



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

~~R-30~~
UB-25

KEVIN L. WATTIER, GENERAL MANAGER

Board of Water Commissioners

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

April 5, 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 November 5, 2009, the Board of Water Commissioners approved Resolution No. WD-1260 fixing compensation of Water Department employees. This amendment incorporates changes in terms and conditions included in existing MOU agreements that have already been approved by the City Council. Attachment A summarizes the proposed changes to the Salary Resolution.

HONORABLE MAYOR AND CITY COUNCIL

April 5, 2011

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We respectfully request that you approve the attached Resolution approving the Water Department's Resolution No. WD-1260, as adopted.

SUGGESTED ACTION:

Adopt recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Dallman".

Suzanne Dallman, President
Board of Water Commissioners

Attachments:

Attachment A

Water Department Salary Resolution No. WD-1260

City of Long Beach Resolution Adopting Water Department Salary Resolution

**ATTACHMENT A
WATER DEPARTMENT
SALARY RESOLUTION CHANGES
WD-1260**

A. Organizational Structure:

The number of bureaus was increased from three to six, with the following bureaus being added: Water Resources, Conservation and Planning, and Government and Public Affairs. Management titles were also amended to place them within the appropriate bureaus (e.g., Director of Water Resources is now in the Water Resources bureau.)

This updates the salary resolution to mirror the current organizational structure.

B. Management Title Changes:

From:
Laboratory Services Supervisor

To:
Water Laboratory
Manager

Procurement and Warehouse Supervisor

Procurement and
Warehouse Officer

These title changes represent consistency with operational titles.

C. New Management Title:

Director of Finance

This additional management title represents consistency with the operational title and allows the department to use Accounting Officer in a manner that is more functionally aligned with future organizational needs.

C. Classified Title Change:

From:
Administrative Projects Coordinator

To:
Projects
Coordinator

This title change allows greater flexibility in using this classification.

D. New Non-Career Classification:

Salary Range:

Water Utility Worker I - NC

M28

This additional unclassified title will provide greater flexibility in assignments within the Department, specifically at the Groundwater Treatment Plant.

E. Grading of Classified Title:

Grades I and II were created for Garage Supervisor.

This is the result of a position audit and will reflect the distinguishing characteristics and compensation of the position.

F. Skill Pays:

1. A skill pay was added for regular and frequent use of certified shorthand for Clerk Typist IV.

Employees promoted from Clerk Typist II to Clerk Typist IV lose the skill pay. This will correct an administrative oversight and compensate the employee for the skill being used.

2. A skill pay was added for possessing a Department of Health Services Distribution Operator Certificate and/or a California Water Environmental Association Collection System Maintenance Certificate for Principal Construction Inspector.

Employees promoted from Construction Inspector to Principal Construction Inspector lose the skill pay. This will correct an administrative oversight and compensate the employee for the skill being used.

G. Compensation:

The salary range was increased for grades II through IV of the Water Treatment Operator classification and for grades I and II of the Water Treatment Supervisor classification.

This will incorporate a current skill pay into the base pay of these positions to reflect the inclusion of those skills in the minimum requirements for these positions.

H. Other Changes:

1. Language was added to allow the Water Department to use City titles with the expectation that the Water Department Salary Resolution will be updated to reflect the new title.

This will help mitigate any delays in making necessary classification changes without having to amend the salary resolution first.

2. Language was added to define the method of calculating compensation for employees performing duties of Water Utility Supervisor.

This added language does not change the past practice of calculating the compensation but merely explains the computation.

3. Language was added to allow the General Manager discretion in participating in the City's Voluntary Idea Program (VIP) and Trip Incentive Program.

This provides the General Manager flexibility in participating in these two Citywide programs depending on current Department programs and budget limitations.

4. The time limit to reimburse eligible employees for moving expenses was reduced from three years to one year.

This change will be consistent with the reimbursement policy.

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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 April 5, 2011, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

1 RESOLUTION NO. WD-1260

2
3 A RESOLUTION AMENDING RESOLUTION NO. WD-1248,
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 ///

27 ///

28 ///

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1	TITLE	SALARY RANGE NUMBER
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	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
28		

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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	Construction Inspector I	534
12	Construction Inspector II	574
13	Contract Administrator I	460
14	Contract Administrator II	520
15	Customer Service Representative I	330
16	Customer Service Representative II	360
17	Customer Service Representative III	400
18	Deputy General Manager-Business	EOO
19	Deputy General Manager-Operations	EOO
20	Director of Engineering	EOO
21	Director of Finance	EOO
22	Director of Governmental & Public Affairs	EOO
23	Director of Operations	EOO
24	Director of Planning and Water Conservation	EOO
25	Director of Water Resources	EOO
26	Division Engineer	EOO
27	Electrician	500
28		

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	TITLE	SALARY RANGE NUMBER
1		
2		
3	Electronic Communication Technician I	520
4	Electronic Communication Technician II	540
5	Electronic Communication Technician III	580
6	Engineering Technician I	464
7	Engineering Technician II	504
8	Equipment Mechanic I	480
9	Equipment Mechanic II	500
10	Equipment Operator I	370
11	Equipment Operator II	410
12	Equipment Operator III	440
13	Garage Service Attendant I	370
14	Garage Service Attendant II	390
15	Garage Service Attendant III	450
16	Garage Supervisor I *	550
17	Garage Supervisor II *	620
18	Gardener I	360
19	Gardener II	390
20	General Manager	EOO
21	Geographic Information Systems Analyst I	527
22	Geographic Information Systems Analyst II	564
23	Geographic Information Systems Analyst III	597
24	Geographic Information Systems Technician I	460
25	Geographic Information Systems Technician II	500
26	Laboratory Analyst I	490
27	Laboratory Analyst II	530
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1	TITLE	SALARY RANGE NUMBER
2		
3	Laboratory Analyst III	590
4	Laboratory Analyst IV	TBD
5	Laboratory Assistant I	360
6	Machinist	490
7	Maintenance Assistant I	290
8	Maintenance Assistant II	330
9	Maintenance Assistant III	360
10	Management Information Systems Officer	EOO
11	Manager, Business Development	EOO
12	Manager, Administration	EOO
13	Manager, Engineering	EOO
14	Manager, Finance	EOO
15	Manager, Government & Public Affairs	EOO
16	Manager, Planning	EOO
17	Manager, Security & Emergency Preparedness	EOO
18	Manager, Water Quality & Process	EOO
19	Manager, Water Resources	EOO
20	Network Administrator	EOO
21	Office Administrator	520
22	Projects Coordinator	570
23	Painter I	440
24	Painter II	460
25	Painter Supervisor	500
26	Payroll/Personnel Assistant I	350
27	Payroll/Personnel Assistant II	380
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	TITLE	SALARY RANGE NUMBER
1		
2		
3	Payroll/Personnel Assistant III	420
4	Plumber	500
5	Power Equipment Repair Mechanic I	430
6	Power Equipment Repair Mechanic II	460
7	Power Equipment Repair Mechanic III	500
8	Principal Construction Inspector	624
9	Procurement & Warehouse Officer	EOO
10	Research Assistant – Water	BOO
11	Safety Specialist I	530
12	Safety Specialist II	590
13	Secretary	410
14	Secretary to the Board	EOO
15	Secretary to the General Manager	EOO
16	Senior Accountant	630
17	Senior Civil Engineer	694
18	Senior Engineering Technician I	547
19	Senior Equipment Operator	510
20	Senior Program Manager - Water	724
21	Senior Secretary	440
22	Sewer Operations Superintendent	EOO
23	Special Projects Officer	EOO
24	Stock and Receiving Clerk	330
25	Storekeeper I	380
26	Storekeeper II	430
27	Support Services Superintendent	EOO
28		

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	TITLE	SALARY RANGE NUMBER
1		
2		
3	Telemetry Instrument Technician I	490
4	Telemetry Instrument Technician II	550
5	Telemetry Systems Superintendent	EOO
6	Water Communications Center Supervisor	580
7	Water Communications Dispatcher I	460
8	Water Communications Dispatcher II	490
9	Water Communications Center Supervisor	580
10	Water Conservation Specialist	660
11	Water Laboratory Manager	EOO
12	Water Operations Superintendent	EOO
13	Water Quality Organic Chemist	680
14	Water Support Services Supervisor	590
15	Water Treatment Operator I	450
16	Water Treatment Operator II **	540
17	Water Treatment Operator III **	590
18	Water Treatment Operator IV **	630
19	Water Treatment Superintendent	EOO
20	Water Treatment Supervisor I **	660
21	Water Treatment Supervisor II **	700
22	Water Utility Mechanic I	410
23	Water Utility Mechanic II	430
24	Water Utility Mechanic III	491
25	Water Utility Supervisor I	580
26	Water Utility Supervisor II	620
27	Welder	490
28		

1 * Effective November 5, 2009 upon approval by City Council.

2 ** Effective October 9, 2008 upon approval by City Council.

3 T= Terminal Position

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

9	TITLE	SALARY RANGE NUMBER
10	N/C Accountant I	M47
11	N/C Accountant II	M62
12	N/C Accounting Clerk I	M15
13	N/C Accounting Clerk II	M21
14	N/C Accounting Clerk III	M28
15	N/C Administrative Intern	H28
16	N/C Carpenter	M47
17	N/C Civil Engineer	N94
18	N/C Clerk/Typist I	M12
19	N/C Clerk/Typist II	M17
20	N/C Clerk/Typist III	M24
21	N/C Customer Service Representative I	M13
22	N/C Customer Service Representative II	M20
23	N/C Electrician	M52
24	N/C Engineering Aide I	N09
25	N/C Engineering Aide II	N16
26	N/C Engineering Aide III	N33
27	N/C Engineering Technician I	N43

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TITLE	SALARY RANGE NUMBER
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 Maintenance Assistant I	M07
N/C Maintenance Assistant II	M13
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

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21 Section 2. Every person who has been or who hereafter may be duly

22 appointed to an office or position of employment indicated herein ("employee") and who

23 is qualified to hold and does hold such office or position from and after the date or dates

24 that the compensation prescribed herein shall become effective or from the date of

25 employment, whichever occurs later, shall receive as full compensation for his/her

26 services a biweekly salary based on one of the pay rates in each Salary Schedule

27 ("Salary Schedule") established in the City Salary Resolution in effect or as amended for

28 his/her office or position, together with such additional compensation, if any, as provided

1 herein, by the City Salary Resolution, or by the City Personnel Ordinance. The method
2 and manner of determination of the pay rate for each office or position of employment
3 shall be fixed as stated in this Resolution, which may also include, by reference, part of
4 the City Salary Resolution and City Personnel Ordinance.

5 Section 3. The biweekly salary of any employee of the Water
6 Department who is originally appointed to any office or position of employment created
7 and established in this Resolution shall be at a Pay Rate Step of the Salary Range
8 Number for such office or position in accordance with the City's step placement policy or
9 as determined by the General Manager of the Water Department ("General Manager").
10 In those cases where offices or positions are designated by grade numbers, the biweekly
11 salaries of such employees shall be computed based on one of the pay rates designated
12 for the grade thereof. The General Manager may designate the initial Pay Rate Step or
13 increment of any employee within the Salary Range for the employee's office or position.
14 However, the Board may, by resolution, specifically designate that the pay rate of any
15 employee is fixed at some other pay rate included within the Salary Schedule without
16 limitation as to grade or numerical designation.

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

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

26 Section 6. If an employee is promoted from one position to another for
27 which a higher pay rate is established, or is advanced from one grade to another in the
28 same position for which a higher pay rate is established, or is transferred from one

1 department to another without change of position or grade, then the General Manager
2 shall designate the pay rate of such employee to be at one of the pay rates for such
3 position or grade which will be not less than the pay rate received by such employee
4 immediately prior to such promotion, advancement, transfer, or Salary Schedule change.
5 Likewise, if an employee is transferred as prescribed by the Civil Service Rules and
6 Regulations for the City of Long Beach ("Civil Service Rules") for other than disciplinary
7 reasons from one position to another position for which a lower pay rate is established,
8 then the General Manager shall designate the pay rate of such employee to be at one of
9 the pay rates prescribed for such position to which the employee is transferred. For the
10 purpose of computing the "period of employment" under the provisions of this Section, an
11 employee of the Water Department who has been reinstated to his/her former position
12 pursuant to the provisions of Section 52 of the Civil Service Rules shall be considered as
13 having been in the continuous service of the Water Department during the period said
14 employee shall have served in the Armed Forces.

15 Section 7. A. The provisions of this Resolution relating to assignment of
16 employees to Pay Rate Steps and to pay step advancement shall not apply to employees
17 in offices or positions which have been assigned to Salary Range Number EOO or BOO.
18 The level of compensation of employees in such offices or positions shall be determined
19 on a merit basis, and said employees shall be initially placed by the General Manager at
20 a level of compensation within Salary Range Number EOO or BOO which has been
21 designated by this Resolution for said employee's office or position. After the employee
22 has been initially placed at a level of compensation within the Salary Range Number
23 EOO or BOO, the General Manager shall have the sole and exclusive discretion to
24 increase or decrease the employee's level of compensation within Salary Range Number
25 EOO or BOO for the employee's office or position which the General Manager shall
26 determine to be the proper level of compensation as merited by the performance and
27 demonstrated ability of said employee through an evaluation process provided, however,
28 that the total of all percentage increases or decreases in compensation for any such

1 employee shall not exceed seven percent (7%) during any fiscal year. Evaluation shall
2 be no more than once in any six-month period.

3 B. In addition to and apart from any merit increase provided in subsection
4 "A" above, each employee assigned to the Salary Range Number EOO shall be eligible
5 to participate in and receive Individual Performance Incentive Compensation, the purpose
6 of which is to compensate management employees for distinguished and outstanding
7 performance for the periods for which Individual Performance Incentive Compensation is
8 paid and in further anticipation of continued distinguished and outstanding performance in
9 subsequent periods.

10 At or near the commencement of the applicable fiscal year, an eligible
11 employee and the General Manager shall develop and establish a written and approved
12 performance plan for the employee which sets forth objectives or targeted results for the
13 ensuing fiscal year or remaining portion thereof. Outstanding performance in the
14 attainment of these objectives or distinguished performance in a specific project or
15 program shall qualify the employee for Individual Performance Incentive Compensation.
16 Such incentive compensation may be paid to any eligible employee in an amount not to
17 exceed \$3,500.00 per fiscal year based upon the evaluation and determination by the
18 General Manager of the employee's performance under the previously approved
19 performance plan.

20 C. Employees with the Salary Range Number EOO are eligible to be
21 granted executive leave by the General Manager, in accordance with and pursuant to the
22 provisions of Section 4.10 of the City Personnel Ordinance. In addition to the five days
23 granted to eligible employees in Section 4.10 of the City Personnel Ordinance, the
24 General Manager may grant up to five additional days of executive leave per calendar
25 year for management employees.

26 Section 8. A. All salaries and wages in this Resolution shall be
27 computed and payable in biweekly installments, and such installments shall be paid
28 every other Friday in accordance with and in continuation of the schedule of biweekly pay

1 periods and paydays established and commenced by the City Council of the City of Long
2 Beach ("City Council").

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

8 C. When an employee is absent for any reason other than one of the
9 permitted absences authorized by Section 1.06 of the City Personnel Ordinance, the
10 employee is not entitled to receive the full amount of his/her installment of pay for the
11 biweekly pay period during which said absence occurred. The amount of pay that the
12 employee shall receive for such pay period shall be computed by multiplying the
13 employee's applicable hourly pay rate by the number of hours or fraction of hours for
14 which pay is actually due.

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

20 Section 10. The designation of certain positions in the schedule of
21 positions contained herein and the designation of grades within a specified classification
22 are made for the purpose of classifying such position according to the degree of
23 responsibility and character of the duties required by such positions solely and only to the
24 end that salary schedules for such positions will reflect the differences in the
25 responsibilities and duties attached to positions of the same classification. The
26 characterization of positions by said terms is hereby declared to have no other purpose
27 or effect and shall not in any manner change or alter the classification of employees
28 holding such positions.

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

9 B. An employee temporarily assigned to perform duties not ordinarily
10 attached to his/her position for the purpose of rehabilitation or recovery from a medical
11 condition that has been certified by the City Health Officer, pursuant to Section 63(5) of
12 the Civil Service Rules, shall be compensated at the pay rate fixed by the City Salary
13 Resolution and the Salary Schedule for the position involving the duties to which
14 temporary assignment has been made and at the step most closely approximating the
15 pay rate of the employee immediately prior to the temporary assignment provided that in
16 no event shall the pay rate for the temporary assignment exceed the employee's pay rate
17 immediately prior to the temporary assignment.

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

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

26 Section 12. A. In addition to the number of offices and positions created
27 herein in the various offices, departments, bureaus, and divisions of the Water
28 Department, there are hereby created and established an additional number of each of

1 said offices and positions equal to the number herein specifically created, and the Salary
2 Range Numbers and Salary Schedules for such additional positions shall be the same as
3 the Salary Range Numbers and Salary Schedules for the positions of the same title which
4 are created and established herein.

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

14 (i) Business: Director of Finance; Administrative Officer; Information
15 Technology Officer; (ii) Operations: Manager, Laboratory Services; Manager, Security
16 and Emergency Preparedness; Procurement and Warehouse Officer; Sewer Operations
17 Superintendent; Support Services Superintendent; Telemetry Systems Superintendent;
18 Water Operations Superintendent; Water Treatment Superintendent; (iii) Engineering:
19 Director of Engineering and Division Engineer; (iv) Water Resources: Director of Water
20 Resources; (v) Conservation and Planning: Director of Planning and Water Conservation;
21 and (vi) Government and Public Affairs: Director of Government and Public Affairs.

22 Section 13. In accordance with City Charter Section 1403(3), the Board's
23 plan of succession is modified whereby the Deputy General Manager-Operations shall
24 perform the duties of the General Manager in the temporary absence of the General
25 Manager, and the Deputy General Manager-Business will perform the duties of the
26 General Manager in the temporary absence of both the Deputy General Manager-
27 Operations and the General Manager, and whereby the Board will appoint a Manager as
28 Acting General Manager in the temporary absence of the General Manager, the Deputy

1 General Manager-Operations and the Deputy General Manager-Business. In the case of
2 such absence and during the time that the employee is performing the duties of General
3 Manager, the employee shall not be entitled to receive the compensation of the General
4 Manager.

5 However, if there is a permanent vacancy in the position of Deputy General
6 Manager-Operations, Deputy General Manager-Business, bureau head, or division head
7 due to any reason such as retirement, resignation, or termination, then the General
8 Manager may assign an employee to perform as Acting Assistant, Deputy General
9 Managers, acting bureau head, or acting division head. During the time that the
10 employee has been so assigned by the General Manager, then the employee shall be
11 entitled to receive the compensation established in this Resolution or in the City Salary
12 Resolution for the office or position to which that employee is assigned. If there is a
13 permanent vacancy in the position of General Manager, then the Board may assign an
14 employee to perform as Acting General Manager and that employee shall be entitled to
15 receive the compensation established in this Resolution for the position of General
16 Manager.

17 Section 14. When an employee classified in one of the following positions
18 is assigned to perform and does perform the occupational skill described in the column
19 hereof designated "Skill", said employee shall be paid on a per diem, hourly rate or one-
20 time payment (bonus) basis, as indicated herein, the amount of additional compensation
21 set forth in the column designated "Additional Compensation" opposite the described
22 skill. The additional compensation shall be paid to the employee at an hourly rate only if
23 said employee is assigned to regularly perform said occupational skill on a daily basis. If
24 an employee is not regularly assigned to perform said occupational skill on a daily basis,
25 then the additional compensation shall be paid at a per diem rate, and said per diem skill
26 pay shall be paid only for each work day that the employee actually performs said
27 occupational skill, and the employee is not entitled to receive and shall not be paid per
28 diem skill pay for any date that the employee does not work or is absent from work on a

1 permitted absence. For purposes of this Section, any employee in a non-career position
 2 shall receive skill pay in the same manner as prescribed for a comparable employee in
 3 the classified career service and need not be specifically designated in the following
 4 table(s) unless there is no comparable classified position.

5 The following skills, as determined by the General Manager or Deputy
 6 General Managers shall be effective on November 5, 2009 or on the date on which this
 7 Resolution is approved by the City Council, whichever occurs later unless otherwise duly
 8 noted within this Resolution or superseded by MOU provisions:

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 2 Department of Health Services Distribution Operator Certificate	\$0.20/hr
	When possessing a Grade 3 Department of Health Services Distribution Operator Certificate;	\$0.35/hr
	When possessing a Grade 4 Department of Health Services Distribution Operator Certificate;	\$0.45/hr
	When possessing a Grade 5 Department of Health Services Distribution Operator Certificate;	\$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	\$0.20/hr

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	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.;	
	with three series certif.;	\$0.35/hr
	with six series certif.;	\$0.45/hr
	Master Automobile Technician certification and/or Medium/Heavy Truck Technician with one series certification;	\$0.20/hr
	with two engine series certifications;	\$0.35/hr
	with two additional certifications;	\$0.45/hr
	and/or Light Vehicle Compressed Natural Gas Technician with one series certification	\$ 0.20/hr
	Any ASE Master Certification	\$1.00/hr
(f) Equipment Mechanic I and II	When regularly assigned and/or performing maintenance repair of power chain saws, blowers, lawn mowers, edgers, generators, and similar equipment within the Water Department	\$0.70/hr
(g) Garage Service Attendant II	When driving a vehicle requiring a Class A license	\$8.00 per diem
(h) Gardener I and II; Maintenance Assistant II; Equipment Operator; and	When required to possess a Pesticide Applicator's license and regularly	\$0.544 per hour or \$4.43

1	Park Crew Supervisor	assigned pesticide applicator duties	per diem
2	(l) Gardener II	When regularly assigned Planner duties in Maintenance Division	\$4.579 per hour
3			
4	(j) Machinist	When regularly assigned and performing specialized Water Department Machine Shop Operations	\$0.523 per hour
5			
6	(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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13	(l) Plumber	When regularly assigned and performing duties as irrigation systems plumbing specialist	\$0.647 per hour
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15			
16	(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; When possessing a Grade II CWEACSM Certificate; When possessing a Grade III CWEACSM Certificate; When possessing a Grade IV CWEACSM Certificate	\$0.20/hr \$0.35/hr \$0.45/hr \$0.60/hr
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24	(n) Senior Equipment Operator; Water Utility Mechanic I and II; Water Treatment Operator I	When possessing a Grade 2 Department of Health Services Distribution Operator Certificate; When possessing a Grade 3 Department of Health Services Distribution	\$2.00/hr \$2.25/hr
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1		Operator Certificate;	
2		When possessing a Grade	\$2.50/hr
3		4 Department of Health	
4		Services Distribution	
5		Operator Certificate;	
6		When possessing a Grade	\$2.75/hr
7		5 Department of Health	
8		Services Distribution	
9		Operator Certificate;	
10	(o) Water Utility Supervisor	When possessing a Grade I	\$0.20
11	I, II; Water Utility Mechanic	Department of Health	per hour
12	I, II, III; Senior Equipment	Services Water Treatment	
13	Operator; Electrician;	Certificate;	
14	Laboratory Analyst I, II and	When possessing a Grade	\$0.35
15	III; Laboratory Assistant I, II	II Department of Health	per hour
16	and III	Services Water Treatment	
17		Certificate;	
18	(p) Water Treatment	Certification from the SDHS	\$0.45
19	Operator I & II	as a Water Treatment	per hour
20		Operator, Grade 3 or higher	
21	(q) Water Treatment	Certification from the SDHS	\$0.60
22	Operator I, II and III	as a Water Treatment	per hour
23		Operator, Grade 4	
24	(r) Water Treatment	Certification from the SDHS	\$0.75
25	Operator IV; Water	as a Water Treatment	per hour
26	Treatment Supervisor I and	Operator, Grade 5	
27	II		
28	(s) Water Utility Mechanic I,	When possessing a Los	\$0.45
	II, III	Angeles County Department	per hour
		of Health Cross Connection	
		tester Certificate	
	(t) Water Utility Mechanic I,	When operating sanitary	\$4.00
	II, III	sewer main line closed	per diem
		circuit television video	
		inspection equipment;	
		When supervising operation	\$4.00
		of sanitary sewer lateral	per diem
		closed circuit television	
		video inspection equipment;	
		When supervising or	\$4.00
		training subordinates in	per diem
		repair, testing and	
		exchange of large water	

1		meters (minimum three inch diameter);	
2			
3		When singularly assigned to off hours water/sewer emergency first response, with authority to shut off water service and/or call out emergency standby personnel;	\$4.00 per diem
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6			
7		When exercising large water distribution control valves (over 12-inch diameter);	\$4.00 per diem
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9			
10	(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
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15	(v) , Water Treatment Operator II, III, and IV; Water Treatment Supervisor I and II	When possessing a Grade 3 Department of Health Services Distribution Operator Certificate;	\$0.25/hr
16			
17	(Effective October 9, 2008)	When possessing a Grade 4 Department of Health Services Distribution Operator Certificate;	\$0.50/hr
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19			
20		When possessing a Grade 5 Department of Health Services Distribution Operator Certificate	\$0.75/hr
21			
22			
23	(w) Welder	When regularly performing specialized Water Department welding requiring a City of Los Angeles Certificate and Structural Steel License	\$0.70/hr
24			
25			
26	(x) Water Treatment Operator I	Certification from the SDHS as a Water Treatment Operator, Grade 2 or higher	\$0.35/hr
27			
28	(y) Non-management classifications in the current	For crane operation	\$0.56/hr per certificate

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Salary Resolution assigned to and certified in crane operation		
(z) Water Utility Supervisor I, II	When possessing a Grade 3 Department of Health Services Distribution Operator Certificate;	\$0.25/hr
	When possessing a Grade 4 Department of Health Services Distribution Operator Certificate;	\$0.50/hr
	When possessing a Grade 5 Department of Health Services Distribution Operator Certificate;	\$0.75/hr
(aa) Water Utility Mechanic III	When possessing a Grade 3 Department of Health Services Distribution Operator Certificate;	\$0.25/hr
	When possessing a Grade 4 Department of Health Services Distribution Operator Certificate;	\$0.50/hr
	When possession a Grade 5 Department of Health Services 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

1 and pursuant to the applicable definitions, conditions, and requirements of the City's
2 Personnel Ordinance and in accordance with and pursuant to the Fair Labor Standards
3 Act ("FLSA"), except that the additional compensation for overtime exempt from FLSA
4 shall not include uncontrolled standby amounts in the computation.

5 B. Any employee in the classification of Water Utility Mechanic II or III who
6 shall be required to and shall work overtime (as such term is defined in the City
7 Personnel Ordinance) or on a regular day off, or on a legal holiday, for which time such
8 employee would be entitled to but does not receive time off in performing the duties of
9 Water Utility Supervisor I shall be entitled to and shall receive the same compensation as
10 said Water Utility Supervisor I would have received when so working overtime. The
11 method of computation of the amount of additional compensation to be paid to an
12 employee shall be the difference between a Water Utility Supervisor I at step 7 and that
13 of said employee at his or her adjusted rate multiplied by the overtime hours worked.

14 Section 16. In addition to other compensation described herein, a night
15 shift differential equal in amount to any night shift differential established in the City
16 Salary Resolution shall be paid to any permanent full-time employee in the Long Beach
17 City Employees Service Lodge 1930, District Lodge 947, International Association of
18 Machinists and Aerospace Workers, AFL-CIO ("CESL") or the Long Beach Association of
19 Engineering Employees ("Association") whose regular schedule requires the employee to
20 work between the hours of 6:00 p.m. and 6:00 a.m., provided that (i) the employee works
21 one-half (½) or more of his/her regularly scheduled shift between the hours of 6:00 p.m.
22 and 6:00 a.m., and such employee shall be eligible to be paid the additional rate
23 established by this Section for each hour worked during the entire shift; or (ii) the
24 employee works between the hours of 6:00 p.m. and 6:00 a.m. as part of a "split shift".
25 Split shift is defined as a shift of eight (8) or more non-continuous work hours in a single
26 day, separated by a break of at least three (3) non-working hours during said shift. Such
27 employee shall be paid the night shift differential established by this Section only for each
28 hour actually worked between the hours of 6:00 p.m. and 6:00 a.m.

1 Section 17. Each employee represented by the CESL or the Association
2 in a classification or grade level below the level of division head, who is required in a
3 calendar year to perform the duties in a different classification or grade level with a higher
4 Salary Range than the employee's current classification or grade level, shall be paid an
5 amount per hour equal to that established in the City Salary Resolution as additional
6 compensation for each hour that the employee performs the duties. In no event shall the
7 total compensation paid to the employee for regular salary and higher classification pay
8 exceed the top step of the higher classification or grade level. Each employee who
9 qualifies for the benefits provided by this Section shall apply for said benefits within thirty
10 (30) calendar days after the date that the employee meets the criteria set forth herein.
11 The employee receiving higher classification pay will be required to record the title of the
12 vacant higher classification or grade, and in the case of a temporary vacancy, the name
13 of the employee who holds the higher classification position, and the reason for the
14 temporary higher classification assignment. This documentation of the higher
15 classification assignment information on the employee's time card is required for auditing
16 purposes.

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

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

26 (i) Any Water Department permanent full-time employee represented by the
27 CESL or the Association whose official duties require intermittent or routine transportation
28 and is not authorized use of a Water Department vehicle, will be authorized to use his or

1 her personal vehicle for the performance of official duties and shall be reimbursed by the
2 Water Department at the rate established in the City Salary Resolution.

3 (ii) Any Water Department permanent full-time employee represented by
4 the CESL or the Association who drives 300 or more miles in any calendar month in the
5 performance of his or her duties shall be reimbursed at the rate established in the City
6 Salary Resolution plus an additional \$0.10 per mile. If an employee's annual monthly
7 mileage average in a calendar year is equal to or over 300 miles per month,
8 reimbursement of the additional \$0.10 per mile shall be paid at the end of the calendar
9 year for those months that were paid at the lower rate. Employees will not receive
10 additional compensation for those miles already paid at the higher rate.

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

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

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

1 adoption of the suggestion provided, however, that the maximum award shall not exceed
2 \$5,000.00.

3 Section 21. Notwithstanding any other provision of this Resolution, the
4 General Manager may, within his sole discretion, provide as part of an employee's annual
5 compensation additional compensation for relocation and moving expenses actually and
6 necessarily incurred to accept a position with the Water Department if the General
7 Manager determines that such additional compensation is required as a necessary
8 inducement for the acceptance of employment with the Water Department. Said
9 additional compensation must be provided within one year after the employee's
10 appointment date.

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

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

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

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

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

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

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1 Section 26. In addition to other compensation described herein, there
2 shall be presented to each employee upon completion of ten years' service, fifteen years'
3 service, twenty years' service, twenty-five years' service, thirty years' service, thirty-five
4 years' service, forty years' service, and upon retirement a suitable service award. The
5 Board shall also sponsor an annual luncheon honoring those employees who have
6 completed twenty years' service and who have received state, national and other awards.

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

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

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

- 19 a. Initial purchase of safety footwear;
- 20 b. Resole or repair for safety footwear based on an assessment of "fair
21 wear and tear" by the Supervisor and Division Manager; or
- 22 c. Additional safety footwear purchased, when warranted, based on an
23 assessment of "fair wear and tear" by the Supervisor and Division Manager.

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

27 Section 30. The Board may sponsor other benefits, luncheons, dinners,
28 and the like for special awards, strategic planning sessions, outstanding achievements,

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

1 Metropolitan Water District of Southern California directors and managers, water and
2 sewer related professional organizations, and the like.

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

5 Section 32. All other resolutions and orders pertaining to the matters set
6 forth herein are hereby rescinded.

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

16 Section 34. The Secretary of the Board of Water Commissioners shall
17 certify to the passage of this Resolution, and it shall be deemed operative on November
18 5, 2009 or on the date on which this Resolution is approved by the City Council,
19 whichever occurs later unless otherwise duly noted within this Resolution or superseded
20 by MOU provisions:

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I hereby certify that the foregoing Resolution was adopted by the Board of Water Commissioners of the City of Long Beach at its meeting held on November 5 2009, by the following vote:

Ayes:	Commissioners:	<u>SUZANNE DALLMAN; FRANK CLARKE;</u>
		<u>WILLIAM TOWNSEND; JOHN ALLEN;</u>
		<u>PAUL BLANCO</u>
<hr/>		
Noes:	Commissioners:	<u>NONE</u>
Absent:	Commissioners:	<u>NONE</u>

Frank Clarke
Secretary

CERTIFIED AS A TRUE AND CORRECT COPY
.....
SECRETARY TO THE BOARD OF WATER COMMISSIONERS
CITY OF LONG BEACH, CALIFORNIA

BY: *Frank Clarke*
DATE: 11/5/2009

OFFICE OF THE CITY ATTORNEY
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333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664