

**STATE WATER CONTRACTORS  
BOARD OF DIRECTORS  
MEETING AGENDA  
June 20, 2019, 11:00 a.m.**

Tsakopoulos Library Galleria  
828 I Street, West Room (1<sup>st</sup> floor), in Sacramento CA.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT - This is an opportunity for members of the public to address the Board on items which are not on this agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the General Manager 24 hours prior to the meeting to allow for distribution. Under state law the Board cannot take action on an item not on the agenda. The Board may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

5. DISCUSSION ITEMS

5.1 Consideration of resolution approving salary scale for SWC employees for Fiscal Year 2019-2020.

6. ADJOURNMENT

NOTE: In compliance with the Americans with Disabilities Act and in compliance with the Ralph M. Brown Act, if you need special assistance to enable you to attend and participate in this meeting, or if you need the agenda or related materials in an alternative format, please contact the SWC's General Manager at (916) 447-7357. Notification 48 hours prior to the meeting will enable the SWC to make reasonable arrangements to ensure accessibility to all aspects of this meeting.

**RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE STATE WATER CONTRACTORS APPROVING EMPLOYEE SALARY SCHEDULES FOR FISCAL YEAR 2019-2020**

**WHEREAS**, the Board of Directors of the State Water Contractors (SWC) wishes to update the salary schedule consistent with its policy for annual schedule adjustments; and

**WHEREAS**, the California Public Employees' Retirement System (CalPERS) requires SWC to have the Board of Directors act in a public meeting to approve salary schedules;

**NOW THEREFORE, THE BOARD OF DIRECTORS OF THE STATE WATER CONTRACTORS DOES RESOLVE, DETERMINE, FIND AND ORDER AS FOLLOWS:**

1. The adoption of the salary ranges for all SWC employees attached hereto as Exhibit "A" is hereby approved and such salary range for each classification is hereby adopted.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of June 2019, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Jennifer Pierre, General Manager

\_\_\_\_\_  
Matthew Stone, Board President

## EXHIBIT "A"

### State Water Contractors Salary Ranges Effective July 1, 2019

Classification	Monthly		Annual	
	Min	Max	Min	Max
Office Manager 1	4,975	5,860	59,695	70,326
Office Manager 2	5,546	6,534	66,554	78,405
<b>Office Manager 3</b>	6,118	6,689	73,412	80,270
Executive Assistant 1	4,975	5,860	59,695	70,326
Executive Assistant 2	5,546	6,534	66,554	78,405
<b>Executive Assistant 3</b>	6,118	6,689	73,412	80,270
Sr. Mgmt Financial Analyst 1	9,380	10,920	112,564	131,041
Sr. Mgmt Financial Analyst 2	10,374	12,076	124,484	144,918
<b>Sr. Mgmt Financial Analyst 3</b>	11,367	12,360	136,405	148,325
Accountant 1	9,380	10,920	112,564	131,041
<b>Accountant 2</b>	10,374	12,076	124,484	144,918
Controller	11,367	12,360	136,405	148,325
Supv. Water Resources Specialist 1	10,594	12,106	127,129	145,276
<b>Supv. Water Resources Specialist 2</b>	11,570	13,221	138,836	158,655
Supv. Water Resources Specialist 3	12,545	13,521	150,544	162,252
Science Manager 1	10,594	12,106	127,129	145,276
<b>Science Manager 2</b>	11,570	13,221	138,836	158,655
Science Manager 3	12,545	13,521	150,544	162,252
O&M Engineer 1	12,571	14,365	150,847	172,379
O&M Engineer 2	13,728	15,688	164,739	188,254
<b>Senior O&amp;M Engineer</b>	14,886	16,044	178,631	192,523
Power Engineer 1	12,571	14,365	150,847	172,379
Power Engineer 2	13,728	15,688	164,739	188,254
<b>Senior Power Engineer</b>	14,886	16,044	178,631	192,523
General Counsel 1	15,652	17,887	187,827	214,638
General Counsel 2	17,094	19,534	205,125	234,405
General Counsel 3	18,535	19,977	222,422	239,720
<b>General Manager</b>	17,257	20,976	207,079	251,706

\*Currently filled classifications are shown in bold

# **BOARD ACTION REQUEST**

**State Water Contractors  
Board of Directors  
September 12, 2018**

## **Adopt Policy for Annual Salary Adjustments**

Requested Action: Adopt a policy to annually budget and implement SWC staff salary adjustments, excluding General Manager and General Counsel.

Background: The State Water Contractors Board of Directors wish to develop a policy for the establishment and implementation of annual salary adjustments that incorporates cost of living adjustments (COLA) and merit adjustments in order to:

- Provide a level of compensation consistent with SWC goals, objectives and results.
- Retain and motivate SWC's current and future employee population.
- Have the ability to attract highly qualified candidates to meet SWC's staffing requirements.
- Facilitate SWC's employees' career growth.
- Reward excellence in job performance and provide incentive to achieve maximum results.

The policy attached in Exhibit "A" is intended to provide the General Manager with flexibility and discretion to implement salary adjustments and COLA for all employees that report to the General Manager to further the goals above. The policy was reviewed and developed in coordination with the Personnel Committee.

Staff and the Personnel Committee support adoption of this policy.

## EXHIBIT "A"

### State Water Contractors Salary Pool Policy

SWC Salary Pool Policy for purposes of budgeting is as follows:

The overall salary pool is for all employees excluding the General Manager and General Counsel. For the GM and GC, the Board will separately establish and implement salary adjustments.

As part of the annual budget process, the General Manager will calculate the annual salary pool percentage adjustment which shall be either 5% of the actual regular salaries budget or the actual change in the All Urban Customers Consumer Price Index, whichever is higher. This policy does not supersede the Board's authority to set the annual SWC budget.

The employee pool will be calculated by multiplying the annual salary pool percentage by the actual annual salaries for all employees at the time the budget is prepared based on full staffing (excluding the General Manager and General Counsel).

The SWC Board of Directors shall administer the General Manager and General Counsel's pay treatment separate from the employee salary pool and the General Manager shall administer the pay treatment (i.e., the employee pool) for all other SWC employees.

Additionally, a compensation and benefit study will be completed every 3 years, consistent with past practice.

To implement salary adjustments for all SWC employees other than the General Manager and General Counsel the following principles will apply:

The salary schedule will be adjusted no more frequently than annually to account for any COLA.

An employee may receive increases in base salary up to the top of his/her salary grade range, and if any additional merit increase is warranted beyond the maximum salary schedule grade range, may receive (if performance justifies the action) a "lump sum award" in lieu of a merit pay increase. Base salary will not increase as a result of this award.

Each employee will receive an annual performance evaluation to be used as an aide in determining eligibility for and the amount of a merit pay increase.