

**Long Beach Water Department**  
The Standard in Water Conservation &  
Environmental Stewardship

~~C-11~~  
**UB-12**

KEVIN L. WATTIER, GENERAL MANAGER

Board of Water Commissioners

Frank Clarke, President  
William B. Townsend, Vice-President  
John D. S. Allen, Secretary  
Paul C. Blanco, Member  
Suzanne Dallman, Ph.D., Member

NOV 1 2011  
10:00 AM

November 1, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

RECOMMENDATION

Adopt the Resolution which amends the Resolution approving the compensation fixed by the Board of Water Commissioners of the City for Officers and Employees in the Water Department.

DISCUSSION

On October 6, 2011, the Board of Water Commissioners approved Resolution No. WD-1289 fixing compensation of Water Department employees. This amendment incorporates changes in position titles to reflect current functional titles and adds several titles to the Water Department Salary Resolution currently in the City Salary Resolution. There is no financial impact to the changes made in this Resolution. Attachment A summarizes the proposed changes to the Salary Resolution.

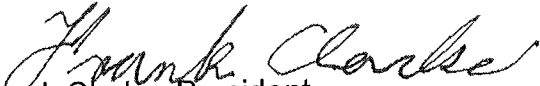
HONORABLE MAYOR AND CITY COUNCIL  
November 1, 2011  
Page 2

We respectfully request that you approve the attached Resolution approving the Water Department's Resolution No. WD-1289, as adopted.

SUGGESTED ACTION:

Adopt recommendation.

Sincerely,

  
Frank Clarke, President  
Board of Water Commissioners

Attachments:

Attachment A  
Water Department Salary Resolution No. WD-1289  
City of Long Beach Resolution Adopting Water Department Salary Resolution

Water Department Salary Resolution  
Matrix of Changes to  
WD-1260

Old Language	New Language	Rationale	Reference (Page)
Administrative Officer	Administrative Officer - Water	Matches title actually used	2
	Communication Specialist - I through VII	Adding title to Water resolution - Currently in City resolution	3
Director of Governmental & Public Affairs	Director of Government & Public Affairs	Matches title actually used	4
General Manager	General Manager - Water	Matches title actually used	4
	Laboratory Assistant II	Adding title to Water resolution - Currently in City resolution	5
	Laboratory Assistant III	Adding title to Water resolution - Currently in City resolution	5
	Park Maintenance Supervisor	Adding title to Water resolution - Currently in City resolution	6
Secretary to the Board	Secretary to the Board - Water	Matches title actually used	6
	Supervisor - Stores and Property	Adding title to Water resolution - Currently in City resolution	7
	Supervisor - Facilities Maintenance	Adding title to Water resolution - Currently in City resolution	7
	Water Process Manager	Adding title to Water resolution - Currently in City resolution	7
* Effective November 5, 2009 upon approval by City Council		Text no longer needed for Garage Supervisor	8
* Effective October 9, 2008 upon approval by City Council		*Text no longer needed for WTOs and WTSs	8
N/C Administrative Intern (H28)	N/C Administrative Intern (H28 - H45)	Adding H ranges actually used but not in salary resolution	9
	N/C Laboratory Assistant	Adding title to Water resolution - Currently in City resolution	9
Information Technology Officer	Management Information Systems Officer	Matches title actually used in org structure	16
Manager, Laboratory Services	Water Laboratory Manager	Matches title actually used in org structure	16
Manager, Water Quality and Process	Water Process Manager	Retitle the classification	16
Department of Health Services or SDHS	Department of Public Health	Reflects change in state department title	17 - 22
Grade 1, 2, 3, 4, or 5	Grades I, II, III, IV, or V	Made use of Roman numerals consistent for treatment and distribution certificates	17 - 22

OFFICE OF THE CITY ATTORNEY  
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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF LONG BEACH APPROVING THE  
COMPENSATION FIXED BY THE BOARD OF WATER  
COMMISSIONERS OF THE CITY FOR OFFICERS AND  
EMPLOYEES IN THE WATER DEPARTMENT

WHEREAS, the Board of Water Commissioners of the City of Long Beach  
adopted Resolution No. WD-1289 on October 6, 2011, and has presented to the City  
Council for its consideration and approval the compensation fixed in that Resolution by  
the Board for officers and employees in the Long Beach Water Department;

NOW, THEREFORE, the City Council of the City of Long Beach resolves as  
follows:

Section 1. That pursuant to the provisions of Subsection (3) of Section  
1403 of the City Charter, the compensation fixed by the Board of Water Commissioners  
of the City of Long Beach for officers and employees of the Long Beach Water  
Department as contained in Resolution WD-1289 is hereby approved.

Section 2. The City Clerk is hereby authorized and directed to forward to  
the Board of Water Commissioners, without delay, a certified copy of this Resolution.

Section 3. This Resolution shall take effect immediately on its adoption by  
the City Council, and the City Clerk shall certify the vote adopting this Resolution.

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I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Long Beach at its meeting on \_\_\_\_\_, 2011, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

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1 RESOLUTION NO. WD-1289

2  
3 A RESOLUTION AMENDING RESOLUTION NO. WD-1260,  
4 CREATING OFFICES AND POSITIONS IN THE PERMANENT  
5 SERVICE OF THE LONG BEACH WATER DEPARTMENT,  
6 FIXING THE AMOUNT OF COMPENSATION FOR SUCH  
7 OFFICES AND POSITIONS, AND RESCINDING ALL OTHER  
8 RESOLUTIONS OR ORDERS RELATING THERETO  
9

10 WHEREAS, the Board of Water Commissioners of the City of Long Beach  
11 ("Board"), pursuant to Subsection (3) of Section 1403 of the Charter of the City of Long  
12 Beach, desires to create certain offices and positions in the permanent service of the  
13 Long Beach Water Department ("Water Department"), fix the amount of compensation  
14 therefore, and rescind all other resolutions or orders relating thereto;

15 NOW, THEREFORE, the Board of Water Commissioners of the City of  
16 Long Beach resolves as follows:

17 Section 1. The Board hereby creates and establishes the offices and  
18 positions of employment listed herein at the compensation set forth herein and at the  
19 Salary Range designated therefore notwithstanding those positions of employment listed  
20 in Salary Resolution of the City of Long Beach ("City Salary Resolution") and at the  
21 compensation set forth therein with the purpose of amending this Resolution immediately  
22 thereafter to include the new position(s) of employment and subsequent compensation.  
23 Pay rates for all offices and positions shall take effect on and after the date and time set  
24 in the City Salary Resolution unless otherwise duly noted within or superseded by MOU  
25 provisions with City Council approval.

26 ///  
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	TITLE	SALARY RANGE NUMBER
1		
2		
3	Accountant I	490
4	Accountant II	540
5	Accountant III	590
6	Accounting Clerk I	340
7	Accounting Clerk II	370
8	Accounting Clerk III	400
9	Accounting Officer	EOO
10	Accounting Technician	440
11	Administrative Aide I	430
12	Administrative Aide II	460
13	Administrative Aide III	520
14	Administrative Analyst I	570
15	Administrative Analyst II	600
16	Administrative Analyst III	630
17	Administrative Officer - Water	EOO
18	Assistant General Manager	EOO
19	Assistant to the General Manager	EOO
20	Automatic Sprinkler Control Technician	440
21	Business Systems Specialist I	530
22	Business Systems Specialist II	570
23	Business Systems Specialist III	610
24	Business Systems Specialist IV	650
25	Business Systems Specialist V	690
26	Business Systems Specialist VI	730
27	Business Systems Specialist VII	770
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1	TITLE	SALARY RANGE NUMBER
2		
3	Civil Engineer	644
4	Civil Engineering Assistant	514
5	Civil Engineering Associate	594
6	Clerk Typist I	320
7	Clerk Typist II	350
8	Clerk Typist III	380
9	Clerk Typist IV	410
10	Clerk Typist V	440
11	Communication Specialist I	520
12	Communication Specialist II	560
13	Communication Specialist III	600
14	Communication Specialist IV	650
15	Communication Specialist V	690
16	Communication Specialist VI	730
17	Communication Specialist VII	770
18	Construction Inspector I	534
19	Construction Inspector II	574
20	Contract Administrator I	460
21	Contract Administrator II	520
22	Customer Service Representative I	330
23	Customer Service Representative II	360
24	Customer Service Representative III	400
25	Deputy General Manager–Business	EOO
26	Deputy General Manager–Operations	EOO
27	Director of Engineering	EOO
28		



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	TITLE	SALARY RANGE NUMBER
1		
2		
3	Director of Finance	EOO
4	Director of Government & Public Affairs	EOO
5	Director of Operations	EOO
6	Director of Planning and Water Conservation	EOO
7	Director of Water Resources	EOO
8	Division Engineer	EOO
9	Electrician	500
10	Electronic Communication Technician I	520
11	Electronic Communication Technician II	540
12	Electronic Communication Technician III	580
13	Engineering Technician I	464
14	Engineering Technician II	504
15	Equipment Mechanic I	480
16	Equipment Mechanic II	500
17	Equipment Operator I	370
18	Equipment Operator II	410
19	Equipment Operator III	440
20	Garage Service Attendant I	370
21	Garage Service Attendant II	390
22	Garage Service Attendant III	450
23	Garage Supervisor I	550
24	Garage Supervisor II	620
25	Gardener I	360
26	Gardener II	390
27	General Manager - Water	EOO
28		

1	TITLE	SALARY RANGE NUMBER
2		
3	Geographic Information Systems Analyst I	527
4	Geographic Information Systems Analyst II	564
5	Geographic Information Systems Analyst III	597
6	Geographic Information Systems Technician I	460
7	Geographic Information Systems Technician II	500
8	Laboratory Analyst I	490
9	Laboratory Analyst II	530
10	Laboratory Analyst III	590
11	Laboratory Analyst IV	TBD
12	Laboratory Assistant I	360
13	Laboratory Assistant II	380
14	Laboratory Assistant III	420
15	Machinist	490
16	Maintenance Assistant I	290
17	Maintenance Assistant II	330
18	Maintenance Assistant III	360
19	Management Information Systems Officer	EOO
20	Manager, Business Development	EOO
21	Manager, Administration	EOO
22	Manager, Engineering	EOO
23	Manager, Finance	EOO
24	Manager, Government & Public Affairs	EOO
25	Manager, Planning	EOO
26	Manager, Security & Emergency Preparedness	EOO
27	Manager, Water Quality & Process	EOO
28		

	TITLE	SALARY RANGE NUMBER
1		
2		
3	Manager, Water Resources	EOO
4	Network Administrator	EOO
5	Office Administrator	520
6	Projects Coordinator	570
7	Painter I	440
8	Painter II	460
9	Painter Supervisor	500
10	Park Maintenance Supervisor	500
11	Payroll/Personnel Assistant I	350
12	Payroll/Personnel Assistant II	380
13	Payroll/Personnel Assistant III	420
14	Plumber	500
15	Power Equipment Repair Mechanic I	430
16	Power Equipment Repair Mechanic II	460
17	Power Equipment Repair Mechanic III	500
18	Principal Construction Inspector	624
19	Procurement & Warehouse Officer	EOO
20	Research Assistant – Water	BOO
21	Safety Specialist I	530
22	Safety Specialist II	590
23	Secretary	410
24	Secretary to the Board - Water	EOO
25	Secretary to the General Manager	EOO
26	Senior Accountant	630
27	Senior Civil Engineer	694
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	TITLE	SALARY RANGE NUMBER
1		
2		
3	Senior Engineering Technician I	547
4	Senior Equipment Operator	510
5	Senior Program Manager - Water	724
6	Senior Secretary	440
7	Sewer Operations Superintendent	EOO
8	Special Projects Officer	EOO
9	Stock and Receiving Clerk	330
10	Storekeeper I	380
11	Storekeeper II	430
12	Supervisor – Stores & Property	490
13	Supervisor – Facilities Maintenance	620
14	Support Services Superintendent	EOO
15	Telemetry Instrument Technician I	490
16	Telemetry Instrument Technician II	550
17	Telemetry Systems Superintendent	EOO
18	Water Communications Center Supervisor	580
19	Water Communications Dispatcher I	460
20	Water Communications Dispatcher II	490
21	Water Communications Center Supervisor	580
22	Water Conservation Specialist	660
23	Water Laboratory Manager	EOO
24	Water Operations Superintendent	EOO
25	Water Process Manager	EOO
26	Water Quality Organic Chemist	680
27	Water Support Services Supervisor	590
28		

TITLE	SALARY RANGE NUMBER
Water Treatment Operator I	450
Water Treatment Operator II	540
Water Treatment Operator III	590
Water Treatment Operator IV	630
Water Treatment Superintendent	EOO
Water Treatment Supervisor I	660
Water Treatment Supervisor II	700
Water Utility Mechanic I	410
Water Utility Mechanic II	430
Water Utility Mechanic III	491
Water Utility Supervisor I	580
Water Utility Supervisor II	620
Welder	490

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Further, in accordance with Section 3(6) of the Civil Service Rules, the Board hereby creates and establishes the non-career (NC) positions of employment listed below at the compensation of each non-career position at the pay rates set forth in the Salary Schedules and identified by a Salary Range Number.

TITLE	SALARY RANGE NUMBER
N/C Accountant I	M47
N/C Accountant II	M62
N/C Accounting Clerk I	M15
N/C Accounting Clerk II	M21
N/C Accounting Clerk III	M28

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TITLE	SALARY RANGE NUMBER
N/C Administrative Intern	H28 – H45
N/C Carpenter	M47
N/C Civil Engineer	N94
N/C Clerk/Typist I	M12
N/C Clerk/Typist II	M17
N/C Clerk/Typist III	M24
N/C Customer Service Representative I	M13
N/C Customer Service Representative II	M20
N/C Electrician	M52
N/C Engineering Aide I	N09
N/C Engineering Aide II	N16
N/C Engineering Aide III	N33
N/C Engineering Technician I	N43
N/C Equipment Mechanic I	M46
N/C Equipment Mechanic II	M50
N/C Equipment Operator I	M21
N/C Equipment Operator II	M31
N/C Equipment Operator III	M37
N/C Garage Service Attendant I	M21
N/C Gardener I	M20
N/C Laboratory Analyst I	490
N/C Laboratory Analyst II	530
N/C Laboratory Analyst III	590
N/C Laboratory Assistant	M20
N/C Maintenance Assistant I	M07
N/C Maintenance Assistant II	M13

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TITLE	SALARY RANGE NUMBER
N/C Painter I	M37
N/C Plumber	M52
N/C Student Worker	H15, H17, H99
N/C Water Utility Mechanic I	M28
N/C Water Utility Worker	M28

Section 2. Every person who has been or who hereafter may be duly appointed to an office or position of employment indicated herein ("employee") and who is qualified to hold and does hold such office or position from and after the date or dates that the compensation prescribed herein shall become effective or from the date of employment, whichever occurs later, shall receive as full compensation for his/her services a biweekly salary based on one of the pay rates in each Salary Schedule ("Salary Schedule") established in the City Salary Resolution in effect or as amended for his/her office or position, together with such additional compensation, if any, as provided herein, by the City Salary Resolution, or by the City Personnel Ordinance. The method and manner of determination of the pay rate for each office or position of employment shall be fixed as stated in this Resolution, which may also include, by reference, part of the City Salary Resolution and City Personnel Ordinance.

Section 3. The biweekly salary of any employee of the Water Department who is originally appointed to any office or position of employment created and established in this Resolution shall be at a Pay Rate Step of the Salary Range Number for such office or position in accordance with the City's step placement policy or as determined by the General Manager of the Water Department ("General Manager"). In those cases where offices or positions are designated by grade numbers, the biweekly salaries of such employees shall be computed based on one of the pay rates designated for the grade thereof. The General Manager may designate the initial Pay Rate Step or

1 increment of any employee within the Salary Range for the employee's office or position.  
2 However, the Board may, by resolution, specifically designate that the pay rate of any  
3 employee is fixed at some other pay rate included within the Salary Schedule without  
4 limitation as to grade or numerical designation.

5 Section 4. After an employee has served an initial six-month period of  
6 employment in an office or position at a pay rate designated as Pay Rate Step 1 in the  
7 Salary Schedule, the salary of such employee shall thereafter be adjusted according to  
8 procedures established in the City Salary Resolution pertaining to pay rate step  
9 adjustments.

10 Section 5. As to those positions for which there is an "H" pay rate  
11 specified as well as the regular pay rate, the General Manager may specify, at the time of  
12 making an appointment or at any time thereafter, that the appointee to such position is to  
13 be paid at the "H" rate or at a regular pay rate.

14 Section 6. If an employee is promoted from one position to another for  
15 which a higher pay rate is established, or is advanced from one grade to another in the  
16 same position for which a higher pay rate is established, or is transferred from one  
17 department to another without change of position or grade, then the General Manager  
18 shall designate the pay rate of such employee to be at one of the pay rates for such  
19 position or grade which will be not less than the pay rate received by such employee  
20 immediately prior to such promotion, advancement, transfer, or Salary Schedule change.  
21 Likewise, if an employee is transferred as prescribed by the Civil Service Rules and  
22 Regulations for the City of Long Beach ("Civil Service Rules") for other than disciplinary  
23 reasons from one position to another position for which a lower pay rate is established,  
24 then the General Manager shall designate the pay rate of such employee to be at one of  
25 the pay rates prescribed for such position to which the employee is transferred. For the  
26 purpose of computing the "period of employment" under the provisions of this Section, an  
27 employee of the Water Department who has been reinstated to his/her former position  
28 pursuant to the provisions of Section 52 of the Civil Service Rules shall be considered as





1 ensuing fiscal year or remaining portion thereof. Outstanding performance in the  
2 attainment of these objectives or distinguished performance in a specific project or  
3 program shall qualify the employee for Individual Performance Incentive Compensation.  
4 Such incentive compensation may be paid to any eligible employee in an amount not to  
5 exceed \$3,500.00 per fiscal year based upon the evaluation and determination by the  
6 General Manager of the employee's performance under the previously approved  
7 performance plan.

8 C. Employees with the Salary Range Number EOO are eligible to be  
9 granted executive leave by the General Manager, in accordance with and pursuant to the  
10 provisions of Section 4.10 of the City Personnel Ordinance. In addition to the five days  
11 granted to eligible employees in Section 4.10 of the City Personnel Ordinance, the  
12 General Manager may grant up to five additional days of executive leave per calendar  
13 year for management employees.

14 Section 8. All salaries and wages in this Resolution shall be computed  
15 and payable in biweekly installments, and such installments shall be paid every other  
16 Friday in accordance with and in continuation of the schedule of biweekly pay periods  
17 and paydays established and commenced by the City Council of the City of Long Beach  
18 ("City Council").

19 B. The compensation for all Water Department employees shall be as  
20 prescribed and expressed herein on a per-hour rate basis. The amount of the biweekly  
21 installment shall be computed by multiplying the employee's pay rate per hour by the  
22 number of hours or fraction of hours for which pay is actually due. The hourly pay rate  
23 shall include any additional compensation applicable.

24 C. When an employee is absent for any reason other than one of the  
25 permitted absences authorized by Section 1.06 of the City Personnel Ordinance, the  
26 employee is not entitled to receive the full amount of his/her installment of pay for the  
27 biweekly pay period during which said absence occurred. The amount of pay that the  
28 employee shall receive for such pay period shall be computed by multiplying the

1 employee's applicable hourly pay rate by the number of hours or fraction of hours for  
2 which pay is actually due.

3 Section 9. Every employee of the Water Department shall perform such  
4 duties as are indicated by the title of his/her office or position and as are usually incident  
5 to such office or position and those that are assigned by his/her immediate supervisor,  
6 and such duties shall be performed in aid of the proper and efficient administration of the  
7 Water Department.

8 Section 10. The designation of certain positions in the schedule of  
9 positions contained herein and the designation of grades within a specified classification  
10 are made for the purpose of classifying such position according to the degree of  
11 responsibility and character of the duties required by such positions solely and only to the  
12 end that salary schedules for such positions will reflect the differences in the  
13 responsibilities and duties attached to positions of the same classification. The  
14 characterization of positions by said terms is hereby declared to have no other purpose  
15 or effect and shall not in any manner change or alter the classification of employees  
16 holding such positions.

17 Section 11. A. An employee temporarily assigned to perform duties not  
18 ordinarily attached to his/her position for the purpose of training and development  
19 pursuant to Section 63(3) of the Civil Service Rules shall be compensated at the pay rate  
20 fixed by the City Salary Resolution and the Salary Schedule for the position involving the  
21 duties to which temporary assignment has been made and at the step most closely  
22 approximating the pay rate of the employee immediately prior to the temporary  
23 assignment provided that in no event shall the pay rate for the temporary assignment  
24 exceed the employee's pay rate immediately prior to the temporary assignment.

25 B. An employee temporarily assigned to perform duties not ordinarily  
26 attached to his/her position for the purpose of rehabilitation or recovery from a medical  
27 condition that has been certified by the City Health Officer, pursuant to Section 63(5) of  
28 the Civil Service Rules, shall be compensated at the pay rate fixed by the City Salary

1 Resolution and the Salary Schedule for the position involving the duties to which  
2 temporary assignment has been made and at the step most closely approximating the  
3 pay rate of the employee immediately prior to the temporary assignment provided that in  
4 no event shall the pay rate for the temporary assignment exceed the employee's pay rate  
5 immediately prior to the temporary assignment.

6 C. An employee temporarily assigned to perform duties not ordinarily  
7 attached to his/her position pursuant to Sections 63 (3) or 63 (5) of the Civil Service  
8 Rules, which temporary assignment results in a lower hourly pay rate, may be Y-rated  
9 (pay rate frozen) until such time as the top step of the employee's new position is equal  
10 to or surpasses the employee's Y-rate.

11 D. The Y-rate shall apply to employees in the positions designated by the  
12 General Manager and will continue to be Y-rated until such time as the top step of the  
13 employee's new position is equal to or surpasses the employee's Y-rate.

14 Section 12. A. In addition to the number of offices and positions created  
15 herein in the various offices, departments, bureaus, and divisions of the Water  
16 Department, there are hereby created and established an additional number of each of  
17 said offices and positions equal to the number herein specifically created, and the Salary  
18 Range Numbers and Salary Schedules for such additional positions shall be the same as  
19 the Salary Range Numbers and Salary Schedules for the positions of the same title which  
20 are created and established herein.

21 B. There are hereby created and established in the Water Department the  
22 following six (6) bureaus which shall be responsible to the General Manager: (I)  
23 Business, (II) Operations, (III) Engineering, (IV) Water Resources, (V) Conservation and  
24 Planning, and (VI) Government and Public Affairs. Each of the bureaus shall be  
25 respectively under the immediate supervision and control of the head of that bureau. In  
26 addition, the General Manager may appoint positions including but not limited to  
27 Assistant General Manager, Assistant to the General Manager; Deputy General  
28 Manager-Operations, Deputy General Manager-Business; and Special Projects Officer

1 and may appoint the following positions under each bureau:

2 (i) Business: Director of Finance; Administrative Officer; Management  
3 Information Systems Officer; (ii) Operations: Water Laboratory Manager; Manager,  
4 Security and Emergency Preparedness; Procurement and Warehouse Officer; Sewer  
5 Operations Superintendent; Support Services Superintendent; Telemetry Systems  
6 Superintendent; Water Operations Superintendent; Water Treatment Superintendent;  
7 Water Process Manager; (iii) Engineering: Director of Engineering and Division Engineer;  
8 (iv) Water Resources: Director of Water Resources; (v) Conservation and Planning:  
9 Director of Planning and Water Conservation; and (vi) Government and Public Affairs:  
10 Director of Government and Public Affairs.

11 Section 13. In accordance with City Charter Section 1403(3), the Board's  
12 plan of succession is modified whereby the Deputy General Manager-Operations shall  
13 perform the duties of the General Manager in the temporary absence of the General  
14 Manager, and the Deputy General Manager-Business will perform the duties of the  
15 General Manager in the temporary absence of both the Deputy General Manager-  
16 Operations and the General Manager, and whereby the Board will appoint a Manager as  
17 Acting General Manager in the temporary absence of the General Manager, the Deputy  
18 General Manager-Operations and the Deputy General Manager-Business. In the case of  
19 such absence and during the time that the employee is performing the duties of General  
20 Manager, the employee shall not be entitled to receive the compensation of the General  
21 Manager.

22 However, if there is a permanent vacancy in the position of Deputy General  
23 Manager-Operations, Deputy General Manager-Business, bureau head, or division head  
24 due to any reason such as retirement, resignation, or termination, then the General  
25 Manager may assign an employee to perform as Acting Assistant, Deputy General  
26 Managers, acting bureau head, or acting division head. During the time that the  
27 employee has been so assigned by the General Manager, then the employee shall be  
28 entitled to receive the compensation established in this Resolution or in the City Salary

1 Resolution for the office or position to which that employee is assigned. If there is a  
2 permanent vacancy in the position of General Manager, then the Board may assign an  
3 employee to perform as Acting General Manager and that employee shall be entitled to  
4 receive the compensation established in this Resolution for the position of General  
5 Manager.

6 Section 14. When an employee classified in one of the following positions  
7 is assigned to perform and does perform the occupational skill described in the column  
8 hereof designated "Skill", said employee shall be paid on a per diem, hourly rate or one-  
9 time payment (bonus) basis, as indicated herein, the amount of additional compensation  
10 set forth in the column designated "Additional Compensation" opposite the described  
11 skill. The additional compensation shall be paid to the employee at an hourly rate only if  
12 said employee is assigned to regularly perform said occupational skill on a daily basis. If  
13 an employee is not regularly assigned to perform said occupational skill on a daily basis,  
14 then the additional compensation shall be paid at a per diem rate, and said per diem skill  
15 pay shall be paid only for each work day that the employee actually performs said  
16 occupational skill, and the employee is not entitled to receive and shall not be paid per  
17 diem skill pay for any date that the employee does not work or is absent from work on a  
18 permitted absence. For purposes of this Section, any employee in a non-career position  
19 shall receive skill pay in the same manner as prescribed for a comparable employee in  
20 the classified career service and need not be specifically designated in the following  
21 table(s) unless there is no comparable classified position.

22 The following skills, as determined by the General Manager or Deputy  
23 General Managers shall be effective on the date on which this Resolution is approved by  
24 the City Council, unless otherwise duly noted within this Resolution or superseded by  
25 MOU provisions:

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Position	Skill	Additional Compensation
(b) Clerk Typist I, II, III, and IV	For regular and frequent use of certified shorthand skills	\$0.30/hr
(c) Construction Inspector I and II; Principal Construction Inspector; Customer Service Representative I, II and III; Water Communications Center Supervisor; Water Communications Dispatcher I and II	When possessing a Grade II Department of Public Health Distribution Operator Certificate  When possessing a Grade III Department of Public Health Distribution Operator Certificate;  When possessing a Grade IV Department of Public Health Distribution Operator Certificate;  When possessing a Grade V Department of Public Health Distribution Operator Certificate;	\$0.20/hr  \$0.35/hr  \$0.45/hr  \$0.60/hr
(d) Engineering Technician I and II	When performing plan check duties at the Development Services Counter;	\$6.40 per diem
(e) Equipment Mechanic I, Equipment Mechanic II; Fleet Services Supervisor; Garage Supervisor I and II	When maintenance responsibilities simultaneously include automobiles, medium/heavy trucks and construction equipment, and possessing a National Institute for Automotive Service Excellence/American College Testing (ASE) Automobile Technician Certificate of Completion with one series certif.;	\$0.20/hr
	with three series certif.;	\$0.35/hr
	with six series certif.;	\$0.45/hr
	Master Automobile	\$0.20/hr





1	(k) Non-management classifications, in accordance with the MOU's for the CESL and the Association, assigned to a position that has been determined to benefit from bilingual ability, and to have frequent or significant interactions with the public for the majority of the employee's regular, daily course of duty	For use of certified oral and/or written bilingual skills	\$0.70 per hour or \$5.60 per diem
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8	(l) Plumber	When regularly assigned and performing duties as irrigation systems plumbing specialist	\$0.647 per hour
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11	(m) Senior Equipment Operator; Water Utility Supervisor I and II; and Water Utility Mechanic I, II and III; Water Treatment Operator I, II, III, and IV; Construction Inspector I, II; Principal Construction Inspector; Customer Service Representative I, II and III; and Water Treatment Supervisor I and II	When possessing a Grade I California Water Environment Association Collection System Maintenance ("CWEACSM") Certificate;	\$0.20/hr
12		When possessing a Grade II CWEACSM Certificate;	\$0.35/hr
13		When possessing a Grade III CWEACSM Certificate;	\$0.45/hr
14		When possessing a Grade IV CWEACSM Certificate	\$0.60/hr
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19	(n) Senior Equipment Operator; Water Utility Mechanic I and II; Water Treatment Operator I	When possessing a Grade II Department of Public Health Distribution Operator Certificate;	\$2.00/hr
20		When possessing a Grade III Department of Public Health Distribution Operator Certificate;	\$2.25/hr
21		When possessing a Grade IV Department of Public Health Distribution Operator Certificate;	\$2.50/hr
22		When possessing a Grade V Department of Public	\$2.75/hr
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	Health Distribution Operator Certificate	
(o) Water Utility Supervisor I, II; Water Utility Mechanic I, II, III; Senior Equipment Operator; Electrician; Laboratory Analyst I, II and III; Laboratory Assistant I, II and III	When possessing a Grade I Department of Public Health Water Treatment Certificate  When possessing a Grade II Department of Public Health Water Treatment Certificate	\$0.20 per hour  \$0.35 per hour
(p) Water Treatment Operator I & II	When possessing a Grade III Department of Public Health Water Treatment Certificate	\$0.45 per hour
(q) Water Treatment Operator I, II and III	When possessing a Grade IV Department of Public Health Water Treatment Certificate	\$0.60 per hour
(r) Water Treatment Operator IV; Water Treatment Supervisor I and II	When possessing a Grade V Department of Public Health Water Treatment Certificate	\$0.75 per hour
(s) Water Utility Mechanic I, II, III	When possessing a Los Angeles County Department of Health Cross Connection tester Certificate	\$0.45 per hour
(t) Water Utility Mechanic I, II, III	When operating sanitary sewer main line closed circuit television video inspection equipment;  When supervising operation of sanitary sewer lateral closed circuit television video inspection equipment;  When supervising or training subordinates in repair, testing and exchange of large water meters (minimum three inch diameter);  When singularly assigned to off hours water/sewer emergency first response, with authority to shut off	\$4.00 per diem  \$4.00 per diem  \$4.00 per diem  \$4.00 per diem

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	water service and/or call out emergency standby personnel;  When exercising large water distribution control valves (over 12-inch diameter)	\$4.00 per diem
(u) Water Utility Supervisor I, II	When possessing a University of Southern California Foundation for Cross Connection Control and Hydraulic Research certificate as a Specialist in Cross Connection Control, or equivalent	\$0.60/hr
(v) , Water Treatment Operator II, III, and IV; Water Treatment Supervisor I and II	When possessing a Grade III Department of Public Health Distribution Operator Certificate;  When possessing a Grade IV Department of Public Health Distribution Operator Certificate;  When possessing a Grade V Department of Public Health Distribution Operator Certificate	\$0.25/hr  \$0.50/hr  \$0.75/hr
(w) Welder	When regularly performing specialized Water Department welding requiring a City of Los Angeles Certificate and Structural Steel License	\$0.70/hr
(x) Water Treatment Operator I	When possessing a Grade II Department of Public Health Water Treatment Certificate	\$0.35/hr
(y) Non-management classifications in the current Salary Resolution assigned to and certified in crane operation	For crane operation	\$0.56/hr per certificate
(z) Water Utility Supervisor I, II	When possessing a Grade III Department of Public Health Distribution Operator	\$0.25/hr

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	Certificate;	
	When possessing a Grade IV Department of Public Health Distribution Operator Certificate;	\$0.50/hr
	When possessing a Grade V Department of Public Health Distribution Operator Certificate;	\$0.75/hr
(aa) Water Utility Mechanic III	When possessing a Grade III Department of Public Health Distribution Operator Certificate;	\$0.25/hr
	When possessing a Grade IV Department of Public Health Distribution Operator Certificate;	\$0.50/hr
	When possession a Grade V Department of Public Health Distribution Operator Certificate	\$0.75/hr

\* If any Certificate was issued to an employee before January 1, 1990, that employee must obtain re-certification before September 30, 1996 and every five years thereafter (or more frequently if required by the organization issuing the certificate) or shall no longer receive skill pay. If any Certificate was issued to an employee on or after January 1, 1990, that employee must obtain re-certification within five years after the date of issuance of the Certificate (or more frequently required by the organization issuing the Certificate).

Section 15. A. The method of computation of the amount of additional compensation to be paid to an employee for overtime worked shall be in accordance with and pursuant to the applicable definitions, conditions, and requirements of the City's Personnel Ordinance and in accordance with and pursuant to the Fair Labor Standards Act ("FLSA"), except that the additional compensation for overtime exempt from FLSA shall not include uncontrolled standby amounts in the computation.



1 amount per hour equal to that established in the City Salary Resolution as additional  
2 compensation for each hour that the employee performs the duties. In no event shall the  
3 total compensation paid to the employee for regular salary and higher classification pay  
4 exceed the top step of the higher classification or grade level. Each employee who  
5 qualifies for the benefits provided by this Section shall apply for said benefits within thirty  
6 (30) calendar days after the date that the employee meets the criteria set forth herein.  
7 The employee receiving higher classification pay will be required to record the title of the  
8 vacant higher classification or grade, and in the case of a temporary vacancy, the name  
9 of the employee who holds the higher classification position, and the reason for the  
10 temporary higher classification assignment. This documentation of the higher  
11 classification assignment information on the employee's time card is required for auditing  
12 purposes.

13 Section 18. Employees requiring transportation in connection with the  
14 performance of their duties for the Water Department may be assigned a vehicle owned  
15 by the Water Department or an employee may receive, by way of reimbursement, the  
16 cost of transportation incurred in the performance of his/her duties. Reimbursement, at  
17 the discretion of the General Manager, may be paid to such employees on the basis of  
18 any of the following computations:

- 19 (a) Actual cost of transportation per month for public transportation; or  
20 (b) For use of a privately-owned vehicle used for Water Department  
21 business:

22 (i) Any Water Department permanent full-time employee represented by the  
23 CESL or the Association whose official duties require intermittent or routine transportation  
24 and is not authorized use of a Water Department vehicle, will be authorized to use his or  
25 her personal vehicle for the performance of official duties and shall be reimbursed by the  
26 Water Department at the rate established in the City Salary Resolution.

27 (ii) Any Water Department permanent full-time employee represented by  
28 the CESL or the Association who drives 300 or more miles in any calendar month in the

1 performance of his or her duties shall be reimbursed at the rate established in the City  
2 Salary Resolution plus an additional \$0.10 per mile. If an employee's annual monthly  
3 mileage average in a calendar year is equal to or over 300 miles per month,  
4 reimbursement of the additional \$0.10 per mile shall be paid at the end of the calendar  
5 year for those months that were paid at the lower rate. Employees will not receive  
6 additional compensation for those miles already paid at the higher rate.

7 In each instance that an employee uses a privately-owned vehicle, the  
8 employee shall procure and maintain in full force and effect bodily injury and property  
9 damage insurance from a company or companies authorized to do business in the State  
10 of California with minimum coverages as prescribed by the General Manager at all times  
11 while said privately-owned vehicle is used for Water Department business.

12 Section 19. Pursuant to this Resolution and the rules, regulations and  
13 policies promulgated by the Board, employees may authorize deductions to be made  
14 from their salaries or wages for purposes authorized by the provisions of Article 6 of  
15 Chapter 1 of Division 4 of Title 1, and Articles 1, 1.5 and 2 of Chapter 2 of Part 1 of  
16 Division 2 of Title 5 of the California Government Code, except that such deductions for  
17 payment of dues or other services provided by an employee organization or association  
18 shall be only as provided by a valid existing contract between the City and said employee  
19 organization or association.

20 Section 20. Pursuant to this Resolution, the Administrative Regulations or  
21 the City's Financial Policies and Procedures issued by the City Manager, the General  
22 Manager may, within his sole discretion, award employees additional compensation for  
23 suggestions made that result in measurable monetary savings to the Water Department.  
24 Such awards shall not exceed ten percent (10%) of the anticipated first year savings after  
25 adoption of the suggestion provided, however, that the maximum award shall not exceed  
26 \$5,000.00.

27 Section 21. Notwithstanding any other provision of this Resolution, the  
28 General Manager may, within his sole discretion, provide as part of an employee's annual

1 compensation additional compensation for relocation and moving expenses actually and  
2 necessarily incurred to accept a position with the Water Department if the General  
3 Manager determines that such additional compensation is required as a necessary  
4 inducement for the acceptance of employment with the Water Department. Said  
5 additional compensation must be provided within one year after the employee's  
6 appointment date.

7           Section 22. Except as otherwise provided in this Resolution and any other  
8 applicable federal or State laws, rules and regulations, it is the intent of the Board, by the  
9 adoption of this Resolution, to prescribe the compensation of employees of the Water  
10 Department, including the implementation of such adjustments in compensation for the  
11 employees in each office or position of employment with the Water Department as  
12 provided in any applicable Memorandum of Understanding which has heretofore been  
13 approved and adopted by the City Council, and in the event of any inconsistency or  
14 conflict between the provisions of this Resolution and the applicable Memorandum of  
15 Understanding regarding such adjustments in compensation due to any inadvertence,  
16 oversight, or clerical error, it is intended that the provisions in such Memorandum of  
17 Understanding shall control and shall supersede the provisions of this Resolution, and  
18 such adjustments to the compensation shall be deemed to have been correctly included  
19 herein, effective as of the applicable effective date, and such matters shall be  
20 subsequently corrected by appropriate action.

21           Section 23. A. Each employee that qualifies under subsection "B" below  
22 shall be compensated at the rate established in the City Salary Resolution for each full  
23 hour of standby duty as defined in the Memorandum of Understanding between the City  
24 of Long Beach and the CESL or the Association.

25           B. Employees who are released from active duty but who are required by  
26 the Water Department to leave notice where they can be reached and be available to  
27 return to active duty when required by the Water Department shall be said to be on  
28 standby duty. Standby duty shall, whenever possible, be assigned to employees on a



1 voluntary basis. When voluntary assumption of standby duty by employees is insufficient  
2 to meet the needs of the Water Department, then such duty will be assigned upon a  
3 rotational basis whenever possible within affected work units. Standby duty requires that  
4 employees so assigned shall respond within thirty minutes to the Water Department, be  
5 reached by telephone or other communicating devices, and refrain from activities which  
6 might impair their ability to perform assigned duties. Employees not obliged to remain on  
7 standby duty have no obligation to meet these requirements. Employees accepting  
8 standby duty who are not able to meet the above criteria due to distance must make prior  
9 arrangements with the General Manager or his designee before accepting the standby  
10 duty.

11 Section 24. The compensation prescribed herein shall remain in effect  
12 until superseded by the City Council to reflect adjustments in compensation in applicable  
13 memoranda of understanding and as otherwise prescribed by the City Council for  
14 employees not covered by memoranda of understanding, or until this Resolution is  
15 amended or rescinded.

16 Section 25. At the discretion of the General Manager, employees who are  
17 eligible and volunteer to participate in the City's Trip Reduction Incentive Program as  
18 prescribed by the City's Trip Reduction Plan and current Participation Guidelines, and  
19 who also participate at least twelve days per month in the Trip Reduction Incentive  
20 Program shall also be eligible for monthly awards drawings.

21 B. Employees who are eligible and who commute to work by any means  
22 other than a motorized vehicle (e.g. bicycle, walk, jog) and who also participate at least  
23 eight (8) days per month shall also be eligible for quarterly awards drawings.

24 Section 26. In addition to other compensation described herein, there  
25 shall be presented to each employee upon completion of ten years' service, fifteen years'  
26 service, twenty years' service, twenty-five years' service, thirty years' service, thirty-five  
27 years' service, forty years' service, and upon retirement a suitable service award. The  
28 Board shall also sponsor an annual luncheon honoring those employees who have

1 completed twenty years' service and who have received state, national and other awards.

2 Section 27. Employees may also receive additional compensation in the  
3 form of a safety award, including a safety breakfast, lunch and dinner, as determined by  
4 the General Manager, for successful participation in the Water Department's safety  
5 program.

6 Section 28. Employees working in areas where hazards that may cause  
7 foot injuries exist shall wear safety footwear approved by the Water Department that  
8 meets or exceeds the American National Standard for Safety - Toe Footwear, Class 75,  
9 ANSI A41.1-1967.

10 The Water Department shall reimburse eligible employees, as specified in  
11 Section III.11 of the Long Beach Water Department Procedural Manual, who provide  
12 receipts or other documentation as determined by the General Manager for the cost of  
13 the following:

- 14 a. Initial purchase of safety footwear;
- 15 b. Resole or repair for safety footwear based on an assessment of "fair  
16 wear and tear" by the Supervisor and Division Manager; or
- 17 c. Additional safety footwear purchased, when warranted, based on an  
18 assessment of "fair wear and tear" by the Supervisor and Division Manager.

19 Section 29. The Board may sponsor an annual Board/Staff Dinner for  
20 selected employees to review achievements of the previous year and capital projects  
21 planned for the next five years.

22 Section 30. The Board may sponsor other benefits, luncheons, dinners,  
23 and the like for special awards, strategic planning sessions, outstanding achievements,  
24 Metropolitan Water District of Southern California directors and managers, water and  
25 sewer related professional organizations, and the like.

26 Section 31. This Resolution shall be known as the "Water Department  
27 Salary Resolution" and may be so cited and referred to as such.

28 Section 32. All other resolutions and orders pertaining to the matters set

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

1 forth herein are hereby rescinded.

2 Section 33. If the City Council, in its resolution approving the  
3 compensation fixed herein, or in the City Salary Resolution, approves compensation  
4 (including skill pay) for offices or positions listed herein at a compensation or skill pay  
5 different than that indicated opposite the positions listed herein or approves  
6 classifications for offices or positions not listed herein or approves compensation arising  
7 from various Memoranda of Understanding with the City's bargaining units, then the  
8 Board does hereby fix the compensation for said office or position at the compensation  
9 (including skill pay) so fixed by the City Council by resolution and the Board does hereby  
10 adopt the classification for offices and positions fixed by the City Council by resolution.

11 Section 34. The Secretary of the Board of Water Commissioners shall  
12 certify to the passage of this Resolution, and it shall be deemed operative on the date on  
13 which this Resolution is approved by the City Council, unless otherwise duly noted within  
14 this Resolution or superseded by MOU provisions:

15 I hereby certify that the foregoing Resolution was adopted by the Board of  
16 Water Commissioners of the City of Long Beach at its meeting held on October 6, 2011,  
17 by the following vote:

18 Ayes: Commissioners: TOWNSEND; ALLEN; BLANCO;  
19 CLARKE

20  
21  
22 Noes: Commissioners: NONE

23 Absent: Commissioners: DALLMAN

24 CERTIFIED AS A TRUE AND CORRECT COPY

25 ~~SECRETARY TO THE BOARD OF WATER COMMISSIONERS~~  
26 ~~CITY OF LONG BEACH, CALIFORNIA~~

27 BY John Allen

28 DATE 10/6/2011

John Allen  
Secretary  
BOARD OF WATER COMMISSIONERS