



SCV

WATER

BOARD MEETING
June 2, 2020

Classification and
Compensation Study
Update

SCOPE

The purpose of the study is to:

- Review the current classification structure
- Provide appropriate classification recommendations
- Prepare new or revised classification specifications
- Ensure all positions are appropriately allocated within the newly proposed classification structure
- Provide recommendations to ensure compliance with ADA and FLSA
- Conduct a total compensation study including recommending pay equity and salary range recommendations

TASKS COMPLETED

- Conducted in-person kick-off meeting in September 2019
- Conducted in-person employee orientation training sessions
- Developed job evaluation PDQ
- Conducted a detailed analysis of each position
- Conducted 84 job evaluation interviews
- Developed a preliminary classification structure
- Recommended 40 benchmark classifications
- Recommended comparable salary survey market
- Collected salary survey data of comparable classifications

TASKS IN-PROGRESS

- Develop revised/new classification specifications supporting the classification structure recommendations
- Analyze the duties and responsibilities of each position and provide recommendations to ensure compliance with FLSA
- Continue to research missing salary and benefits data
- Perform job matching for 40 benchmarks and 12 labor markets

TASKS NOT STARTED

- Prepare, submit and present the classification study report
 - Narrative summary to support recommendations
- Prepare, submit and present the total compensation study report
 - Including base salary data sheets
 - Benefits analysis summary
 - Results of the labor market survey
 - Establish pay equity
 - Prepare salary range recommendations
- Economic Research Institute data – comparison of non industry classification and compensation

CHALLENGES

- Consultant has had staffing changes, including the Project Manager during the beginning phases of the study
- Timeline delay due to training new project team members
- Difficulty in obtaining classification specifications and benefits data from comparable private labor markets
- Staffs classification structure and legacy classifications concerns
- Overall timeline and other delays due to COVID-19

TIMELINE

- Draft Classification Report to staff – June 12
- Draft Compensation Report to staff – June 24
- Final reports to be reviewed at F&A Committee meeting – July 20
- Board of Directors review and adoption August 4

COMPARABLE AGENCIES

Agency Name	City	Agency Type	Types of services	Conn/Cust
Burbank Water and Power	Burbank	Public	Retail	50,110
California Water Service Group (Cal Water)	San Jose	Private	Retail	484,900
Calleguas Municipal Water District	Thousand Oaks	Public	Wholesale	Wholesale Only
Cucamonga Valley Water District	Cucamonga	Public	Retail	48,000
Eastern Municipal Water District	Perris	Public	Wholesale & Retail	153,378
Glendale Water & Power	Glendale	Public	Retail	34,181
Golden State Water Company	San Dimas (HQ)	Private	Retail	96,624
Irvine Ranch Water District	Irvine	Public	Retail	110,000
Las Virgenes Municipal Water District	Calabasas	Public	Retail	19,840
Los Angeles Department of Water & Power	Los Angeles	Public	Retail	681,000
Metropolitan Water District of Southern California	Los Angeles	Public	Wholesale	Wholesale Only
San Gabriel Water Company	El Monte	Private	Retail	49,528
<i>Santa Clarita Valley Water Agency</i>	<i>Santa Clarita</i>	Public	Wholesale & Retail	73,000