I level; regrade 2-ranges higher to align with Utility Worker II
	UTILITY WORKER II	UTILITY WORKER II	24	25	Align salary range with higher market value (result of CPS market analysis)
	FIELD CUSTOMER SERVICE REPRESENTATIVE II	FIELD SERVICES WORKER II	24	25	Regrade to align with Utility Worker

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	WATER QUALITY DISTRIBUTION TECHNICIAN	WATER QUALITY TECHNICIAN II	24	25	II and establish 2-range (10%) separation from FSW I class
	WAREHOUSE TECHNICIAN	PURCHASING/WAREHOUSE TECHNICIAN	23	23	New class; regrade to align with Utility Worker II and establish 2-range (10%) separation from WQT II class
	WATER QUALITY DISTRIBUTION TECHNICIAN	WATER QUALITY TECHNICIAN I	23	23	Maintain existing range; keep at the same range as Acct Tech II
N/A		SAFETY SPECIALIST I (NEW CLASS SERIES)	21	23	CPS' analysis of the labor market found no lagging in this benchmark
	UTILITY WORKER I	UTILITY WORKER I	21	22	New class; align salary range with higher market value (result of CPS market analysis)
	FIELD CUSTOMER SERVICE REPRESENTATIVE I	FIELD SERVICES WORKER I	21	22	Regrade one range higher to align with entry level FSW I and establish 2-range (10%) separation from UW II class
					Regrade one range higher to align with entry level Utility Worker I position and establish 2-range (10%) separation from FSW II class

TREATMENT & MAINTENANCE					
	OPERATIONS AND MAINTENANCE SUPERINTENDENT	WATER TREATMENT MANAGER	40	40	CPS' analysis of the labor market found no lagging in this benchmark

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	DISTRIBUTION MECHANICAL SUPERVISOR (VACANT)	WATER SYSTEMS SUPERVISOR	35	35	Maintain existing relationship between jobs within series
	ELECTRICAL/INSTRUMENTATION SUPERVISOR	ELECTRICAL/INSTRUMENTATION SUPERVISOR	35	35	Maintain existing relationship between jobs within series
	SENIOR TREATMENT PLANT OPERATOR	SENIOR TREATMENT PLANT OPERATOR	33	33	Maintain existing relationship between jobs within series
	BUILDING & GROUNDS SUPERVISOR	BUILDING & GROUNDS SUPERVISOR	31	31	Maintain existing relationship between jobs within series
	SENIOR ELECTRICAL TECHNICIAN	SCADA TECHNICIAN II (NEW CLASS SERIES)	31	33	Reallocated to SCADA Tech II title; establish 2-range (10% separation between levels I and II
	N/A	SCADA TECHNICIAN I (NEW CLASS SERIES)	N/A	31	New class; establish 2-range (10%) below SCADA Tech II
	SENIOR ELECTRICAL TECHNICIAN	SENIOR ELECTRICAL TECHNICIAN	31	31	Maintain existing relationship between jobs within series
	SENIOR INSTRUMENTATION TECHNICIAN	SENIOR INSTRUMENTATION TECHNICIAN	31	31	Maintain existing relationship between jobs within series
	SENIOR DISTRIBUTION/MECHANICAL TECHNICIAN	SENIOR WATER SYSTEMS TECHNICIAN	31	31	Maintain existing relationship between jobs within series
	TREATMENT PLANT OPERATOR II	TREATMENT PLANT OPERATOR II	31	31	CPS' analysis of the labor market found no lagging in this benchmark
	TREATMENT PLANT OPERATOR I (VACANT)	TREATMENT PLANT OPERATOR I	28	28	Maintain existing relationship

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	ELECTRICAL/INSTRUMENTATION TECHNICIAN	ELECTRICAL/INSTRUMENTATION TECHNICIAN	28	28	between jobs within series CPS' analysis of the labor market found no lagging in this benchmark
	DISTRIBUTION/MECHANICAL TECHNICIAN II	WATER SYSTEMS TECHNICIAN II	28	28	CPS' analysis of the labor market found no lagging in this benchmark
	SENIOR FACILITIES MAINTENANCE TECHNICIAN	SENIOR FACILITIES MAINTENANCE TECHNICIAN	27	27	Maintain existing relationship between jobs within facilities series
	DISTRIBUTION/MECHANICAL TECHNICIAN I	WATER SYSTEMS TECHNICIAN I	25	25	Maintain existing relationship between jobs within series
	FACILITIES MAINTENANCE TECHNICIAN II	FACILITIES MAINTENANCE TECHNICIAN II	24	24	CPS' analysis of the labor market found no lagging in this benchmark
	FACILITIES MAINTENANCE TECHNICIAN I (VACANT)	FACILITIES MAINTENANCE TECHNICIAN I	21	21	Maintain existing relationship between jobs within series

SECRETARIAL/ADMINISTRATIVE SUPPORT

SENIOR MANAGEMENT ANALYST	SENIOR MANAGEMENT ANALYST	36	36	Establish 3-range (15%) separation from Management Analyst II
BOARD SECRETARY	BOARD SECRETARY/EXECUTIVE ASSISTANT	34	35	Establish 3-range (15%) separation from Executive Assistant New class; establish 3-range (15%) separation from Management Analyst I
MANAGEMENT ANALYST	MANAGEMENT ANALYST II (NEW CLASS SERIES)	33	33	

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	ADMINISTRATIVE ANALYST	MANAGEMENT ANALYST I (NEW CLASS SERIES)	30	30	New class; establish 3-range (15%) separation from Management Analyst II
	EXECUTIVE ASSISTANT; ADMINISTRATIVE TECHNICIAN (1 Incumbent)	EXECUTIVE ASSISTANT	29	32	Align salary range with higher market value (result of CPS market analysis); establish 3-range (15%) separation from Board Secretary/Executive Assistant; provides advanced administrative support to COO or an Assistant General Manager
	N/A	SENIOR ADMINISTRATIVE TECHNICIAN	N/A	27	New class; establish 2-range (10%) separation from level II
	PURCHASING COORDINATOR	PURCHASING COORDINATOR	26	26	Same level as Senior Accounting Technician
	PURCHASING TECHNICIAN (VACANT)	WAREHOUSE/PURCHASING TECHNICIAN	23	23	Maintain current internal relationships with Purchasing Coordinator
	ADMINISTRATIVE ASSISTANT	SENIOR OFFICE ASSISTANT II	23	23	Align salary range with higher market value (result of CPS market analysis)
	OFFICE ASSISTANT II	OFFICE ASSISTANT II	20	21	Maintain existing relationship between jobs within series
	OFFICE ASSISTANT I (VACANT)	OFFICE ASSISTANT I	17	18	Maintain existing relationship between jobs within series

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
WATER RESOURCES, WATERSHED & OUTREACH	DIRECTOR OF WATER RESOURCES	DIRECTOR OF WATER RESOURCES	45	46	Regrade 1-range higher to align with other Director-level positions
	PRINCIPAL WATER RESOURCES PLANNER	PRINCIPAL WATER RESOURCES PLANNER	41	42	Maintain 2-range (10%) separation from Senior Water Resources Planner
	SENIOR WATER RESOURCES PLANNER (VACANT)	SENIOR WATER RESOURCES PLANNER	38	40	Maintain 2-range (10%) separation from Water Resources Planner
					Resources Planner
					CPS' analysis of the labor market found no lagging in this benchmark; however, recommend to move 1-range higher to align with other Manager-level job within WR job family
					Establish 2-range (10%) separation from Associate Water Resources Planner
					Align salary range with higher market value (result of CPS market analysis)
					Maintain 2-range (10%) separation from Sr Water Conservation Specialist
					Maintain existing relationship
	PUBLIC INFORMATION OFFICER	COMMUNICATIONS MANAGER	39	40	
	WATER RESOURCES PLANNER	WATER RESOURCES PLANNER	36	38	
	RESOURCE CONSERVATION MANAGER	SUSTAINABILITY MANAGER	36/Y-RATED	40	
WATER CONSERVATION SUPERVISOR (VACANT)	WATER CONSERVATION SUPERVISOR	36/Y-RATED	37		
PUBLIC AFFAIRS SPECIALIST III (VACANT)	SENIOR PUBLIC AFFAIRS SPECIALIST	34	34		

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
					between jobs within series
	ASSOCIATE WATER RESOURCES PLANNER	ASSOCIATE WATER RESOURCES PLANNER	34	36	Establish 2- range (10%) separation from Associate Water Resources Planner
	WATER CONSERVATION SPECIALIST III	SENIOR WATER CONSERVATION SPECIALIST	33	35	Maintain existing relationship between jobs within series
	PUBLIC AFFAIRS SPECIALIST II	PUBLIC AFFAIRS SPECIALIST II	31	31	Maintain existing relationship between jobs within series
	WATER CONSERVATION SPECIALIST II	WATER CONSERVATION SPECIALIST II	30	32	Align salary range with higher market value (result of CPS market analysis)
	LEAD WATER CONSERVATION/EDUCATIONAL SPECIALIST	WATER EDUCATION SUPERVISOR	28	30	Maintain existing internal relationship 2-range (10%) separation with Water Conservation Specialist II
	PUBLIC AFFAIRS SPECIALIST I (VACANT)	PUBLIC AFFAIRS SPECIALIST I	28	28	Maintain existing relationship between jobs within series
	WATER CONSERVATION SPECIALIST I	WATER CONSERVATION SPECIALIST I	27	29	Maintain existing internal relationship of 3-range (15%) separation with Water Conservation Specialist II
	WATER CONSERVATION EDUCATION SPECIALIST	WATER EDUCATION INSTRUCTOR	26	28	Maintain existing internal relationship of 2-range (10%) separation with Water Conservation Specialist I

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED SALARY RANGE	RATIONALE FOR RANGE CHANGE
	EVENT COORDINATOR	EVENT COORDINATOR	26	26	Water Education Supervisor Maintain existing relationship between jobs within series

Appendix C: Economic Research Institute (ERI) Salary Survey

ERI Results Summary

CPS HR Consulting was directed by the Agency to conduct a salary survey for thirteen (13) identified benchmark classifications using a tool called Economic Research Institute (ERI) to survey private water utilities industry salaries and also diversified industries in Los Angeles County. CPS HR Consulting is a subscriber to the Economic Research Institute (ERI) which provides compensation applications for private and public organizations including higher education. ERI compiles the most robust compensation survey data available, with current market data for more than 1,100 industry sectors. ERI collects salary survey data from internal surveys, third-party salary surveys, and public sources to benchmark compensation and calculate geographic salary differentials. Overall, the ERI data shows that there are four (4) Agency benchmark classifications that were found to be below the market median and nine (9) benchmark classifications are above the market median using the criteria all diversified industries in Los Angeles County. The also ERI data shows that three (3) benchmark classifications were found to be under the market and ten (10) above the market median using the criteria of private water utilities in Los Angeles County.

ERI-All Industries Diversified (Los Angeles County)

SCV Water Benchmark Classification	ERI Classification Position Match	ERI 10thPer centile	ERI 25thPerc entile	ERI 50th Percentile	ERI 75 th Percentile	ERI 90thPerce ntile	SCV Water Agency Base Min	SCV Water Agency Base Mid	SCV Water Agency Base Max	SCV Water Agency Variance from Market Median	EDOT#
Accountant	Accountant	\$74,516	\$80,910	\$88,342	\$97,916	\$106,492	\$72,840	\$80,796	\$88,752	-8.5%	160162018
Customer Service Representative II	Customer Service Representative (Specialized Calls)	\$51,616	\$55,715	\$60,459	\$66,493	\$71,902	\$59,928	\$66,474	\$73,020	9.9%	205362205
Engineering Technician II	Engineering Technician	\$66,460	\$72,279	\$78,996	\$87,530	\$95,150	\$69,372	\$76,950	\$84,528	-2.6%	007161026
Facilities Maintenance Technician	Maintenance Service Worker	\$49,194	\$52,536	\$56,546	\$61,609	\$66,232	\$59,928	\$66,474	\$73,020	17.5%	891281211
Financial Analyst	Financial Analyst	\$91,280	\$99,261	\$108,450	\$120,136	\$130,419	\$88,548	\$98,220	\$107,892	-9.4%	161067011
*GIS Technician	GIS Specialist	\$62,423	\$68,323	\$75,137	\$83,811	\$91,561	\$69,368	\$76,950	\$84,531	2.4%	019062010
Human Resources Analyst	Human Resources Analyst	\$68,401	\$74,317	\$81,172	\$89,986	\$97,898	\$80,304	\$89,070	\$97,836	9.7%	166267413
*Human Resources Specialist	Human Resources Specialist	\$50,144	\$54,406	\$59,324	\$65,647	\$71,318	\$62,940	\$69,810	\$76,680	17.7%	166267004

Santa Clarita Valley Water Agency
Final Base Salary Report

	\$81,659	\$89,792	\$100,224	\$109,538	\$92,988	\$103,146	\$113,304	14.9%	161167010
Management Analyst	\$74,645								
Office Assistant II	\$40,022	\$42,768	\$46,317	\$49,538	\$49,320	\$54,708	\$60,096	27.9%	219362010
Safety Specialist	\$63,451	\$69,723	\$77,699	\$84,830	\$51,768	\$57,420	\$63,072	-17.6%	168264001
Senior IT Technician	\$81,507	\$89,059	\$98,779	\$107,487	\$80,304	\$89,070	\$97,836	0.0%	033162018
*Warehouse Technician	\$35,113	\$37,603	\$40,914	\$43,866	\$57,084	\$63,318	\$69,552	68.4%	249367002
*Warehouse Technician	\$40,236	\$43,220	\$47,092	\$50,616	\$57,084	\$63,318	\$69,552	46.5%	249367515
*Warehouse Technician	\$45,840	\$49,079	\$53,264	\$57,078	\$57,084	\$63,318	\$69,552	29.0%	922687058

A positive number represents SCV Water salary is above the labor market median by the percentage listed in column K. A negative number means SCV Water is below the labor market median.

* Denotes a new benchmark classification that was not originally selected as a benchmark classification for the SCV Water salary survey with other water agencies.

**SCV Water selected the above list of (12) benchmarks classifications on 6/4/20 to be studied for the ERI salary survey. CPS HR added (1) additional benchmark for proposed HR Specialist classification

Prepared for: Santa Clarita Valley Water
 Area: Los Angeles County, California
 Industry: All Industries Diversified
 Codes: eSIC: 4940, NAICS: 221300, usSEC: 4941
 Data as of: 4/1/2020
 Today's Date: 9/18/2020
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 Compensation Type: Base Salary
 Pay Period: Annual

ERI-Private Water Utilities (Los Angeles County)

SCV Water Benchmark Classification	ERI 10thPer centile	ERI 25thPer centile	ERI 50th Percentile	ERI 75 th Percentile	ERI 90thPer centile	SCV Water Agency Base Min	SCV Water Agency Base Mid	SCV Water Agency Base Max	SCV Water Agency Variance from Market Median	EDOT#
Accountant	\$72,273	\$78,211	\$85,061	\$94,004	\$101,988	\$72,840	\$80,796	\$88,752	-5.0%	160162018

Santa Clarita Valley Water Agency
Final Base Salary Report

Customer Service Representative II	Customer Service Representative (Specialized Calls)	\$51,044	\$54,864	\$59,241	\$64,909	\$69,950	\$59,928	\$66,474	\$73,020	12.2%	205362205
Engineering Technician II	Engineering Technician	\$64,844	\$70,265	\$76,477	\$84,476	\$91,581	\$69,372	\$76,950	\$84,528	0.6%	007161026
Facilities Maintenance Technician	Maintenance Service Worker	\$48,775	\$51,883	\$55,564	\$60,318	\$64,621	\$59,928	\$66,474	\$73,020	19.6%	891281211
Financial Analyst	Financial Analyst	\$87,829	\$95,247	\$103,762	\$114,723	\$124,372	\$88,548	\$98,220	\$107,892	-5.3%	161067011
*GIS Technician	GIS Specialist	\$61,084	\$66,579	\$72,882	\$81,009	\$88,233	\$69,368	\$76,950	\$84,531	5.6%	019062010
Human Resources Analyst	Human Resources Analyst	\$66,555	\$72,059	\$78,384	\$86,621	\$93,981	\$80,304	\$89,070	\$97,836	13.6%	166267413
*Human Resources Specialist	Human Resources Specialist	\$49,553	\$53,524	\$58,061	\$63,992	\$69,269	\$62,940	\$69,810	\$76,680	20.2%	166267004
Management Analyst	Management Analyst	\$72,364	\$78,882	\$86,395	\$96,148	\$104,831	\$92,988	\$103,146	\$113,304	19.4%	161167010
Office Assistant II	Administrative Clerk	\$37,303	\$39,604	\$42,270	\$45,738	\$48,872	\$49,320	\$54,708	\$60,096	29.4%	219362010
Safety Specialist	Safety Analyst	\$57,073	\$62,133	\$67,932	\$75,411	\$82,057	\$51,768	\$57,420	\$63,072	-15.5%	168264001
Senior IT Technician	IT Technical Support Specialist	\$72,693	\$78,711	\$85,670	\$94,748	\$102,856	\$80,304	\$89,070	\$97,836	4.0%	033162018
*Warehouse Technician	Warehouse Worker	\$32,477	\$34,362	\$36,573	\$39,636	\$42,342	\$57,084	\$63,318	\$69,552	73.1%	249367002
*Warehouse Technician	Purchasing Assistant	\$37,315	\$39,818	\$42,716	\$46,498	\$49,926	\$57,084	\$63,318	\$69,552	48.2%	249367515
*Warehouse Technician	Purchasing Clerk	\$42,590	\$45,276	\$48,414	\$52,498	\$56,210	\$57,084	\$63,318	\$69,552	30.8%	922687058

A positive number represents SCV Water salary is above the labor market median by the percentage listed in column K. A negative number means SCV Water is below the labor market median.

* Denotes a new benchmark classification that was not originally selected as a benchmark classification for the SCV Water salary survey with other water agencies.

**SCV Water selected the above list of (12) benchmarks classifications on 6/4/20 to be studied for the ERI salary survey. CPS HR added (1) additional benchmark for proposed HR Specialist classification

Prepared for: Santa Clarita Valley Water

Area: Los Angeles County, California

Industry: Private Water Utilities

Codes: eSIC: 4940, NAICS: 221300, usSEC: 4941

Data as of: 4/1/2020

Today's Date: 7/24/2020

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Compensation Type: Base Salary

Pay Period: Annual



COMMITTEE MEMORANDUM

DATE: October 12, 2020

TO: Finance and Administration Committee

FROM: Rochelle Patterson *[Signature]*
Director of Finance and Administration

SUBJECT: Review Plan for Consolidation of Customer Service Centers

SUMMARY

One of the goals in the creation of SCV Water was to identify and take advantage of operational efficiencies. Since its creation, many staff have relocated to one or another of SCV Water's buildings so that most departments have now been strategically brought together at a single location in order to achieve those desired efficiencies. This discussion will review the plan to relocate the Summit Circle customer service operations and staff to the Valencia customer service center during the first quarter of 2021.

DISCUSSION

SCV Water currently has two customer service centers: One at Summit Circle office near Golden Valley Road and Centre Point Parkway (the former Santa Clarita Water Division (SCWD) location), and one at our Rockefeller office located in the Valencia industrial park on Avenue Rockefeller (the former Valencia Water Division (VWD) location).

In November 2019, the Newhall customer service center was relocated, and those operations and staff were transferred to the remaining two locations. The goal has been to relocate all Customer Care staff to one location prior to the migration to a single customer billing system. This will allow all staff to train, implement and work with the new system at one location. After evaluation of both locations, it is recommended that all customer service staff be combined in the Rockefeller office (former Valencia Water Division). Customer service staff at Summit Circle would move to the Rockefeller office. Further transition planning is discussed below.

SCV Water offers many types of payment methods that customers can use to make payments on their accounts. Cash is the only payment type that cannot be processed by any other method than at a payment location. Staff has acknowledged that some customers may be impacted by the elimination of the SCWD customer service center for bill payment, and a solution that minimizes this impact will be implemented prior to relocation by expanding use of the Pay Near Me payment system. Pay Near Me was successfully introduced for Newhall-area customers when that customer service location was phased out.

There are approximately 312 customers that pay cash at the SCWD customer service center monthly; of whom 99% live closer to a Pay Near Me location than to the SCWD payment center. The remaining (1%) customers would increase their commute by up to .85 miles from their service address to make a cash payment due to the relocation of the SCWD customer service center.

The Agency is currently working on an outreach plan to address potential questions as a result of the pending relocation of the SCWD customer service center.

As with the NWD customer service center, the outreach plan would include direct contact with customers who utilize the SCWD payment center. Staff has identified the following tools to communicate with all SCWD customers:

- Lobby signage
- Handout/fact sheet for all lobby traffic
- Bill messaging
- Bill insert
- Direct mail
- Robo Call
- Constant Contact email

It is anticipated that the outreach messaging would continue for 2-3 billing cycles prior to the relocation of the SCWD payment center to ensure customers are aware of the many different payment methods available.

The Pay Near Me payment option will be expanded and made available to all SCV Water customers in November 2020. This alternative payment option will be incorporated into future bill messaging and noticed on the SCV Water website.

FINANCIAL CONSIDERATIONS

Pay Near Me transaction costs are estimated to be approximately \$621 per month.

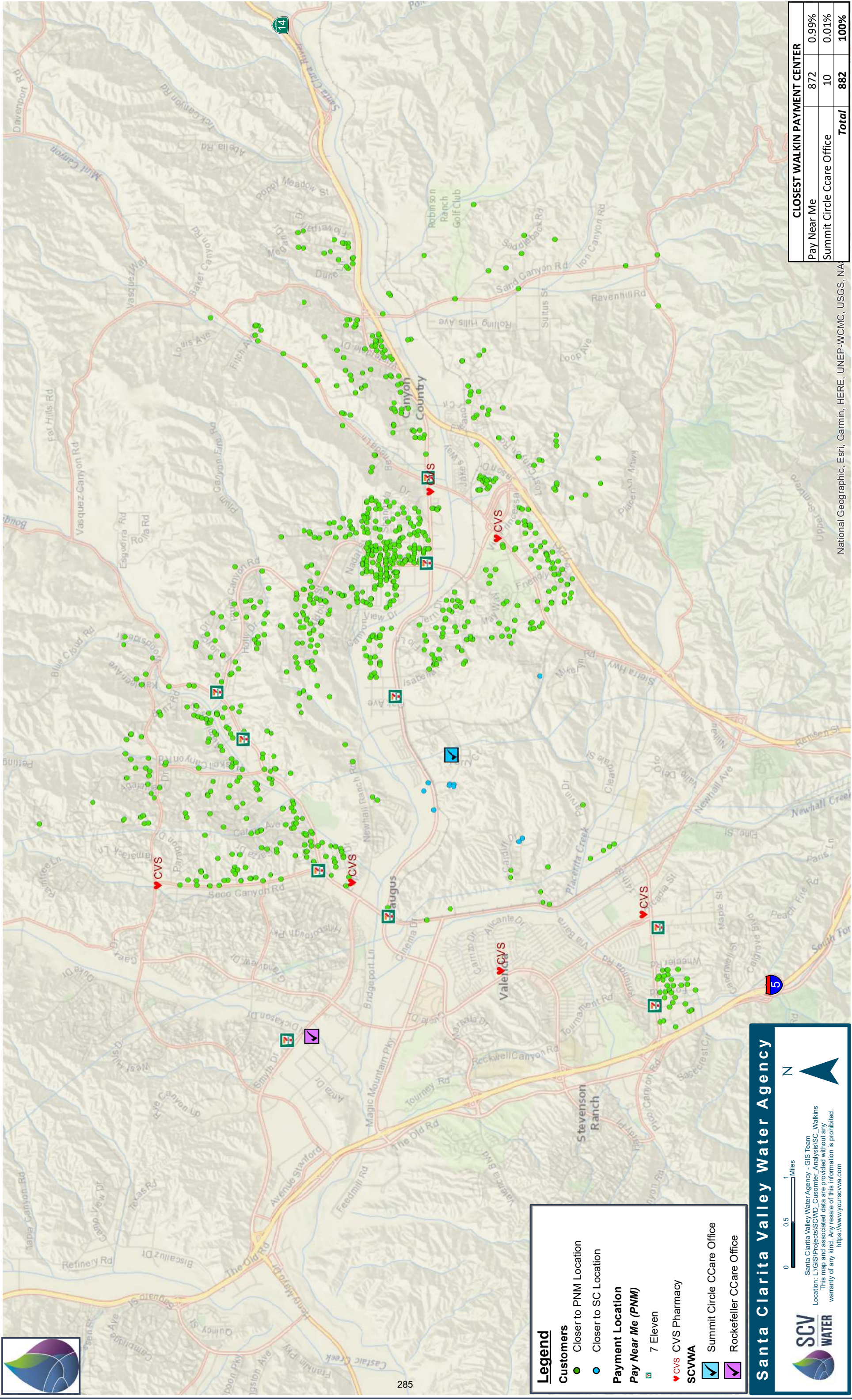
RECOMMENDATION

That the Finance and Administration Committee recommends that the Board of Directors review the plan for consolidating customer service centers.

RP

Attachment

SCVWA Summit Circle 2019 Walk-in Cash Payment Spatial Analysis



Legend

Customers

- Closer to PNM Location
- Closer to SC Location

Payment Location

Pay Near Me (PNM)

- 7 Eleven
- ♥ CVS CVS Pharmacy

SCVWA

- ✓ Summit Circle CCare Office
- ✓ Rockefeller CCare Office

Santa Clarita Valley Water Agency

0 0.5 1 Miles

N

SCV WATER

Santa Clarita Valley Water Agency - GIS Team
 Location: L:\GIS\Projects\SCVWD_Customer_Analysis\SC_Walkins
 This map and associated data are provided without any warranty of any kind. Any resale of this information is prohibited.
<https://www.yourscvwa.com>

CLOSEST WALKIN PAYMENT CENTER	
Pay Near Me	872
Summit Circle Ccare Office	10
Total	882

National Geographic, Esri, Garmin, HERE, UNEP-WCMC, USGS, NA

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Monthly Financial Report

AUGUST 2020

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Statements of Revenues and Expenses

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Large Disbursement Check Registers

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SCV Water - Regional Division

Ten Largest Disbursements

From: Aug 1, 2020 to Aug 31, 2020

No.	Vendor Name	Description	Amount
	DEPARTMENT OF WATER RESOURCES	YUBA WATER PURCHASE	44,437.29
		JUNE 2020 VARIABLE	927,405.00
1	DEPARTMENT OF WATER RESOURCES		971,842.29
	CEDRO CONSTRUCTION INC.	WEST RANCH RECYCLED WATER MAIN EXTENSION PHASE 2D - PROGRESS PAYMENT #4 THRU 7/30/20	620,641.50
		WEST RANCH RECYCLED WATER MAIN EXTENSION PHASE 2D - PROGRESS PAYMENT #4 RETENTION TRUST	(31,032.07)
2	CEDRO CONSTRUCTION INC.		589,609.43
	SOUTHERN CALIFORNIA EDISON	BOUQUET 6/18-7/21	16.94
		CAMP PLENTY TURNOUT	28.37
		EARL SCHMIDT FILTRATION PLANT PS 5/29-6/26/20	8,228.44
		EARL SCHMIDT FILTRATION PLANT PS 5/29-6/29/20	6,049.02
		EARL SCHMIDT INTAKE PUMP STATION SERVICE 5/29-6/29	285.61
		EARL SCHMIDT INTAKE PUMP STATION SERVICE 5/29-6/30	386.03
		HONBY PM 5/29-6/29/20	15.58
		HONBY PS 5/29-6/29/20	47.07
		LAKE HUGHES 5/29-6/29	17.32
		LAKE HUGHES PM	4.62
		LOWER MESA PM 5/29-6/29	62.82
		N-2 TURNOUT 5/29-6/29	111.33
		NEWHALL RANCH RD PM	13.88
		RECH20 METER 5/28-6/26	6,587.29
		RECH20 RESERVOIR 5/29-6/29	29.39
		RIO VISTA INTAKE PUMP STATION SERVICE 5/28-6/26	158,751.99
		RIO VISTA WATER TREATMENT PLANT GATE 5/29-6/26	89.92
		SAUGUS1WELL 5/8-6/9	(1,098.72)
		SAUGUS1WELL 6/09-6/30	7,325.19
		SAUGUS2WELL 5/29-6/26	(1,098.72)
		SAUGUS2WELL 5/29-6/29	11,320.19
		SC LOW VOLTAGE PM	15.88
		SC11 TURNOUT 5/59-6/29	29.03
		SC7 TURNOUT 6/12-7/15	57.99
		SCPS 5/29-6/29	85,045.54
		SCR 5/29-6/29	196.79
		SUMMIT CIR 5/22-6/23	624.01
		SUMMIT CIR 5/26-6/24	16.73
		V-8 MCBEAN 5/29-6/29	15.90
3	SOUTHERN CALIFORNIA EDISON		283,175.43
	VALI COOPER & ASSOCIATES, INC.	ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES	266,045.86
4	VALI COOPER & ASSOCIATES, INC.		266,045.86
	STATE WATER CONTRACTORS	BAY DELTA FY20/21	124,566.00
		DCPF FUND FY20/21	39,135.00
		DUES FUND FY20/21	61,855.00
		ENERGY FUND FY20/21	11,192.00
5	STATE WATER CONTRACTORS		236,748.00

SCV Water - Regional Division

Ten Largest Disbursements

From: Aug 1, 2020 to Aug 31, 2020

NOSSAMAN LLP	PERCH INSURANCE JUNE 2020	1,584.82
	PERCHLORATE JUNE 20	183,548.55
	PFAS JUNE 2020	12,153.33
6 NOSSAMAN LLP		197,286.70
X-ACT TECHNOLOGY SOLUTIONS, INC.	MANAGED IT SUPPORT SERVICES - JULY/AUG	48,600.00
	CARBON BLACK SUBSCRIPTION	29,600.00
	CISCO SECURITY 20/21	41,250.00
	CLOUD BACKUP-JULY	4,075.00
	OFFICE 365-AUG	9,660.47
	OFFICE 365-JULY	9,387.90
	SECURITY SERVICES-AUG	11,200.00
	SECURITY SERVICES-JULY	8,200.00
	VM WARE RENEWAL 20/21	4,690.40
	VEEAM RENEWAL 20/21	12,028.46
7 X-ACT TECHNOLOGY SOLUTIONS, INC.		178,692.23
SEMITROPIC WATER STORAGE DISTRICT	WATER BANKING & EXCHANGE	154,183.60
8 SEMITROPIC WATER STORAGE DISTRICT		154,183.60
EVOQUA WATER TECHNOLOGIES, LLC.	RESIN CHANGEOUT 7/16	108,162.36
9 EVOQUA WATER TECHNOLOGIES, LLC.		108,162.36
BEST BEST & KRIEGER LLP	BIDDING REQUIREMENTS	528.50
	COVID EMERGENCY RESPONSE-JUNE	720.00
	GENERAL LEGAL JUNE	17,879.00
	PUBLIC RECORDS REQUEST JUNE	14,910.58
	SWC LEGAL COMMITTEE JUNE	112.00
	WATER RIGHTS JUNE	225.00
	WATERSHED INITIATIVE	70,693.75
10 BEST BEST & KRIEGER LLP		105,068.83
Summary		3,090,814.73
Summary-All Checks Issued During Aug 2020		5,159,292.40
Largest Ten Vendor Payments as Compared to Total		60%

SCV Water
 Newhall Water Division
 Ten Largest Disbursements
 From: August 1, 2020 to August 31, 2020

No.	Vendor Name	Check Number	Check Date	Description	Amount
	SCV WATER	114682	08/26/2020	DUE TO/FROM - SHARED PAYROLL AND SERVICES 7/20	513,474.57
1	SCV WATER				513,474.57
	SCV WATER	114589	08/07/2020	PURCHASED WATER 7/20	186,517.26
				PURCHASED WATER 7/20 - SAUGUS WELL #1 & 2	15,583.90
				FIXED WATER CHARGE 7/20	132,653.94
				LAB FEES 7/20	1,210.00
2	SCV WATER				335,965.10
	EDISON	114668	08/26/2020	A/C #2-40-708-2270 7/20	3,689.40
				A/C #2-40-708-3856 8/20	110,685.05
3	EDISON				114,374.45
	FAMCON PIPE AND SUPPLY INC	114637	08/21/2020	(106)ft. 12" PIPE, JOINT GASKETS, STEEL FLANGE, V-BIO POLY WRAP	39,277.04
4	FAMCON PIPE AND SUPPLY INC				39,277.04
	CORE & MAIN LP	114604	08/13/2020	INVENTORY	26,992.59
5	CORE & MAIN LP				26,992.59
	CONNECTRONICS	114663	08/26/2020	SCADA UPGRADES	26,133.06
6	CONNECTRONICS				26,133.06
	ROYAL INDUSTRIAL SOLUTIONS	114681	08/26/2020	NWD TANK SITES - SCADA, FAN, TERMINAL BLOCKS & TEMP SWITCH	24,927.10
7	ROYAL INDUSTRIAL SOLUTIONS				24,927.10
	GENERAL PUMP COMPANY INC	114626	08/13/2020	SUPPLIES TO REPAIR BOOSTER #6 AND PRESSURE WASH	23,835.53
8	GENERAL PUMP COMPANY INC				23,835.53
	EDISON	114635	08/21/2020	A/C #2-42-100-2007 7/20	528.10
				A/C #2-40-708-3344 7/20	886.59
				A/C #2-40-708-3344 7/20	17,434.05
9	EDISON				18,848.74
	CORE & MAIN LP	114664	08/26/2020	AIR RELEASE VALVES, AIR AND VAC VALVES, GALV TOP SECTIONS	15,363.52
10	CORE & MAIN LP				15,363.52
Summary - Largest Ten Checks Paid During July 2020					1,139,191.70
Summary - All Checks Issued During July 2020					1,365,593.62
Largest Ten Vendor Payments as Compared to Total					83%

SCV WATER
Santa Clarita Water Division
Ten Largest Disbursements
From: August 1, 2020 to August 31, 2020

#	Vendor Name	Check Number	Check Date	Transaction Description	Transaction Amount
	SANTA CLARITA VALLEY WATER AGENCY	95137	8/5/2020	JULY FIXED	\$667,967.89
				JULY SAUGUS	\$42,500.00
				JULY VARIABLE	\$612,985.94
1	SANTA CLARITA VALLEY WATER AGENCY				\$1,323,453.83
	SANTA CLARITA VALLEY WATER AGENCY	95214	8/26/2020	FACILITY CAPACITY FEES 21-0001 SKYLINE P1-10B	(\$9,568.00)
				FACILITY CAPACITY FEES 21-0002 SKYLINE PHASE 2	(\$23,920.00)
				FACILITY CAPACITY FEES 21-0006 HONG HOLD	(\$12,674.00)
				FACILITY CAPACITY FEES 21-0007 TOLL BROS	(\$16,744.00)
				FACILITY CAPACITY FEES 21-0008 TOLL BROS	(\$16,744.00)
				FY21 PREPAY CALPERS	\$283,353.00
				JULY 20 RETIREE DENTAL	\$1,050.44
				JULY 20 PAYCHEX INVOICES	\$1,085.96
				JULY20 DIRECT PAYROLL/BENEFITS	\$507,933.72
				JULY 20 IGOE/MBI	\$10,187.19
				JULY 20 RETIREE MEDICAL	\$2,185.30
2	SANTA CLARITA VALLEY WATER AGENCY				\$726,145.61
	FERREIRA CONSTRUCTION CO. INC.	95152	08/12/2020	2 - 2.5 MG DEANE ZONE TANKS - SHARED EXP W/PARDEE FOR SKYLINE RANCH	\$148,070.00
				2 - 2.5 MG DEANE ZONE TANKS - SHARED EXP W/PARDEE FOR SKYLINE RANCH RETENTION	(\$7,403.50)
3	FERREIRA CONSTRUCTION CO. INC.				\$140,666.50
	CORE & MAIN LP	95171	08/19/2020	1" APEX BLUE TUBING	\$2,222.85
				1" ARI PLASTIC AIR VAC	\$2,207.52
				1" BALL ANGLE STOP X CTS	\$2,673.55
				1" BALL CORP STOP X CTS P	\$1,555.99
				1" X 6" C.T.S, REPAIR CLA	\$297.84
				10" DI PIPE	\$1,530.88
				12" DI PIPE	\$1,310.72
				12" X 1" A.C. SADDLE #202	\$639.57
				16" DI PIPE	\$2,121.58
				2" APEX PIPE #402895	\$1,196.83
				2" PVC AIR VAC (ARI)	\$3,693.56
				2" X 1" BRASS REDUCER BUS	\$248.35
				2" X 6" FLEX COUPLING	\$237.18
				3" HYMAX X FLG ADAPTER	\$805.44
				3" STEEL PIPE	\$150.67
				3/4" CORP FLARE X 1" CTS	\$1,001.71
				3/4" BRASS, ELL	\$238.71
				3/4" FIP X CTS PJ COUP	\$397.27
				3" DUCTILE IRON PIPE	\$1,725.02
				4" DI PIPE	\$1,274.25
				4" FLG ELL	\$146.95
				4" FLG GATE VALVE	\$688.31
				4" HYMAX COUPLING	\$582.50
				4" STEEL PIPE (STANDARD 3	\$465.59
				4" WELD COUPLING	\$284.70
				6" DI PIPE	\$325.02
				6" DIAPHRAM REPAIR KIT #9	\$1,533.98
				6" SLIP ON, CLASS 150, FL	\$61.04
				6" X 1" A.C. SADDLE #202B	\$391.18
				6" X 12" VALVE SLIP CAN	\$1,306.99
				6" X 18" VALVE SLIP CAN	\$771.76
				8" DI PIPE	\$1,283.12
				8" FLG 90 ELL	\$186.30
				8" FLG TEE	\$320.61
				8" HYMAX COUPLING	\$870.26
				8" SLIP ON FLANGES	\$403.56
				8" STUD AND NUT KIT	\$168.19

SCV WATER
Santa Clarita Water Division
Ten Largest Disbursements
From: August 1, 2020 to August 31, 2020

#	Vendor Name	Check Number	Check Date	Transaction Description	Transaction Amount
				8" X 1" A.C. SADDLE #202B	\$806.91
				8" X 12" VALVE SLIP CAN	\$143.93
				8" X 18" VALVE SLIP CAN	\$179.58
				8" X 2" BRONZE SADDLE	\$1,849.45
4	CORE & MAIN LP				\$38,299.42
	CANNON	95148	08/12/2020	RECYCLED WATER PIPELINE	\$23,727.00
				RECYCLED WATER PIPELINE	\$9,154.00
5	CANNON				\$32,881.00
	CANNON	95199	8/26/2020	RECYCLED WATER PIPELINE VISTA CYN 2B VISTA CYN 2B	\$30,812.00
6	CANNON				\$30,812.00
	CSI SERVICES INC	95172	08/19/2020	WATER TANKS FOR SKYLINE RANCH	\$24,671.00
7	CSI SERVICES INC				\$24,671.00
	STAATS CONSTRUCTION INC.	95139	08/05/2020	FY 20/21 GENERAL PIPELINE IMPROVEMENTS	\$24,100.00
8	STAATS CONSTRUCTION INC.				\$24,100.00
	CONNECTRONICS	95119	08/05/2020	FY 20/21 SCADA ADDITIONAL SALES TAX	(\$1,815.83)
				FY 20/21 SCADA	\$21,102.49
9	CONNECTRONICS				\$19,286.66
	OLYMPUS AND ASSOCIATES INC	95181	08/19/2020	HONBY NO. 1 TANK - EXTERIOR ROOF RETENTION	\$17,841.10
10	OLYMPUS AND ASSOCIATES INC				\$17,841.10
Summary - Largest Ten Payments Made During the Month					\$2,378,157.12
Summary - All Vendors Paid During the Month					\$2,609,681.49
Largest Ten Vendor Payments as Compared to Total Monthly Check Register					91%

SCV Water -Valencia Water Division
Ten Largest Check Disbursements
From August 1, 2020 - August 31, 2020

No.	Vendor Name	Check #	Check Date	Description	Total
1	SCV WATER	222345	8/7/2020	LAB CHARGES JULY 2020 300-8147	3,555.00
				FIXED WATER CHARGES JULY 2020	500,676.97
				VARIABLE WATER JULY 2020	546,263.98
				RECYCLED WATER - 06-23 - 07-23-20	38,223.18
	SCV WATER				1,088,719.13
2	RC BECKER & SON, INC.	222389	8/21/2020	WATER MAIN BREAK SMYTH/DICKASON DR	582,430.20
	RC BECKER & SON, INC.				582,430.20
3	SCV WATER	222432	8/26/2020	JULY 2020 VALENCIA ALLOCATIONS DUE TO REG	378,914.07
	SCV WATER				378,914.07
4	EDISON CO	222308	8/7/2020	PURCHASED POWER A/C#2-40-708-4979	183,997.93
	EDISON CO				183,997.93
5	RC BECKER & SON, INC.	222340	8/7/2020	WATER MAIN BREAK DECORO/BLUERIDGE	173,653.85
	RC BECKER & SON, INC.				173,653.85
6	CORE & MAIN LP	222375	8/21/2020	(24) BLUE MRKING CHALK (96) BLK PAINT	290.40
				(5) GAL CALCIUM THIOSULFATE	11,328.39
				A/V CANISTER SANDSTONE	2,491.61
				(39) BL09	11,326.65
				(80) PVC PIPE 20'	68.32
				(30)3X1 RING GSKT (35) 4X1 RING GASKET	82.29
				(2) 6-HOLE CLOW HYDRANT HOSE PUMP	3,314.17
				(20) GALV TOP SECTION	296.96
				(25) 3/4X2-1/2" COUPLINGS	308.24
				INVENTORY	17,567.91
				(25) BRASS NIPPLES	83.22
				INVENTORY	13,603.85
				(100) HEX NUTS, (100) FLT WSHR, (100) HEAD BOLT	849.72
				MATERIALS FOR SARGUARO PRESSURE STN	963.96
			FLANGE,GASKETS,PIPE, BOLT KITS	7,083.26	
			HOSE CLAMPS	93.01	
			(1000) RUBBER MTR WASHERS	98.56	
	CORE & MAIN LP				69,850.52
7	TRC SOLUTIONS, INC.	222438	8/26/2020	PROJ MGMT SRVCS MISSION VLG PHASE I 1A	5,524.50
				PROJ MGMT SRVCS MISSION VLG PHASE I 1A	6,937.50
				CONST INSPECTION SCRVCs MISSION VLG PHASE I 1C	18,091.50
				PROJ MGMT SRVCS MISSION VLG PHASE I 1C	9,424.50
				CONST. INSPECTION SRVCS MISSION VLG PHASE I 1C	26,502.00
	TRC SOLUTIONS, INC.				66,480.00
8	CORE & MAIN LP	222409	8/26/2020	INVENTORY	836.69
				(6) FULL CIRCLE SS B&N	492.55
				(1) 4" CLA-VAL 90-01	4,938.30
				(19) SW-PIN OLD STYLE FOR VALVE KEY	57.22
				(100) 3/4" 3G REGISTER BOTTOM LOAD	16,698.76
				(144) 5 GAL. CALCIUM THIOSULFATE 300-8147	11,328.39
	CORE & MAIN LP				34,351.91
9	TRC SOLUTIONS, INC.	222400	8/21/2020	CONST INSPECTION SRVCS MISSION VLG PHASE I 1A	1,698.00
				CONST INSPECTION SRVCS MISSION VLG PHASE I 1C	25,956.00
	TRC SOLUTIONS, INC.				27,654.00
10	SCV WATER - SANTA CLARITA WATER DIVISION	222359	8/13/2020	DUE FROM VALENCIA, JUN	23,103.66
	SCV WATER - SANTA CLARITA WATER DIVISION				23,103.66
Summary - Largest Ten Checks Paid During August 2020					2,629,155.27
Summary - All Checks Issued in August 2020					2,938,560.22
Largest Ten Vendor Payments as Compared to Total					89%

Director Stipends

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Director Reimbursements

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CA Govt. Code Section 53065.5

List of Reimbursement for "Individual Charges" = \$100 or more

Annual Disclosure for Fiscal Year 20/21 AP Transactions Updated as of: 8/31/2020

P-Card (VISA) Transactions Updated as of: 7/31/2020 - **July P-Card transactions affect August cash.

DIRECTORS

Date of Reimbursement	Recipient of Reimbursement	Reason for Reimbursement	Amount of Reimbursement
08/21/20	Gladbach, Edward	NWRA Westertn Water Table Talk, Series, 8/6-9/17/20 - Registration	350.00
			350.00

** No July Transactions**

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**Finance and Administration Committee
Planning Calendar
FY 2020/21**

Item	Author	PowerPoint Presentation (Y/N/Length)	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 21 Comm	Jan 5 Board	Jan 11 SPECIAL Comm	Feb 2 Board	Feb 8 SPECIAL Comm	Feb 16 Board	Mar 2 Board	Mar 15 Comm	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm
1	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2020/21 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)	RP	C																										
2	Recommend Approval of Resolution Authorizing July 2020 Water Supply Contract Payment (consent)	RP	C																										
3	Recommend Approval of a Temporary Telecommuting Policy (consent)	RP	C																										
4	Recommend Approval of Resolutions Establishing Banking Authority	RP	C																										
5	Recommend Receiving and Filing of April 2020 Monthly Financial Report (consent)	RP	C																										
6	Recommend Approval of Resolutions Authorizing (1) the Execution of a Joint Exercise of Powers Agreement Relating to the California Municipal Finance Authority (CFMA), and (2) Participation in the CFMA's Bond Opportunities for Land Development (BOLD) Program and Other Related Actions in Establishing a CFD for the Spring Canyon Development	EC	C	C			P																						
7	Photovoltaic (PV) Assets (Solar Panels) Portfolio Assessment	MD	C																										
8	Recommend Approval of a Resolution Authorizing FY 2020/21 Water Supply Contract Payments (consent)	RP	C	C																									
9	Recommend Receiving and Filing of May 2020 Monthly Financial Report (consent)	RP	C	C																									
10	Discuss Retail Cost-of-Service	EC				C	C																						
11	Review Strategic Plan Performance Metrics	EC				C																							
12	Recommend Receiving and Filing of June 2020 Monthly Financial Report (consent)	RP				C	C																						
13	Cost of Service Study & Rate Transition Project a.Proposition 218 Mailer b.Financial Aspects under development	EC							C	P - only a																			
14	Recommend Approval of the Retail Debt Threshold Calculation	RP							C	P																			
15	Recommend Receiving and Filing of July 2020 Monthly Financial Report (consent)	RP							C	P																			
16	Recommend Approval of Changes to the Agency's Classification Plan and Salary Ranges	RP									P																		

**ITEM NO.
5**

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

	Item	Author	PowerPoint Presentation (Y/N/Length)	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 21 Comm	Jan 5 Board	Jan 11 SPECIAL Comm	Feb 2 Board	Feb 8 SPECIAL Comm	Feb 16 Board	Mar 2 Board	Mar 15 Comm	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm	
17	Review Plan for Consolidation of Customer Service Centers	RP	None									P																			
18	Recommend Receiving and Filing of August 2020 Monthly Financial Report (consent)	RP	None									P																			
19	Discuss Rate Design and Customer Impact	EC	Yes - 10 min										P																		
21	Recommend Approval of Revised Reserve Policy	EC	None										P																		
21	Recommend Approval of Revised Asset Capitalization Policy	RP	None										P																		
22	Recommend Receiving and Filing of September 2020 Monthly Financial Report (consent)	RP	None										P																		
23	Recommend Approval of a Use of Technology Policy	RP	None													P															
24	Recommend Receiving and Filing of SCV Water June 30, 2020 Financial Statement (consent)	RP	None													P															
25	Technology Update	CP	None													P															
26	Recommend Receiving and Filing of October 2020 Monthly Financial Report (consent)	RP	None													P															
27	Discuss Rate Design and Customer Impact	EC	Yes - 10 min															P	P												
28	Status of State Water Contract Fund (every Feb)	RP	None															P	P												
29	Recommend Approval of a Revised Investment Policy - (Annually adopted via reso) (consent)	RP	None															P	P												
30	Recommend Receiving and Filing of November 2020 Monthly Financial Report (consent)	RP	None															P	P												
31	Recommend Approval of a Proposition 218 Notice	EC	Yes - 10 min																P	P											
32	Recommend Receiving and Filing of December 2020 Monthly Financial Report (consent)	RP	None																P	P											
33	Discuss New Rates	EC	Yes - 15 min																												
34	Review Annual List of Professional Services Contracts (consent)	RP	None																												
35	Review FY 2021/22 Budget Status	RP	Yes - 30 min																												

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

	Item	Author	PowerPoint Presentation (Y/N/Length)	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 21 Comm	Jan 5 Board	Jan 11 SPECIAL Comm	Feb 2 Board	Feb 8 SPECIAL Comm	Feb 16 Board	Mar 2 Board	Mar 15 Comm	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm			
36	Technology Update	CP	None																				P										
37	Recommend Receiving and Filing of January 2021 Monthly Financial Report (consent)	RP	None																				P										
38	Review FY 2021/22 Budget Status	RP	Yes - 30 min																					P	P								
39	Recommend Approval of a Proposed Employee Salary Adjustment for FY 2021/22	RP	None																					P	P								
40	Recommend Receiving and Filing of February 2021 Monthly Financial Report (consent)	RP	None																						P	P							
41	Public Hearing	EC	Yes - 15 min																							P							
42	Recommend Approval of a Resolution Re-Adopting the FY 2021/22 and FY 2022/23 Budget	RP	Yes - 15 min																							P	P						
43	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2020/21 (consent)	RP	None																							P	P						
44	Approve a Resolution Adopting the Appropriation Limit for FY 2021/22 (consent)	RP	None																							P	P						
45	Discuss Retail Cost-of-Service	EC	Yes - 15 min																								P	P					
46	Recommend Receiving and Filing of March 2021 Monthly Financial Report (consent)	EC	Yes - 10 min																								P	P					
47	Recommend Approval of Resolution Authorizing July 2021 Water Supply Contract Payment	RP	None																												P		
48	Discuss Retail Cost-of-Service	EC	None																													P	
49	Review Strategic Plan Performance Metrics	EC	None																													P	
50	Technology Update	CP	None																													P	
51	Recommend Receiving and Filing of April 2021 Monthly Financial Report (consent)	RP	None																														P

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