

MONTE VISTA WATER DISTRICT

10575 Central Avenue, Montclair, California • (909) 624-0035

Teleconference: (773) 231-9226 Meeting ID 238-267-3925 Password 007304

Video: <https://meetings.ringcentral.com/my/boardmeeting> Password 007304

NOTICE AND AGENDA OF PERSONNEL COMMITTEE MEETING

MONDAY, NOVEMBER 8, 2021 • 4:30 P.M.

Committee Members

Vice President Milhiser

Director Lopez - Chair

Consistent with the provisions in Government Code section 54953 (e)(2), the Board of Directors will conduct this meeting by video and teleconference. Interested members of the public may participate in the meeting to observe and/or provide public comment by using the access information listed above.

1. CALL TO ORDER

2. PUBLIC COMMENT

3. AGENDA CHANGES/ADDITIONS

4. DISCUSSION AND/OR ACTION ITEMS

A. Committee Meeting Minutes

Meeting Date: August 5, 2021

Recommendation: Approve as presented

B. Personnel Changes to Community Affairs and Engineering Departments

Presenter: Betty Conti, Human Resources & Risk Administrator

Recommendation: It is recommended that the Personnel Committee recommend that the Board: 1) Amend the Fiscal Year Ending 2022 Staffing Plan; 2) amend the District's Fiscal Year Ending 2022 Amended Wage Table; 3) amend the Fiscal Year Ending 2022 Amended Budget for salary and benefit accounts by \$117,000 to reflect the proposed positions to the Fiscal Year Ending 2022 Staffing Plan and 4) approve the transfer of \$117,000 from reserves into Administration & Director Expenses and Employee Expense.

C. Employee Benefits (Verbal)

Presenter: Betty Conti, Human Resources & Risk Administrator

Recommendation: It is recommended that the Personnel Committee recommend that the Board review and discuss potential changes to employee benefits to offset the 2022 cash-in-lieu cap under the Flexible Benefits Cafeteria Plan Policy.

D. Potential Cost of Living Adjustment Increase (Verbal)

Presenter: Betty Conti, Human Resources & Risk Administrator

Recommendation: It is recommended that the Personnel Committee recommend that the Board review and discuss the potential cost of living adjustment increase.

5. ADJOURNMENT

DECLARATION OF POSTING

In accordance with the requirements of California Government Code §54954.2, this agenda has been posted in the display case at the gated entrance to our main office at 10575 Central Avenue, Montclair, California not less than 72 hours prior to the meeting date and time above.

Written materials relating to open session agenda items, including those distributed to the majority of the Board of Directors after distribution of this agenda package, are available for public inspection during normal business hours at the District's main office, located at 10575 Central Avenue, Montclair, California.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting may request such modification or accommodation from the District Secretary at (909) 267-2160, or by email at ggarcia@mvwd.org. Notification 48 hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

**MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE MONTE VISTA WATER DISTRICT
BOARD OF DIRECTORS**

AUGUST 5, 2021

DIRECTORS PRESENT

G. Michael Milhiser, Vice President – Chair
Tony Lopez, Director

DIRECTORS ABSENT

None.

STAFF PRESENT

Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Betty Conti, Human Resources & Risk Administrator

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER

Vice President Milhiser called the meeting to order at 4:40 p.m.

ROLL CALL

General Manager Justin Scott-Coe stated that the Personnel Committee of the Board of Directors of the Monte Vista Water District meeting will be conducted pursuant to Executive Order N-08-21 and sections of the Brown Act unaffected by that Order. Each director confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each director. The directors and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote. General Manager Justin Scott-Coe provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Meeting Minutes: April 21, 2021

Upon motion by Vice President Milhiser, seconded by Director Lopez, and unanimously carried:

M21-08-01

MOVED: Approved the April 21, 2021 Personnel Committee Minutes, as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

B. Resolution 791-22: Revision of Employee Handbook

Human Resources & Risk Administrator Betty Conti explained to the Personnel Committee, that they adopted the District’s 2025 Strategic Plan, which included an initiative to update human resources policy documents. The District’s Employee Handbook is a collection of policies that provide guidance to management and staff on how to handle labor and employment related subjects. Ms. Conti said that in August of 2006, District staff, with the help of a consultant, did a comprehensive update to the District’s Employee Handbook. Since then, staff has updated individual policies as necessary with Board approval. She further stated that in November 2019, staff reached out to consultant Koff and Associates to formally begin the task of comprehensively reviewing and revising the District’s Employee Handbook. Ms. Conti said once the revisions were complete, staff requested the legal firm Liebert Cassidy Whitmore to provide the appropriate feedback to ensure that all policies complied with current statutory requirements. She concluded staff is presenting the proposed Monte Vista Water District Employee Handbook addressing Strategic Initiative 6.1. Discussion ensued.

The Committee thanked Ms. Conti for her excellent work on the Employee Handbook.

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M21-08-02

MOVED: It is recommended that the Personnel Committee recommend that the Board of Directors adopt Resolution 791-22 approving the revised Employee Handbook, as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

ITEM 5: ADJOURNMENT

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M21-08-03

MOVED: Approved to adjourn the Personnel Committee meeting, as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

There being no further business, Vice President Milhiser adjourned the meeting at 5:02 p.m.

Respectfully submitted,

Justin M. Scott-Coe
General Manager/Secretary



November 8, 2021

Honorable Personnel Committee
Monte Vista Water District

SUBJECT: Personnel Changes to the Community Affairs and Engineering Departments

STAFF RECOMMENDATION:

It is recommended that the Personnel Committee recommend that the Board of Directors:

1. Amend the Fiscal Year Ending 2022 Staffing Plan;
2. Amend the District's Fiscal Year Ending 2022 Amended Wage Table;
3. Amend the Fiscal Year Ending 2022 Amended Budget for salary and benefit accounts by \$117,000 to reflect the proposed positions to the Fiscal Year Ending 2022 Staffing Plan.
4. Approve the transfer of \$117,000 from reserves into Administration & Director Expenses and Employee Expense.

PRIOR BOARD ACTION:

On April 28, 2021, the Board of Directors authorized the board president and general manager to enter into a Professional Services Agreement between Monte Vista Water District and Raftelis to provide an Organizational Assessment and Comprehensive Compensation study for a not-to-exceed amount of \$92,275.

FINANCIAL IMPACT:

Amending the Fiscal Year Ending 2022 Amended Budget to establish funding for the recommendation will increase the labor and benefit accounts by \$117,000 from \$5,337,014 to \$5,454,014 and reduce reserves by the same amount from \$41,083,421 to \$40,966,421.



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Sandra S. Rose
PRESIDENT

G. Michael Milhiser
VICE PRESIDENT

Manny Martinez
DIRECTOR / BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

Strategic Goal 6: Recruit and develop qualified personnel to increase productivity and enhance employee retention and morale.

Initiative 6.3: Develop programs to recruit a more diverse workforce.

BACKGROUND

On April 28, 2021, the Board of Directors authorized staff to conduct an Organizational Assessment and Comprehensive Compensation Study (Study) with the assistance of consultant Raftelis. This action supported the on-going commitment to place Monte Vista Water District (District) in a position of preferred employer status to recruit and retain world-class personnel. Periodically the District has engaged in compensation studies and considers the information valuable in ensuring equity to all employees in both compensation and benefits, and as a tool to encourage employee development, longevity, and productivity.

DISCUSSION

Through the Study and the consultant’s guidance, staff has reflected on the current approved positions, the goals identified in the strategic planning process, and everyday responsibilities. This internal assessment provided a glimpse into areas of potential staffing needs and opportunities for District enhancement. Although the Study is not completed, staff recognizes the immediate need of considering a position change within the Community Affairs Department and an additional position in the Engineering Department.

Community Affairs Program Specialist

Recently the Water Use Efficiency Analyst resigned and left the District in late September. This prompted a discussion on the current needs of the department. In this review, the recommendation was to eliminate the Water Use Efficiency Analyst position and replace it with a Community Affairs Program Specialist. This would provide an entry level position to assist in developing and implementing water use efficiency and conservation programs. This position would also develop and implement public outreach activities including meetings, workshops, tours, and community events.

Staff developed a position job description and used the new comparator agencies to complete a compensation review for this position. Staff is recommending approving the job description and amending the Fiscal Year Ending (FYE) 2022 Wage Table to place the position on range 243.

Associate Engineer

With the additional focus on the District’s updated Capital Improvement Plan, staff evaluated the needs of the Engineering Department to carry out these goals. Staff is recommending the addition of an Associate Engineer to support the District in complex engineering assignments associated with the planning, design, and construction of capital infrastructure. This position would also develop in-house design work and serve as the District’s project supervisor.

Personnel Changes to the Community Affairs and Engineering Departments

This job description was developed, and staff also used the new comparator agencies to identify an appropriate compensation range. Staff is recommending approving the job description and amending the FYE 2022 Wage Table to place the position on range 250.

The proposed FYE 2022 Amended Staffing Plan reflects a reduction of two part-time internship positions and the addition of a Community Affairs Program Specialist and an Associate Engineer. The net change is an increase of one full-time employee.

Staff is also recommending amending the District's FYE 2022 Wage Table, and amend the FYE 2022 Amended Budget to reflect the change in administrative salaries.

Respectfully submitted,



Betty Conti
Human Resources & Risk Administrator



A. William Schwartz
Director of Engineering, Operations
& Maintenance



Stephanie A. Reimer
Assistant General Manager/
Chief Financial Officer



Justin M. Scott-Coe
General Manager

Attachments



Monte Vista Water District
Amended Staffing Plan
FYE 2022
Effective 11/10/2021



Classifications	2022 Adopted Positions	2022 Proposed Positions
Accountant	1	1
Accounting Supervisor	1	1
Administrative Assistant	1	1
Assistant General Manager/CFO	1	1
Associate Engineer	0	1
Community Affairs Coordinator	1	1
Community Affairs Manager	1	1
Community Affairs Program Specialist	0	1
Cross-Connection Control Coordinator	1	1
Customer Service & IT Manager	1	1
Customer Service Representative II	2	2
Customer Service Supervisor	0	0
Director of Engineering, Operations & Maintenance	1	1
Engineering/GIS Technician	1	1
Executive Assistant I	1	1
Facilities Maintenance Technician	1	1
General Manager	1	1
Human Resources Assistant	1	1

Classifications	2022 Adopted Positions	2022 Proposed Positions
Meter Technician I	1	1
Meter Technician II	1	1
Part-Time Meter Technician	0.5	0.5
Projects Assistant	1	1
Senior Customer Service Representative	1	1
Senior Meter Technician	1	1
Senior Utility Coordinator/Inspector	1	1
Senior Utility Service Worker	3	3
Utility Service Worker I	4	4
Utility Service Worker II	2	2
Water Systems Operator III	3	3
Water Systems Superintendent	1	1
Water Use Efficiency Analyst	1	1
District Interns	1.5	0.5

Total Authorized/Proposed Positions	40	41
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Monte Vista Water District

WAGE TABLE

COLA = 1.90%

FYE 2022

11-10-2021 (Revised)

Range #	Recommended Title	Pay Period	Minimum Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Maximum Step 12
233	Intern	Hourly	\$15.00	\$17.00										
234		Hourly	\$18.79	\$19.25	\$19.73	\$20.22	\$20.72	\$21.25	\$21.78	\$22.32	\$22.88	\$23.44	\$24.04	\$24.65
		Bi-weekly	\$1,503.20	\$1,540.00	\$1,578.40	\$1,617.60	\$1,657.60	\$1,700.00	\$1,742.40	\$1,785.60	\$1,830.40	\$1,875.20	\$1,923.20	\$1,972.00
		Monthly	\$3,256.93	\$3,336.67	\$3,419.87	\$3,504.80	\$3,591.47	\$3,683.33	\$3,775.20	\$3,868.80	\$3,965.87	\$4,062.93	\$4,166.93	\$4,272.67
		Annual	\$39,083.20	\$40,040.00	\$41,038.40	\$42,057.60	\$43,097.60	\$44,200.00	\$45,302.40	\$46,425.60	\$47,590.40	\$48,755.20	\$50,003.20	\$51,272.00
235		Hourly	\$19.73	\$20.21	\$20.72	\$21.23	\$21.76	\$22.32	\$22.87	\$23.43	\$24.03	\$24.61	\$25.24	\$25.87
		Bi-weekly	\$1,578.40	\$1,616.80	\$1,657.60	\$1,698.40	\$1,740.80	\$1,785.60	\$1,829.60	\$1,874.40	\$1,922.40	\$1,968.80	\$2,019.20	\$2,069.60
		Monthly	\$3,419.87	\$3,503.07	\$3,591.47	\$3,679.87	\$3,771.73	\$3,868.80	\$3,964.13	\$4,061.20	\$4,165.20	\$4,265.73	\$4,374.93	\$4,484.13
		Annual	\$41,038.40	\$42,036.80	\$43,097.60	\$44,158.40	\$45,260.80	\$46,425.60	\$47,569.60	\$48,734.40	\$49,982.40	\$51,188.80	\$52,499.20	\$53,809.60
236		Customer Service Rep I	Hourly	\$20.70	\$21.20	\$21.74	\$22.29	\$22.86	\$23.42	\$24.02	\$24.60	\$25.21	\$25.84	\$26.48
	Bi-weekly		\$1,656.00	\$1,696.00	\$1,739.20	\$1,783.20	\$1,828.80	\$1,873.60	\$1,921.60	\$1,968.00	\$2,016.80	\$2,067.20	\$2,118.40	\$2,172.80
	Monthly		\$3,588.00	\$3,674.67	\$3,768.27	\$3,863.60	\$3,962.40	\$4,059.47	\$4,163.47	\$4,264.00	\$4,369.73	\$4,478.93	\$4,589.87	\$4,707.73
	Annual		\$43,056.00	\$44,096.00	\$45,219.20	\$46,363.20	\$47,548.80	\$48,713.60	\$49,961.60	\$51,168.00	\$52,436.80	\$53,747.20	\$55,078.40	\$56,492.80
237	Administrative Assistant		Hourly	\$21.73	\$22.28	\$22.84	\$23.41	\$24.00	\$24.59	\$25.19	\$25.83	\$26.47	\$27.14	\$27.81
		Bi-weekly	\$1,738.40	\$1,782.40	\$1,827.20	\$1,872.80	\$1,920.00	\$1,967.20	\$2,015.20	\$2,066.40	\$2,117.60	\$2,171.20	\$2,224.80	\$2,281.60
		Monthly	\$3,766.53	\$3,861.87	\$3,958.93	\$4,057.73	\$4,160.00	\$4,262.27	\$4,366.27	\$4,472.20	\$4,588.13	\$4,704.27	\$4,820.40	\$4,943.47
		Annual	\$45,198.40	\$46,342.40	\$47,507.20	\$48,692.80	\$49,920.00	\$51,147.20	\$52,395.20	\$53,726.40	\$55,057.60	\$56,451.20	\$57,844.80	\$59,321.60
238			Hourly	\$22.83	\$23.40	\$23.97	\$24.59	\$25.17	\$25.82	\$26.46	\$27.14	\$27.80	\$28.50	\$29.20
	Bi-weekly		\$1,826.40	\$1,872.00	\$1,917.60	\$1,967.20	\$2,013.60	\$2,065.60	\$2,116.80	\$2,171.20	\$2,224.00	\$2,280.00	\$2,336.00	\$2,396.00
	Monthly		\$3,957.20	\$4,056.00	\$4,154.80	\$4,262.27	\$4,362.80	\$4,475.47	\$4,586.40	\$4,704.27	\$4,818.67	\$4,940.00	\$5,061.33	\$5,191.33
	Annual		\$47,486.40	\$48,672.00	\$49,857.60	\$51,147.20	\$52,353.60	\$53,705.60	\$55,036.80	\$56,451.20	\$57,824.00	\$59,280.00	\$60,736.00	\$62,296.00

Monte Vista Water District

WAGE TABLE

COLA = 1.90%

FYE 2022

11-10-2021 (Revised)

Range #	Recommended Title	Pay Period	Minimum												Maximum
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
239	Customer Service Rep II	Hourly	\$23.96	\$24.57	\$25.16	\$25.80	\$26.45	\$27.13	\$27.78	\$28.49	\$29.19	\$29.94	\$30.67	\$31.45	
	Meter Technician I	Bi-weekly	\$1,916.80	\$1,965.60	\$2,012.80	\$2,064.00	\$2,116.00	\$2,170.40	\$2,222.40	\$2,279.20	\$2,335.20	\$2,395.20	\$2,453.60	\$2,516.00	
	Utility Service Worker I	Monthly	\$4,153.07	\$4,258.80	\$4,361.07	\$4,472.00	\$4,584.67	\$4,702.53	\$4,815.20	\$4,938.27	\$5,059.60	\$5,189.60	\$5,316.13	\$5,451.33	
		Annual	\$49,836.80	\$51,105.60	\$52,332.80	\$53,664.00	\$55,016.00	\$56,430.40	\$57,782.40	\$59,259.20	\$60,715.20	\$62,275.20	\$63,793.60	\$65,416.00	
240	Water Systems Operator I	Hourly	\$25.15	\$25.80	\$26.43	\$27.08	\$27.77	\$28.49	\$29.17	\$29.92	\$30.65	\$31.43	\$32.21	\$33.03	
		Bi-weekly	\$2,012.00	\$2,064.00	\$2,114.40	\$2,166.40	\$2,221.60	\$2,279.20	\$2,333.60	\$2,393.60	\$2,452.00	\$2,514.40	\$2,576.80	\$2,642.40	
		Monthly	\$4,359.33	\$4,472.00	\$4,581.20	\$4,693.87	\$4,813.47	\$4,938.27	\$5,056.13	\$5,186.13	\$5,312.67	\$5,447.87	\$5,583.07	\$5,725.20	
		Annual	\$52,312.00	\$53,664.00	\$54,974.40	\$56,326.40	\$57,761.60	\$59,259.20	\$60,673.60	\$62,233.60	\$63,752.00	\$65,374.40	\$66,996.80	\$68,702.40	
241	Meter Technician II	Hourly	\$26.40	\$27.08	\$27.75	\$28.45	\$29.16	\$29.92	\$30.63	\$31.41	\$32.19	\$33.00	\$33.82	\$34.68	
	Utility Service Worker II	Bi-weekly	\$2,112.00	\$2,166.40	\$2,220.00	\$2,276.00	\$2,332.80	\$2,393.60	\$2,450.40	\$2,512.80	\$2,575.20	\$2,640.00	\$2,705.60	\$2,774.40	
	Billing Technician	Monthly	\$4,576.00	\$4,693.87	\$4,810.00	\$4,931.33	\$5,054.40	\$5,186.13	\$5,309.20	\$5,444.40	\$5,579.60	\$5,720.00	\$5,862.13	\$6,011.20	
		Annual	\$54,912.00	\$56,326.40	\$57,720.00	\$59,176.00	\$60,652.80	\$62,233.60	\$63,710.40	\$65,332.80	\$66,955.20	\$68,640.00	\$70,345.60	\$72,134.40	
242		Hourly	\$27.72	\$28.45	\$29.14	\$29.87	\$30.62	\$31.41	\$32.17	\$32.97	\$33.80	\$34.66	\$35.52	\$36.41	
		Bi-weekly	\$2,217.60	\$2,276.00	\$2,331.20	\$2,389.60	\$2,449.60	\$2,512.80	\$2,573.60	\$2,637.60	\$2,704.00	\$2,772.80	\$2,841.60	\$2,912.80	
		Monthly	\$4,804.80	\$4,931.33	\$5,050.93	\$5,177.47	\$5,307.47	\$5,444.40	\$5,576.13	\$5,714.80	\$5,858.67	\$6,007.73	\$6,156.80	\$6,311.07	
		Annual	\$57,657.60	\$59,176.00	\$60,611.20	\$62,129.60	\$63,689.60	\$65,332.80	\$66,913.60	\$68,577.60	\$70,304.00	\$72,092.80	\$73,881.60	\$75,732.80	
243	Senior Cust Service Rep	Hourly	\$29.11	\$29.87	\$30.59	\$31.36	\$32.15	\$32.97	\$33.77	\$34.62	\$35.50	\$36.38	\$37.28	\$38.24	
	Senior Meter Technician	Bi-weekly	\$2,328.80	\$2,389.60	\$2,447.20	\$2,508.80	\$2,572.00	\$2,637.60	\$2,701.60	\$2,769.60	\$2,840.00	\$2,910.40	\$2,982.40	\$3,059.20	
	Community Affairs Prog Spec	Monthly	\$5,045.73	\$5,177.47	\$5,302.27	\$5,435.73	\$5,572.67	\$5,714.80	\$5,853.47	\$6,000.80	\$6,153.33	\$6,305.87	\$6,461.87	\$6,628.27	
		Annual	\$60,548.80	\$62,129.60	\$63,627.20	\$65,228.80	\$66,872.00	\$68,577.60	\$70,241.60	\$72,009.60	\$73,840.00	\$75,670.40	\$77,542.40	\$79,539.20	

Monte Vista Water District

WAGE TABLE

COLA = 1.90%

FYE 2022

11-10-2021 (Revised)

Range #	Recommended Title	Pay Period	Minimum Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Maximum Step 12
244	Projects Assistant	Hourly	\$30.57	\$31.36	\$32.13	\$32.92	\$33.76	\$34.62	\$35.47	\$36.34	\$37.26	\$38.20	\$39.16	\$40.16
	Water Systems Operator II	Bi-weekly	\$2,445.60	\$2,508.80	\$2,570.40	\$2,633.60	\$2,700.80	\$2,769.60	\$2,837.60	\$2,907.20	\$2,980.80	\$3,056.00	\$3,132.80	\$3,212.80
		Monthly	\$5,298.80	\$5,435.73	\$5,569.20	\$5,706.13	\$5,851.73	\$6,000.80	\$6,148.13	\$6,298.93	\$6,458.40	\$6,621.33	\$6,787.73	\$6,961.07
		Annual	\$63,585.60	\$65,228.80	\$66,830.40	\$68,473.60	\$70,220.80	\$72,009.60	\$73,777.60	\$75,587.20	\$77,500.80	\$79,456.00	\$81,452.80	\$83,532.80
245	Cross-Conn. Control Coord.	Hourly	\$32.11	\$32.92	\$33.74	\$34.58	\$35.46	\$36.34	\$37.24	\$38.17	\$39.13	\$40.12	\$41.11	\$42.15
	Engineering / GIS Technician	Bi-weekly	\$2,568.80	\$2,633.60	\$2,699.20	\$2,766.40	\$2,836.80	\$2,907.20	\$2,979.20	\$3,053.60	\$3,130.40	\$3,209.60	\$3,288.80	\$3,372.00
	Executive Assistant I	Monthly	\$5,565.73	\$5,706.13	\$5,848.27	\$5,993.87	\$6,146.40	\$6,298.93	\$6,454.93	\$6,616.13	\$6,782.53	\$6,954.13	\$7,125.73	\$7,306.00
	Facilities Maint. Technician	Annual	\$66,788.80	\$68,473.60	\$70,179.20	\$71,926.40	\$73,756.80	\$75,587.20	\$77,459.20	\$79,393.60	\$81,390.40	\$83,449.60	\$85,508.80	\$87,672.00
	Senior Utility Service Worker													
	Water Use Efficiency Analyst													
246	Accountant	Hourly	\$34.52	\$35.40	\$36.26	\$37.17	\$38.11	\$39.08	\$40.04	\$41.03	\$42.06	\$43.13	\$44.20	\$45.32
	Community Affairs Coordinator	Bi-weekly	\$2,761.60	\$2,832.00	\$2,900.80	\$2,973.60	\$3,048.80	\$3,126.40	\$3,203.20	\$3,282.40	\$3,364.80	\$3,450.40	\$3,536.00	\$3,625.60
	Water Systems Operator III	Monthly	\$5,983.47	\$6,136.00	\$6,285.07	\$6,442.80	\$6,605.73	\$6,773.87	\$6,940.27	\$7,111.87	\$7,290.40	\$7,475.87	\$7,661.33	\$7,855.47
	Field Services Supervisor	Annual	\$71,801.60	\$73,632.00	\$75,420.80	\$77,313.60	\$79,268.80	\$81,286.40	\$83,283.20	\$85,342.40	\$87,484.80	\$89,710.40	\$91,936.00	\$94,265.60
247	Senior Utility Coord / Inspector	Hourly	\$37.10	\$38.05	\$39.00	\$39.95	\$40.97	\$42.00	\$43.04	\$44.10	\$45.22	\$46.37	\$47.51	\$48.72
	Constr. Proj. Coordinator	Bi-weekly	\$2,968.00	\$3,044.00	\$3,120.00	\$3,196.00	\$3,277.60	\$3,360.00	\$3,443.20	\$3,528.00	\$3,617.60	\$3,709.60	\$3,800.80	\$3,897.60
		Monthly	\$6,430.67	\$6,595.33	\$6,760.00	\$6,924.67	\$7,101.47	\$7,280.00	\$7,460.27	\$7,644.00	\$7,838.13	\$8,037.47	\$8,235.07	\$8,444.80
		Annual	\$77,168.00	\$79,144.00	\$81,120.00	\$83,096.00	\$85,217.60	\$87,360.00	\$89,523.20	\$91,728.00	\$94,057.60	\$96,449.60	\$98,820.80	\$101,337.60
248	Customer Service Supervisor	Hourly	\$39.88	\$40.90	\$41.91	\$42.94	\$44.05	\$45.16	\$46.26	\$47.41	\$48.62	\$49.84	\$51.07	\$52.37
	Accounting Supervisor	Bi-weekly	\$3,190.40	\$3,272.00	\$3,352.80	\$3,435.20	\$3,524.00	\$3,612.80	\$3,700.80	\$3,792.80	\$3,889.60	\$3,987.20	\$4,085.60	\$4,189.60
		Monthly	\$6,912.53	\$7,089.33	\$7,264.40	\$7,442.93	\$7,635.33	\$7,827.73	\$8,018.40	\$8,217.73	\$8,427.47	\$8,638.93	\$8,852.13	\$9,077.47
		Annual	\$82,950.40	\$85,072.00	\$87,172.80	\$89,315.20	\$91,624.00	\$93,932.80	\$96,220.80	\$98,612.80	\$101,129.60	\$103,667.20	\$106,225.60	\$108,929.60

Monte Vista Water District

WAGE TABLE

COLA = 1.90%

FYE 2022

11-10-2021 (Revised)

Range #	Recommended Title	Pay Period	Minimum Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Maximum Step 12
249	Executive Assistant II	Hourly	\$42.88	\$43.98	\$45.06	\$46.17	\$47.35	\$48.55	\$49.73	\$50.97	\$52.25	\$53.57	\$54.89	\$56.31
		Bi-weekly	\$3,430.40	\$3,518.40	\$3,604.80	\$3,693.60	\$3,788.00	\$3,884.00	\$3,978.40	\$4,077.60	\$4,180.00	\$4,285.60	\$4,391.20	\$4,504.80
		Monthly	\$7,432.53	\$7,623.20	\$7,810.40	\$8,002.80	\$8,207.33	\$8,415.33	\$8,619.87	\$8,834.80	\$9,056.67	\$9,285.47	\$9,514.27	\$9,760.40
		Annual	\$89,190.40	\$91,478.40	\$93,724.80	\$96,033.60	\$98,488.00	\$100,984.00	\$103,438.40	\$106,017.60	\$108,680.00	\$111,425.60	\$114,171.20	\$117,124.80
250	Associate Engineer	Hourly	\$46.09	\$47.27	\$48.43	\$49.64	\$50.90	\$52.19	\$53.46	\$54.79	\$56.17	\$57.60	\$59.01	\$60.52
		Bi-weekly	\$3,687.20	\$3,781.60	\$3,874.40	\$3,971.20	\$4,072.00	\$4,175.20	\$4,276.80	\$4,383.20	\$4,493.60	\$4,608.00	\$4,720.80	\$4,841.60
	Controller	Monthly	\$7,988.93	\$8,193.47	\$8,394.53	\$8,604.27	\$8,822.67	\$9,046.27	\$9,266.40	\$9,496.93	\$9,736.13	\$9,984.00	\$10,228.40	\$10,490.13
		Annual	\$95,867.20	\$98,321.60	\$100,734.40	\$103,251.20	\$105,872.00	\$108,555.20	\$111,196.80	\$113,963.20	\$116,833.60	\$119,808.00	\$122,740.80	\$125,881.60
251	Community Affairs Manager	Hourly	\$49.54	\$50.82	\$52.06	\$53.36	\$54.68	\$56.10	\$57.48	\$58.90	\$60.38	\$61.92	\$63.45	\$65.06
	Customer Service & IT Manager	Bi-weekly	\$3,963.20	\$4,065.60	\$4,164.80	\$4,268.80	\$4,374.40	\$4,488.00	\$4,598.40	\$4,712.00	\$4,830.40	\$4,953.60	\$5,076.00	\$5,204.80
	Finance & Info Tech Manager	Monthly	\$8,586.93	\$8,808.80	\$9,023.73	\$9,249.07	\$9,477.87	\$9,724.00	\$9,963.20	\$10,209.33	\$10,465.87	\$10,732.80	\$10,998.00	\$11,277.07
	HR & Risk Administrator	Annual	\$103,043.20	\$105,705.60	\$108,284.80	\$110,988.80	\$113,734.40	\$116,688.00	\$119,558.40	\$122,512.00	\$125,590.40	\$128,793.60	\$131,976.00	\$135,324.80
	Maintenance Superintendent Water Systems Superintendent													
252	Water Resources & CA Mgr	Hourly	\$53.25	\$54.63	\$55.96	\$57.35	\$58.82	\$60.31	\$61.78	\$63.35	\$64.92	\$66.57	\$68.20	\$69.94
		Bi-weekly	\$4,260.00	\$4,370.40	\$4,476.80	\$4,588.00	\$4,705.60	\$4,824.80	\$4,942.40	\$5,068.00	\$5,193.60	\$5,325.60	\$5,456.00	\$5,595.20
		Monthly	\$9,230.00	\$9,469.20	\$9,699.73	\$9,940.67	\$10,195.47	\$10,453.73	\$10,708.53	\$10,980.67	\$11,252.80	\$11,538.80	\$11,821.33	\$12,122.93
		Annual	\$110,760.00	\$113,630.40	\$116,396.80	\$119,288.00	\$122,345.60	\$125,444.80	\$128,502.40	\$131,768.00	\$135,033.60	\$138,465.60	\$141,856.00	\$145,475.20
253		Hourly	\$57.24	\$58.73	\$60.16	\$61.66	\$63.23	\$64.84	\$66.42	\$68.07	\$69.78	\$71.58	\$73.31	\$75.19
		Bi-weekly	\$4,579.20	\$4,698.40	\$4,812.80	\$4,932.80	\$5,058.40	\$5,187.20	\$5,313.60	\$5,445.60	\$5,582.40	\$5,726.40	\$5,864.80	\$6,015.20
		Monthly	\$9,921.60	\$10,179.87	\$10,427.73	\$10,687.73	\$10,959.87	\$11,238.93	\$11,512.80	\$11,798.80	\$12,095.20	\$12,407.20	\$12,707.07	\$13,032.93
		Annual	\$119,059.20	\$122,158.40	\$125,132.80	\$128,252.80	\$131,518.40	\$134,867.20	\$138,153.60	\$141,585.60	\$145,142.40	\$148,886.40	\$152,484.80	\$156,395.20

Monte Vista Water District

WAGE TABLE

COLA = 1.90%

FYE 2022

11-10-2021 (Revised)

Range #	Recommended Title	Pay Period	Minimum												Maximum
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
254	Dir of Finance & Admin Svcs	Hourly	\$68.79	\$70.49	\$72.23	\$74.07	\$75.90	\$77.81	\$79.76	\$81.74	\$83.79	\$85.89	\$88.01	\$90.25	
		Bi-weekly	\$5,503.20	\$5,639.20	\$5,778.40	\$5,925.60	\$6,072.00	\$6,224.80	\$6,380.80	\$6,539.20	\$6,703.20	\$6,871.20	\$7,040.80	\$7,220.00	
		Monthly	\$11,923.60	\$12,218.27	\$12,519.87	\$12,838.80	\$13,156.00	\$13,487.07	\$13,825.07	\$14,168.27	\$14,523.60	\$14,887.60	\$15,255.07	\$15,643.33	
		Annual	\$143,083.20	\$146,619.20	\$150,238.40	\$154,065.60	\$157,872.00	\$161,844.80	\$165,900.80	\$170,019.20	\$174,283.20	\$178,651.20	\$183,060.80	\$187,720.00	
255	Dir of Engineering, Ops & Maint	Hourly	\$74.29	\$76.13	\$78.01	\$79.99	\$81.97	\$84.03	\$86.14	\$88.28	\$90.49	\$92.76	\$95.05	\$97.47	
		Bi-weekly	\$5,943.20	\$6,090.40	\$6,240.80	\$6,399.20	\$6,557.60	\$6,722.40	\$6,891.20	\$7,062.40	\$7,239.20	\$7,420.80	\$7,604.00	\$7,797.60	
		Monthly	\$12,876.93	\$13,195.87	\$13,521.73	\$13,864.93	\$14,208.13	\$14,565.20	\$14,930.93	\$15,301.87	\$15,684.93	\$16,078.40	\$16,475.33	\$16,894.80	
		Annual	\$154,523.20	\$158,350.40	\$162,260.80	\$166,379.20	\$170,497.60	\$174,782.40	\$179,171.20	\$183,622.40	\$188,219.20	\$192,940.80	\$197,704.00	\$202,737.60	
256		Hourly	\$82.54	\$84.59	\$86.67	\$88.88	\$91.08	\$93.37	\$95.71	\$98.09	\$100.55	\$103.07	\$105.62	\$108.30	
		Bi-weekly	\$6,603.20	\$6,767.20	\$6,933.60	\$7,110.40	\$7,286.40	\$7,469.60	\$7,656.80	\$7,847.20	\$8,044.00	\$8,245.60	\$8,449.60	\$8,664.00	
		Monthly	\$14,306.93	\$14,662.27	\$15,022.80	\$15,405.87	\$15,787.20	\$16,184.13	\$16,589.73	\$17,002.27	\$17,428.67	\$17,865.47	\$18,307.47	\$18,772.00	
		Annual	\$171,683.20	\$175,947.20	\$180,273.60	\$184,870.40	\$189,446.40	\$194,209.60	\$199,076.80	\$204,027.20	\$209,144.00	\$214,385.60	\$219,689.60	\$225,264.00	
n/a	Asst. General Manager/CFO	Hourly												\$105.45	
		Bi-weekly													\$8,436.00
		Monthly													\$18,278.00
		Annual													\$219,336.00
n/a	General Manager	Hourly												\$112.83	
		Bi-weekly													\$9,026.40
		Monthly													\$19,557.20
		Annual													\$234,686.40

Board Range

FYE 2022

Board Meeting Rate

\$276.06

Board Service Rate

\$276.06

**Employee Benefits
(verbal)**

**Potential Cost of Living Adjustment
(verbal)**