

- **Board of Directors**
Legal and Human Resources Committee

January 9, 2007 Board Meeting

7-3

Subject

Amend the Metropolitan Water District Administrative Code to Authorize New Unrepresented Position of Legislative Representative

Description

It is requested that the Board amend Metropolitan's Administrative Code Section 6500 to authorize the new unrepresented position of Legislative Representative at Unrepresented Salary Grade 54. The Legislative Representative, under the direction of the Executive Legislative Representative and the Deputy General Manager of External Affairs, would assist in implementing Metropolitan's state legislative program by maintaining liaison with elected state representatives and their staff on policies and issues affecting Metropolitan. It is anticipated that the Legislative Representative would become involved in issues relating to Metropolitan's strategic goals and objectives, as well as legislation on labor and employee relations matters. For this reason, it is requested that the Legislative Representative be an unrepresented position. This would be a journey-level lobbyist position, and the senior lobbyist positions are already classified as unrepresented positions in this Administrative Code section.

Salary Grade 54 was selected for this new position based on past practice of paying at the 75th percentile of the market as reflected in a salary survey of comparator agencies, which in this instance included the following nine agencies: County of Los Angeles, East Bay Municipal Utility District, Los Angeles County Metropolitan Transportation Authority, Los Angeles County Sanitation District, Los Angeles Department of Water and Power, Orange County Water District, San Diego County Water Authority, San Francisco Public Utilities Commission and State Department of Resources. The proposed amendment to Administrative Code Section 6500 is shown with underlining in [Attachment 1](#).

Policy

Metropolitan Water District Administrative Code Sections 6500, 6501: Management and Confidential Employees
Metropolitan Water District Administrative Code Section 2481: Communications and Legislation Committee Duties and Functions

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA because it involves continuing administrative activities, such as general policy and procedure making (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not subject to CEQA because it involves other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

The CEQA determination is: Determine that the proposed action is not subject to CEQA pursuant to Sections 15378(b)(2) and 15378(b)(4) of the State CEQA Guidelines.

Option #2:

None required

Board Options

Option #1

Adopt the CEQA determination and approve the amendment to Administrative Code Section 6500 as set forth in **Attachment 1**.

Fiscal Impact: Cost savings. The Legislative Representative position was created after unsuccessful recruitment for a Principal Legislative Representative. Salary for the new position at Unrepresented Salary Grade 54 is less than for the Principal Legislative Representative position at Unrepresented Salary Grade 68.

Business Analysis: The position would perform necessary legislative advocacy work, as directed.

Option #2

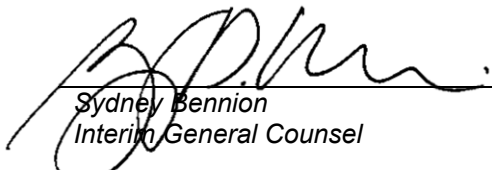
Do not approve the proposed amendment.

Fiscal Impact: Work performed at a higher pay grade

Business Analysis: Necessary advocacy work would be performed at a higher pay grade.

Staff Recommendation

Option #1



Sydney Bennion
Interim General Counsel

12/19/2006
Date



Jeffrey Kightlinger
General Manager

12/19/2006
Date

**Attachment 1 – Amendment to the Metropolitan Water District Administrative Code
Section 6500**

Division VI

PERSONNEL MATTERS

Chapter		Sec.
1	Employee Relations	6100
2	Personnel Regulations	6200
3	General Employee Matters	6300
4	Officers	6400
5	Management and Confidential Employees - General	6500
[6	Repealed	6600]
7	Employee Deferred Compensation and Savings Plans	6700

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 Unrepresented Positions
[6502	repealed]
[6503	repealed]
[6504	repealed]
[6505	repealed]
[6506	repealed]

§ 6500. Hourly Pay Rate Schedule.

(a) The hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by unclassified service employees not in an appropriate unit recognized pursuant to Section 6108 shall be as follows:

<u>Grade</u>	<u>Range</u>	<u>Title</u>
54	\$30.75-\$41.33 (\$63,960-\$85,966)	Staff Assistant to the General Manager <u>Legislative Representative</u>
64	\$40.22-\$54.03 \$83,656-\$112,382	Board Executive Secretary
68	\$44.81-\$60.22 (\$93,205-\$125,258)	Principal Legislative Representative

73	\$51.23-\$68.96 (\$106,558-\$143,437)	Employee Relations Unit Manager
78	\$58.60-\$78.98 (\$121,888-\$164,278)	Human Resources Section Manager Special Project Manager
79	\$60.22-\$81.16 (\$125,258-\$168,813)	Executive Legislative Representative Assistant Group Manager Deputy General Counsel IV – Labor Executive Assistant
83	\$67.13-\$90.47 (\$139,630-\$188,178)	Group Manager
84	\$68.96-\$92.95 (\$143,430-\$193,345)	Deputy General Manager
91	\$83.39-\$113.82 (\$173,455-\$236,754))	Assistant General Manager Chief Administrative Officer Chief Financial Officer

() Shows approximate annual salary range for convenience; Board approved rates are hourly. None of the above positions are eligible for overtime.

(b) Unrepresented employees are eligible to receive a monthly transportation allowance. Transportation allowance amounts are to be administered by the General Manager based on a schedule approved by the Board of Directors.

(c) Unrepresented employees are eligible to participate in a pay-for-performance incentive program promulgated by the General Manager. The Board shall establish the total expenditure for the program.

(d) Unless otherwise directed by the Board, the range of base hourly pay rates for the employees in the positions identified in Section 6500(b) will be adjusted annually to correspond with the annual across-the-board salary adjustment provided to the District's management unit. Actual pay rates for these employees will be based on merit pursuant to employee evaluations.