

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT			Clerk of the Board Use Only Meeting Date Held Until ___/___/___ ___/___/___ Agenda Item No: Agenda Item No: _____ _____
Department: Human Resources			() 4/5 Vote Required
Contact: Christina Cramer	Phone: (707) 565-2988	Board Date: 11/3/09	Deadline for Board Action: 11/3/09
<p>Agenda Short Title: Water Agency Management Classification and Compensation Changes</p> <p>Requested Board Action:</p> <p>Concurrent Resolution adopting the revised classifications and specifications of Water Agency Assistant General Manager, Water Agency Deputy Chief Engineer (formerly titled Deputy Chief Engineer), Water Agency Division Manager – Administrative Services, and Water Agency Division Manager – Environmental Resources; adopting the new classification and specification for Water Agency Chief Engineer; and amending Salary Resolution 95-0926, Salary Table for Administrative Management to incorporate the revised and retitled job classifications and establish the salary for Water Agency Chief Engineer, effective November 3, 2009.</p> <p>Concurrent resolution amending Salary Resolution 95-0926, Salary Table for Department Heads, adopting the revised classification and specification of Water Agency General Manager (formerly titled General Manager/Chief Engineer) and adjusting the salary for Water Agency General Manager, effective February 23, 2010.</p>			
CURRENT FISCAL YEAR FINANCIAL IMPACT			
<u>Expenditures</u>		<u>Add'l Funds Requiring Board Approval</u>	
Estimated Cost	\$ 10,374	Contingencies (Fund Name:)	\$
Amount Budgeted	\$	Unanticipated Revenue (Source:)	\$
Other Avail Approp (Explain below)	\$ _____	Other Transfer(s) (Source:)	\$ _____
Additional Requested:	\$ 10,374	Add'l Funds Requested:	\$
<p>Explanation (if required): The Water Agency had anticipated this salary adjustment in this FY and included the amount in their adopted budget. This board item establishes the salary only for the Water Agency Chief Engineer. The Water Agency will present the costs associated with adding this allocation in a subsequent board item.</p>			
<p>Prior Board Action(s):</p>			
<p>Alternatives – Results of Non-Approval: Classification changes will not take place and proposed organizational structure improvements will not be made.</p>			

Background:

When the current General Manager was hired in 1994 the role of Chief Engineer was combined with the General Manager classification. The Water Agency Assistant General Manager class was established in 2006 to provide administrative support to the Agency.

The Water Agency has determined that separating the duties of General Manager and Chief Engineer would provide operational improvements. The reasoning behind this is that the role of the General Manager requires a specific set of knowledge, skills and abilities that do not relate directly to engineering. Likewise, the complexity of water and wastewater, resource management, engineering and operations requires an individual manager that has experience in complex organizations and operations. Additionally, there is a need for greater focus and concentration on environmental and legislative programs than is possible under the current structure.

The County Administrator's Office supported the Water Agency in this concept. With the approval of Human Resources and the County Administrator's Office, the Water Agency contracted with a consultant to conduct the classification work to effectuate these organizational/classification changes. The consultant recommended the following organizational changes in his report:

1. Separate the General Manager/Chief Engineer position into two separate positions, and place the Chief Engineer position as a direct report to the General Manager. The Chief Engineer would function as an assistant department head with all engineering services reporting to the position, in addition to the Assistant General Manager managing the Engineering/Resource Planning, Operations, and Maintenance division.
2. Administrative and Environmental Services will continue to report to the Water Agency Assistant General Manager.

As part of the consultant's report and as a result of the proposed organizational changes and the separation of the general manager and chief engineer duties, the consultant evaluated the effect on the Water Agency's management classifications. The proposed classification changes are the following:

General Manager/Chief Engineer

The class concept of General Manager/Chief Engineer is separated to two distinct classifications, Water Agency General Manager and Water Agency Chief Engineer. The classification of General Manager/Chief Engineer has been retitled to Water Agency General Manager and the specification has been edited to reflect the chief administrator duties and delete the chief engineer duties. Consultant also conducted a market survey of the position and found it to be 14.3% below the market average. Based on the Board's current direction to set salaries at no greater than 95% of the survey average, this staff report's recommended action is to set the salary for the Water Agency General Manager at \$17,817/top monthly step, this change would be effective on February 23, 2010 when the other County management classifications are scheduled for their respective market adjustments.

Attachments: Resolutions, Attachment A and B, Classification Report and job classification specifications

On File With Clerk:

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background (Continued):

With the upcoming retirement of the incumbent General Manager/Chief Engineer which is anticipated to be February 23, 2010, and the need to have a designated chief engineer for the Agency, the effective date of the classification change revising and retitling the position to Water Agency General Manager is recommended to be February 23, 2010.

The effective dates for both of these actions (salary adjustment and revise and retitle the class) still enables the Water Agency to conduct their recruitment to replace the incumbent department head.

Water Agency Chief Engineer

This proposed classification specification was developed to plan and direct all of the professional engineering, operations, and maintenance activities of the Water Agency. This position would be an assistant department head position. The consultant conducted a market survey and found the market average to be \$14,461 at the top monthly step. Again, based on the Board's current direction to set salaries at no greater than 95% of the survey average, this staff report's recommended action is to set the salary for the Water Agency Chief Engineer at \$13,737/top monthly step. The estimated annual cost for this position at the top step would be \$263,750 including salary, benefits, and retirement costs. The Water Agency will subsequently request the allocation be established for this position and will detail the costs associated with adding the allocation for this fiscal year.

Water Agency Assistant General Manager

The consultant revised the specifications to reflect the change in organizational structure and conducted a market survey. This position remains an assistant department head. There were not enough match classes in the survey to determine a market average. Due to the lack of market data, the consultant recommended "linking" the salary 30% below the Water Agency General Manager. There is no salary adjustment for this classification at this time.

Miscellaneous Classification Changes

The Deputy Chief Engineer has been retitled to Water Agency Deputy Chief Engineer and the specification has been revised to reflect the revised organizational structure. The specifications for Water Agency Division Manager – Administrative Services and Water Agency Division Manager – Environmental Services have also been revised to reflect the revised organizational structure. No salary changes result from these classification changes.

The consultant who administered this salary study was not made aware of the Board's recent direction that salary adjustments were only going to be given to classifications that were over 95% below the market average and that these adjustments would take place on February 23, 2010. The consultant did use the new comparable agencies that the Board has approved for certain Water Agency management classifications. The Board also gave direction to use the market data that was collected in the consultant's report, which is from September 2009, for the adjustments resulting from these classification changes at the 95% goal. Human Resources has adjusted the consultant's salary recommendations in this staff report to reflect the Board's previous direction and to be consistent with other County management.

Therefore, Human Resources makes the following recommendations as adjusted from the consultant's report:

1. Adopt the revised and retitled classification specifications for Water Agency Deputy Chief Engineer (formerly titled Deputy Chief Engineer), and adopt the revised classification specifications for Water Agency Assistant General Manager, Water Agency Division Manager – Environmental Resources, and Water Agency Division Manager – Administrative Services, effective November 3, 2009.

2. Adopt the new class of Water Agency Chief Engineer and set the salary for the proposed new class at \$13,737/top monthly step, which is 95% of the market data consistent with the Board's current direction to have existing classifications only adjusted to 95% of market, effective November 3, 2009.
3. Adopt the revised and retitled classification specification for Water Agency General Manager (formerly titled General Manager/Chief Engineer) and adjust the salary for the Water Agency General Manager to \$17,817/top monthly step, which is 95% of the market data collected by the consultant, effective February 23, 2010.

Cost

The cost for the salary change for Water Agency General Manager for this fiscal year is approximately \$10,374 of which \$3,952 is the increased cost amount with retirement and benefits. The annualized, ongoing cost is \$28,810 of which \$11,863 is the increased cost of retirement and benefits.

The cost of the addition of the Chief Engineer will be covered in the Water Agency Board Agenda Item adding this position.