

- **Board of Directors**

December 9, 2008 Board Meeting

---

**8-8**

---

**Subject**

Approval of adjustments to salary grades for classifications in the Association of Confidential Employees bargaining unit (excluding Human Resources classifications), as a result of the Association of Confidential Employees Classification and Compensation Study

---

**Description**

The Association of Confidential Employees (ACE) represents 119 employees, performing confidential job duties in several different departments, including the Office of the Board, Office of the General Manager, Office of the General Counsel, Office of the Chief Financial Officer, and Human Resources Group.

The current Memorandum of Understanding (MOU) between Metropolitan and ACE, which expires on June 30, 2009, sets forth a process for the parties to conduct a Classification and Compensation Study. That Study has now been completed for all ACE classifications, other than those in the Human Resources Group. As a result, 50 Job Descriptions have been created or updated, impacting 77 ACE employees. This is the first significant updating of ACE Job Descriptions, the majority of which have not been updated since their inception in 1996. Outdated and inaccurate Job Descriptions have resulted in numerous grievances involving classification disputes. With the adoption of new Job Descriptions, it is anticipated that classification disputes will be greatly reduced moving forward.

Salary grades have also been adjusted, consistent with external survey data, to the 75<sup>th</sup> percentile of the market. Salary adjustments for individual employees range from no increase, to a two-step (5.5 percent) increase, and will be effective October 5, 2008.

The study will be completed for ACE classifications in the Human Resources Group during the current fiscal year. In addition, all ACE Job Descriptions will be reviewed on an ongoing basis, every three to four years, to ensure that they accurately reflect duties and responsibilities, as well as required knowledge and skills. This business practice will prevent recurrence of the situation we have now with numerous outdated Job Descriptions. [Attachment 1](#) is the table of the Job Descriptions and salary ranges.

---

**Policy**

Metropolitan Water District Administrative Code Sections 6101(k) and (l). As a result of negotiations, as defined in Section 6101(l), the General Manager is authorized with Board approval to enter into an agreement revising the MOU by adjusting salary grades, per Section 6101(k).

---

**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 personnel-related actions, 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 governmental 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.

CEQA determination for Option #2:

None required

**Board Options**

---

**Option #1**

Adopt the CEQA determination and authorize the General Manager to exercise discretion under Administrative Code Sections 6101(k) and (l) to enter into an agreement to adjust salary grades for ACE classifications (excluding Human Resources classifications).

**Fiscal Impact:** Approximate annual cost of \$319,322

**Option #2**

Do not authorize. Direct staff to continue negotiations with ACE.

**Staff Recommendation**

---

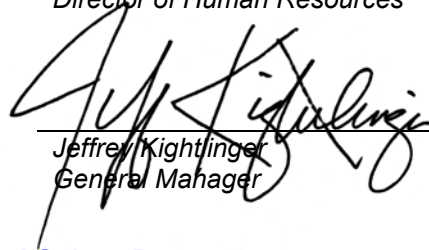
Option #1



Fidencio M. Mares  
Director of Human Resources

11/25/2008

Date



Jeffrey Kightlinger  
General Manager

11/25/2008

Date

**Attachment 1 – Table of Job Descriptions and Salary Ranges**

BLA #6440

**Table of Job Descriptions and Salary Ranges**

<b>Current Classification</b>	<b>Current Salary Grade</b>	<b>Current Salary Range</b>	<b>New Job Title</b>	<b>New Salary Grade</b>	<b>New Salary Range</b>
Administrative Analyst I	36	\$55,494 – 72,862	Administrative Analyst I	36	\$55,494 – 72,862
New			Administrative Analyst II	38	\$58,552 – 77,022
Administrative Analyst II	41	\$63,482 – 83,595	Administrative Analyst III	43	\$67,142 – 88,379
Senior Administrative Analyst	46	\$72,862 – 95,950	Senior Administrative Analyst	48	\$77,022 – 101,275
Principal Administrative Analyst	52	\$86,008 – 112,694	Principal Administrative Analyst	54	\$90,854 – 118,872
Administrative Analyst II	41	\$63,482 – 83,595	Board Specialist	43	\$67,142 – 88,379
Senior Administrative Analyst	46	\$72,862 – 95,950	Senior Board Specialist	48	\$77,022 – 101,275
Administrative Analyst I	36	\$55,494 – 72,862	Risk Management Analyst I	36	\$55,494 – 72,862
New			Risk Management Analyst II	38	\$58,552 – 77,022
Administrative Analyst II	41	\$63,482 – 83,595	Risk Management Analyst III	43	\$67,142 – 88,379
Senior Administrative Analyst	46	\$72,862 – 95,950	Senior Risk Management Analyst	48	\$77,022 – 101,275
Principal Administrative Analyst	52	\$86,008 – 112,694	Principal Risk Management Analyst	54	\$90,854 – 118,872
New Level			Training Specialist	43	\$67,142 – 88,379
Senior Human Resources Analyst Apprenticeship Instructor I	46	\$72,862 – 95,950	Senior Training Specialist	48	\$77,022 – 101,275
Apprenticeship Instructor II	52	\$86,008 – 112,694	Principal Training Specialist	54	\$90,854 – 118,872
New			Environmental, Health and Safety Specialist I*		
New			Environmental, Health and Safety Specialist II*		
Associate Safety/Health Specialist	46	\$72,862 – 95,950	Environmental, Health and Safety Specialist III	48	\$77,022 – 101,275
New			Senior Environmental, Health and Safety Specialist*		

\*Non ACE classes awaiting Unit Determination

Current Classification	Current Salary Grade	Current Salary Range	New Job Title	New Salary Grade	New Salary Range
New			Principal Environmental, Health and Safety Specialist*		
New			Financial Analyst	43	\$67,142 – 88,379
New			Senior Financial Analyst	49	\$79,102 – 104,042
Principal Administrative Analyst	52	\$86,008 – 112,694	Principal Financial Analyst	54	\$90,854 – 118,872
Information Systems Analyst I	35	\$53,955 – 70,928	Information Technology Analyst I	35	\$53,955 – 70,928
New			Information Technology Analyst II	40	\$61,797 – 81,390
Information Systems Analyst III	45	\$70,928 – 93,413	Information Technology Analyst III	45	\$70,928 – 93,413
Senior Information Systems Analyst	49	\$79,102 – 104,042	Senior Information Technology Analyst	50	\$81,390 – 106,850
Principal Information Systems Analyst	53	\$88,379 – 115,814	Principal Information Technology Analyst	57	\$98,571 – 128,835
New			Senior Training Administrator	49	\$79,102 – 104,042
Principal Administrative Analyst	52	\$86,008 – 112,694	Principal Training Administrator	54	\$90,854 – 118,872
Associate Deputy General Counsel	W01	\$90,418 – 124,883	Associate Deputy General Counsel	58	\$101,275 – 132,309
Deputy General Counsel	W02	\$109,262 – 150,592	Deputy General Counsel	64	\$118,872 – 155,438
Senior Deputy General Counsel	W03	\$124,883 – 172,286	Senior Deputy General Counsel	69	\$135,907 – 177,840
Chief Deputy General Counsel	W04	\$135,262 – 186,805	Chief Deputy General Counsel	72	\$147,306 – 192,920
Government and Regional Affairs Rep	50	\$81,390 – 106,850	Government and Regional Affairs Rep	50	\$81,390 – 106,850
Senior Government and Regional Affairs Rep	54	\$90,854 – 118,872	Senior Government and Regional Affairs Rep	55	\$93,413 – 122,075
Principal Government and Regional Affairs Rep	56	\$95,950 – 125,528	Principal Government and Regional Affairs Rep	58	\$101,275 – 132,309
Administrative Assistant I	28	\$44,366 – 58,552	Administrative Assistant I	28	\$44,366 – 58,552
Administrative Assistant II	32	\$49,650 – 65,312	Administrative Assistant II	33	\$50,981 – 67,142
Administrative Assistant III	36	\$55,494 – 72,862	Administrative Assistant III	39	\$60,174 – 79,102

\*Non ACE classes awaiting Unit Determination

Current Classification	Current Salary Grade	Current Salary Range	New Job Title	New Salary Grade	New Salary Range
Secretary to the Asst General Counsel	40	\$61,797 – 81,390	Executive Assistant I	40	\$61,797 – 81,390
Secretary to the VP	40	\$61,797 – 81,390			
Secretary to the Auditor	37	\$56,909 – 74,942	Executive Assistant II	46	\$72,862 – 95,950
Secretary to the General Counsel	44	\$69,014 – 90,854			
Admin Asst to the CEO	46	\$72,862 – 95,950			
Secretary to the Chairman of the Board	46	\$72,862 – 95,950			
Administrative Assistant I	28	\$44,366 – 58,552	Training Assistant I	28	\$44,366 – 58,552
Administrative Assistant II	32	\$49,650 – 65,312	Training Assistant II	33	\$50,981- 67,142
Administrative Assistant III	36	\$55,494 – 72,862	Training Assistant III	39	\$60,174 – 79,102
New			Legal Secretary I	26	\$42,037 – 55,494
New			Legal Secretary II	33	\$50,981 – 67,142
Administrative Secretary II	35	\$53,955 – 70,928	Senior Legal Secretary	38	\$58,552 – 77,022
Special Agent	45	\$70,928 – 93,413	Security Specialist	49	\$79,102 – 104,042
Program Manager III	64	\$118,872 – 155,438	Program Manager III - Customer Service	64	\$118,872 – 155,438
Team Manager II	53	\$88,379 – 115,814	Environmental, Health and Safety Training Team Mgr V	58	\$101,275 – 132,309
Unit Manager V	63	\$115,814 – 151,341	Unit Manager V - Law Office Administrator	64	\$118,872 – 155,438

Note: The following positions were recommended for downgrading as a result of the study:

1. The Special Projects Manager (Salary Grade 62) position is recommended to be classified as Principal Administrative Analyst (Salary Grade 54).
2. One Secretary to the Vice President (Salary Grade 40) position is recommended to be classified as Administrative Assistant III (Salary Grade 39).

\*Non ACE classes awaiting Unit Determination