



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

**8-15**

May 26, 1998

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

**From:** General Manager

*J. Chodras*

**Subject:** Reassignments within the General Manager's Department

### **RECOMMENDATION(S)**

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That the unrepresented classification Director of Information Technology be created at salary grade 68 and that Administrative Code Section 6500 be amended as set forth in Attachments A and B to reflect this change, and

That special assignment premium pay of up to 15% be established to allow the General Manager to compensate unrepresented managers for long term assignments outside the scope and responsibility of their current job classifications, and that the Administrative Code be amended to reflect such change.

### **EXECUTIVE SUMMARY**

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The recent search for an Assistant Chief Financial Officer to head up Metropolitan's business services functions within the Finance and Business Services Division pointed out that the current title and organizational structure of the position is not reflective of current information technology trends; therefore, certain changes are being recommended.

Additionally, in order to allow more flexibility in the assignment among unrepresented managers of critical special projects of several months' duration, special assignment pay is recommended as a method of providing an incentive to assume responsibilities in areas outside of their regular classifications.

### **DETAILED REPORT**

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Over the past several months, I have been actively involved in the recruitment of the Assistant Chief Financial Officer responsible for Information Systems and Technology. I am pleased to announce that I have selected Mr. David Edwards for this position, which is currently assigned to the Finance and Business Services Division. While the recruitment was successful, it was apparent that the title and organizational structure of Metropolitan's information systems and technology functions needed to be reviewed.

There are currently two Assistant Chief Financial Officer positions (at pay grade 68): one is responsible for the financial activities; the other position is responsible for business services areas. During the search process for the top information technology position, many candidates provided feedback that the title Assistant Financial Officer was not customary in their professional career ladder, nor did it provide an accurate title for the job. Further, based on the desire for a more corporate-wide perspective on information technology infrastructure, it is recommended that one of the Assistant Chief Financial Officer positions be converted to a Director of Information Technology position. The new classification will be at salary grade 68 and reflects the current organization, duties, and responsibilities. The position and the telecommunications, planning, business applications services, information technology operations, and customer support branches, will report directly to the General Manager's office. There is no cost impact as a result of this proposed action.

The other change proposed in the General Manager's department is the result of some reassignments I am considering which would require certain unrepresented managers to work full time on high-level special projects which, due to their scope, would remove these individuals from their primary core responsibilities for six months or longer. In order to compensate these individuals for stepping outside of their current classifications and serving in capacities which serve immediate, critical needs of Metropolitan, I am recommending implementation of a special assignment premium pay of up to 15% for unrepresented managers called upon to take these special assignments. Two such assignments currently under consideration include a reassignment of Chief of Operations Jay Malinowski to work on Colorado River issues, and the reassignment of Associate Director of Water Quality Roy Wolfe to work on the strategic plan. It is my intent to conduct informal interviews with qualified Metropolitan managers to fill the temporary vacancies which will result from such reassignments.

LR/BL:jw

Attachment(s)

**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
60	\$33.47-44.94 (\$69,618-93,475)	Asst. Auditor	1	1
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 Prin. Legislative Representative	1 3	4
	\$115,918(FR)	Auditor	1	1

**Attachment A to Board Letter 8-15**

**Human Resources Division**

**May 27, 1998**

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	<u>1</u>
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
		<u>Director of Information Technology</u>	<u>1</u>	<u>18</u>
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>
			<b>TOTAL</b>	<b>38</b>

( ) = 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

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Article 1

SALARIES

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**Attachment B to Board Letter 8-15**  
**Human Resources Division**  
**May 27, 1998**

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	1	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	
		Director of Information Technology	1	18
		71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager
		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	
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