

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

November 24, 1993

To: Board of Directors (Organization and Personnel Committee--Action)
From: Auditor
Subject: Increase in Salary Grade Level of Assistant Auditor

Report

At a meeting yesterday, the Special Audit Committee discussed the compensation levels of the Auditor and Assistant Auditor. The committee considered the length of time (2-1/2 years) since the last salary adjustments for these two individuals and compared their salaries with the current pay grade levels of the District's other unrepresented management employees as shown on the attached salary structure schedule. During its deliberations, the committee also considered the professional designation and other requirements for the positions of Auditor and Assistant Auditor, as well as the experience and qualifications of the incumbents.

After discussion, the Special Audit Committee unanimously recommended that the salary grade level for the Assistant Auditor be increased by three grades from Grade 60 to Grade 63, effective November 23, 1993. This increase effectively aligns the Assistant Auditor's salary grade to a level comparable with the assistant managers of five divisions and certain other positions as shown on page two of the attached salary structure schedule. Prior to February of this year, when several manager classifications were upgraded, the Assistant Auditor's pay grade level had been equivalent to a number of these now upgraded assistant manager positions.


In addition to its action pertaining to the Assistant Auditor's compensation, the Special Audit Committee also made recommendations pertaining to the compensation and performance appraisal of the Auditor. These recommendations are contained in a separate letter to the Board's Executive Committee pursuant to that committee's responsibility for the evaluation and compensation of the District's three department heads.

Board Committee Assignment

This letter is referred for action to the Organization and Personnel Committee because of its responsibility to study, advise, and make recommendations with regard to all matters affecting wages pursuant to Administrative Code Section 2471(c).

Recommendation

It is recommended that the Board of Directors approve the Special Audit Committee's recommendation that the salary grade level for the position of Assistant Auditor be increased from Grade 60 to Grade 63, effective November 23, 1993, and that Section 6500 of the Administrative Code be amended accordingly.


Michael W. Hondorp

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Attachment

DISCUSSION OF AUDITOR'S AND ASSISTANT AUDITOR'S COMPENSATION

DISTRICT UPPER MANAGEMENT AND PROFESSIONAL STAFF SALARY STRUCTURE (As of September 30, 1993)

GRADE	POSITION TITLE	TOP-OF-GRADE SALARY (to Scale)	MOST RECENT SALARY ADJUSTMENT		
FR	GENERAL MANAGER	\$175,000	1991	1992	1993 7-6-93
80	ASSISTANT GENERAL MANAGER (3)	\$147,350	6-23-91		
FR	GENERAL COUNSEL	\$140,000			4-19-93
76	ASSISTANT GENERAL COUNSEL	\$132,264	6-23-91		
74	CHIEF ENGINEER	\$129,727		6-21-92	
74	DIRECTOR OF FINANCE	\$129,727		6-21-92	
74	CHIEF OF OPERATIONS	\$129,727		8-21-92	
71	SR DEPUTY GENERAL COUNSEL (3)	\$123,630			9-12-93
71	LEGISLATIVE REPRESENTATIVE	\$119,559		6-21-92	
71	EXECUTIVE ASSISTANT TO THE GENERAL MANAGER	\$119,559		6-21-92	
68	DEPUTY GENERAL COUNSEL IV	\$113,984			9-12-93
68	DIRECTOR OF INFORMATION SYSTEMS	\$110,226		6-21-92	
68	DIRECTOR OF PLANNING	\$110,226		6-21-92	
68	DIRECTOR OF PUBLIC AFFAIRS	\$110,226		6-21-92	
68	DIRECTOR OF RESOURCES	\$110,226		6-21-92	
68	DIRECTOR OF WATER QUALITY	\$110,226		6-21-92	
68	DIRECTOR OF SWP & CONSERVATION	\$110,226		6-21-92	
68	DIRECTOR OF ADMINISTRATIVE SERVICES	\$110,226		6-21-92	
68	DIRECTOR OF RIGHT OF WAY AND LAND	\$110,226		6-21-92	
68	DIRECTOR OF ENVIRONMENTAL COMPLIANCE	\$110,226		6-21-92	
68	DIRECTOR OF PERSONNEL	\$110,226		6-21-92	
68	ASSISTANT CHIEF ENGINEER (2)	\$110,226		6-21-92	
68	ASSISTANT CHIEF OF OPERATIONS (2)	\$110,226		6-21-92	
68	ASSISTANT DIRECTOR OF FINANCE (2)	\$110,226		6-21-92	
68	EXECUTIVE ASSISTANT FOR STRATEGIC POLICY	\$110,226		6-21-92	
65	ASSOC DIRECTOR, SWP & CONSERVATION	\$101,706		6-21-92	
65	ASSOC DIRECTOR OF WATER QUALITY	\$101,706		6-21-92	
65	ASSOC DIRECTOR OF RESOURCES	\$101,706		6-21-92	
FR	AUDITOR	\$180,275	6-23-91		

G. Taylor's former position

Plus three grades ← 2-9-93 Classification Upgraded

□	EMPLOYEE REPRESENTATIVE
▨	BOARD EMPLOYEE (3)
□	FR = Flat Rate
□	UNREPRESENTED EMPLOYEE
▤	MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION

LETTER OF AUDITOR, DATED NOVEMBER 24, 1993



**NOVEMBER 23, 1993, SPECIAL AUDIT COMMITTEE MEETING AGENDA ITEM 8:
DISCUSSION OF AUDITOR'S AND ASSISTANT AUDITOR'S COMPENSATION**

DISTRICT UPPER MANAGEMENT AND PROFESSIONAL STAFF SALARY STRUCTURE (As of September 30, 1993)

GRADE	POSITION TITLE	TOP-OF-GRADE SALARY (to Scale)	MOST RECENT SALARY ADJUSTMENT		
			1991	1992	1993
64	ENGINEERING PROGRAM MANAGER (3)	\$102,375			9-12-93
64	ASST DIRECTOR OF PLANNING	\$98,992		6-21-92	
63	DEPUTY GENERAL COUNSEL III (3)	\$99,680			9-12-93
63	REGIONAL OPERATIONS MANAGER (3)	\$99,680			9-12-93
63	MANAGER, BAY DELTA AFFAIRS	\$96,361		6-21-92	
63	ASST DIRECTOR OF INFO SYSTEMS	\$96,361		6-21-92	
63	SR ASST DIRECTOR OF PUBLIC AFFAIRS	\$96,361			2-9-93
63	ASST DIRECTOR OF PERSONNEL	\$96,361			2-9-93
63	ASST DIRECTOR OF RIGHT OF WAY & LAND	\$96,361			2-9-93
63	ASST DIRECTOR OF ADMIN SERVICES	\$96,361			2-9-93
62	CONTROLLER	\$93,835			9-12-93
62	PRINCIPAL ENGINEER (15)	\$93,835			9-12-93
62	WATER PURIFICATION ENGINEER	\$93,835			9-12-93
61	TREASURER	\$91,350			9-12-93
61	WATER QUALITY LAB MANAGER	\$91,350			9-12-93
61	MANAGER, FINANCIAL SERVICES	\$91,350			9-12-93
61	PRINCIPAL ENVIRONMENTAL SPECIALIST	\$91,350			9-12-93
60	ASSISTANT AUDITOR	\$85,859		6-23-91	
59	CONTROL SYSTEMS MANAGER	\$88,533			9-12-93
58	AREA SUPERINTENDENT (8)	\$87,174			9-12-93
58	SUPERINTENDENT OF PUMP PLANTS	\$87,174			9-12-93
58	PRINCIPAL GOV'T RELATIONS REPRESENTATIVE	\$87,174			9-12-93
58	EMPLOYEE RELATIONS ADMINISTRATOR	\$87,174			9-12-93
58	EXECUTIVE SECRETARY	\$84,293		6-21-92	
57	SENIOR ENGINEER (25)	\$84,919			9-12-93
57	WATER CONSERVATION MANAGER	\$84,919			9-12-93
57	WATER QUALITY SPECIALIST	\$84,919			9-12-93
57	MANAGER OF COMMUNICATIONS	\$84,919			9-12-93
57	MANAGER, INFORMATION SYSTEMS	\$84,919			9-12-93
57	MANAGER, DATA PROCESSING	\$84,919			9-12-93
57	MANAGER OF ENVIRONMENTAL AFFAIRS	\$84,919			9-12-93
57	SYSTEM OPERATION MANAGER	\$84,919			9-12-93
57	SPECIAL PROJECTS ADMINISTRATOR	\$84,919			9-12-93

Plus one grade ←
Plus three grades
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Classifications Upgraded

Asst. Auditor position used to be at same level as these upgraded positions

<input type="checkbox"/>	EMPLOYEE REPRESENTATIVE
<input type="checkbox"/>	UNREPRESENTED EMPLOYEE
<input checked="" type="checkbox"/>	MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION
<input checked="" type="checkbox"/>	ASSOCIATION OF CONFIDENTIAL EMPLOYEES

LETTER OF AUDITOR, DATED NOVEMBER 24, 1993