



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

7-6

April 6, 1998

To: Board of Directors (Organization and Personnel Committee--Action)

From: General Manager

Submitted by: Izzeta E. Birch
Director of Human Resources

Gilbert Ivey
Senior Executive Assistant to the
General Manager

Edward J. Mearns III
Izzeta E. Birch
Gilbert Ivey

Subject: Appointment of Executive Secretary

RECOMMENDATION(S)

1. It is recommended that Section 6500 of the Administrative Code be amended as set forth in Attachments A and B to reflect the deletion of the Executive Secretary position from the schedule of unrepresented positions.
2. It is recommended that the appointment by the General Manager of Dawn Chin to the office of Executive Secretary be approved by your Board pursuant to Administrative Code Section 6401, such appointment to be effective on April 19, 1998.

EXECUTIVE SUMMARY

Last year, as a result of the retirement of the Executive Secretary, Dawn Chin was appointed as Acting Executive Secretary. At this time, with Board approval, the General Manager will appoint Ms. Chin to the position of Executive Secretary. Further, the classification of Executive Secretary will be moved from the schedule of unrepresented senior managers to the management unit.

DETAILED REPORT

Dawn Chin has held progressively responsible positions within the office of the Executive Secretary since her employment at Metropolitan in 1974. In 1986, Ms. Chin was promoted to the job of Assistant Executive Secretary. In April 1997, the position of Executive Secretary was vacated due to the retirement of the incumbent. At that time, the General Manager appointed Ms. Chin to the Executive Secretary position on an interim basis. At this time, based on her exemplary performance as Acting Executive Secretary over the past year and her extensive knowledge of the ministerial and procedural issues relating to the Board of Directors, the General Manager believes Ms. Chin to be uniquely qualified to be Executive Secretary. Administrative

Code Section 6401(c)(1) requires that "The Executive Secretary shall be appointed by the General Manager, subject to approval by the Board"; such approval is requested at this time.

Last year, the Office of the Executive Secretary was moved organizationally from a direct reporting relationship to the General Manager and now reports to Senior Assistant Executive to the General Manager Gilbert Ivey. In light of this change, and because the role of the Executive Secretary no longer involves performing a leadership function in formulating and administering Metropolitan policies and programs, the General Manager has determined that the classification of Executive Secretary is more appropriately placed in the management unit (which is represented by the Management and Professional Employees Association). A recent salary survey of several public and private agencies reflects that the labor market mean of positions which are comparable to Metropolitan's Executive Secretary is approximately \$65,000 annually. The General Manager has therefore determined that the appropriate placement of the Executive Secretary classification within the management unit salary schedule is M13 (\$57,013-\$72,987 annually). The Executive Secretary classification is currently placed within the unrepresented unit at grade 58 (annual salary \$66,019-\$88,587).

BL:jw

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Attachments

Chapter 5

MANAGEMENT AND CONFIDENTIAL EMPLOYEES - GENERAL

Article		Sec.
1	Salaries	6500
2	Benefits	6520
3	Grievances	6540
4	Miscellaneous	6560

Article 1

SALARIES

- Sec.
- 6500. Hourly Pay Rate Schedule
 - 6501. Provisions Related to Classifications
 - 6502. Call-Back Pay
 - 6503. Shift Pay
 - 6504. Stand-by Pay
 - 6505. Diving Pay
 - 6506. Compensation for Extended Hours

§ 6500. Hourly Pay Rate Schedule.

(a) Effective July 1, 1996, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

Grade	Range	Title	Positions	
			Authorized	Total
58	\$31.74-42.59 (\$66,019-88,587)	Executive Secretary	1	1
60	\$33.47-44.94 (\$69,618-93,475)	Asst. Auditor	1	1
62	\$35.32-47.41 (\$73,466-98,613)	Prin. Legislative Representative	<u>3</u>	<u>3</u>

Attachment A to Board Letter 7-6
Human Resources Division
April 6, 1997

63	\$36.28-48.71 (\$75,462-101,317)	*Sr. Asst. Dir. Public Affairs	0	0
65	\$38.25-51.36 (\$79,560-106,829)	Assoc. Director of Water Quality	1	1
	\$115,918(FR)	Auditor	1	1
68	\$41.47-55.73 (\$86,258-115,918)	Director of Public Affairs	1	
		Director of Water Quality	1	
		Director of Human Resources	1	
		Dir. of Environmental Compliance	1	
		Asst. Chief Engineer	4	
		Asst. Chief of Operations	2	
		Asst. Chief of Planning and Resources	4	
		Asst. Chief Financial Officer	2	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager	2	
		Exec. Legislative Rep.	1	3
74	\$48.71-65.60 (\$101,317-136,448)	Chief Engineer	1	
		Chief Financial Officer	1	
		Chief of Planning and Resources	1	
		Chief of Operations	1	
		Chief of Communications	1	
		Senior Executive <u>Assistant</u> to General Manager	1	6
76	\$51.36-69.24 (\$106,829-144,019)	Asst. General Counsel	1	1
80	\$57.26-77.18 (\$119,101-160,534)	*Deputy General Manager	2	2
	\$179,500(FR)	General Counsel	1	1
	\$196,400(FR)	General Manager	1	<u>1</u>
		TOTAL		38

Attachment A to Board Letter 7-6
Human Resources Division
April 6, 1997

() = Shows approximate annual salary range for
convenience, Board approved rates are hourly

None of the above positions are eligible for overtime

*These positions were changed by authority of the General Manager, as orally reported to
the Board of Directors.

(FR) = Designates flat rate annual salary

Chapter 5

MANAGEMENT AND CONFIDENTIAL EMPLOYEES - GENERAL

Article		Sec.
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Article 1

SALARIES

Sec.

- 6500. Hourly Pay Rate Schedule
- 6501. Provisions Related to Classifications
- 6502. Call-Back Pay
- 6503. Shift Pay
- 6504. Stand-by Pay
- 6505. Diving Pay
- 6506. Compensation for Extended Hours

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			Authorized	Total
60	\$33.47-44.94 (\$69,618-93,475)	Asst. Auditor	1	1
62	\$35.32-47.41 (\$73,466-98,613)	Prin. Legislative Representative	3	3
63	\$36.28-48.71 (\$75,462-101,317)	*Sr. Asst. Dir. Public Affairs	0	0

Attachment B to Board Letter 7-6
Human Resources Division
April 6, 1998

65	\$38.25-51.36 (\$79,560-106,829)	Assoc. Director of Water Quality	1	1
	\$115,918(FR)	Auditor	1	1
68	\$41.47-55.73 (\$86,258-115,918)	Director of Public Affairs	1	
		Director of Water Quality	1	
		Director of Human Resources	1	
		Dir. of Environmental Compliance	1	
		Asst. Chief Engineer	4	
		Asst. Chief of Operations	2	
		Asst. Chief of Planning and Resources	4	
		Asst. Chief Financial Officer	2	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager	2	
		Exec. Legislative Rep.	1	3
74	\$48.71-65.60 (\$101,317-136,448)	Chief Engineer	1	
		Chief Financial Officer	1	
		Chief of Planning and Resources	1	
		Chief of Operations	1	
		Chief of Communications	1	
		Senior Executive Assistant to General Manager	1	6
76	\$51.36-69.24 (\$106,829-144,019)	Asst. General Counsel	1	1
80	\$57.26-77.18 (\$119,101-160,534)	*Deputy General Manager	2	2
	\$179,500(FR)	General Counsel	1	1
	\$196,400(FR)	General Manager	1	<u>1</u>
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