



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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MEETING OF THE BOARD OF DIRECTORS' PERSONNEL COMMITTEE

Date & Time:

April 2, 2015

Thursday, 3:30 p.m.

Location:

OVSD Board Room

1072 Tico Road, Ojai

Members

Peter M. Kaiser

Stan Greene

William M. Stone, Chairman

AGENDA

1. **Public Comment - (Items not on the agenda - 3 minute limit)**

FOR DISCUSSION & RECOMMENDATION

2. **2015 Compensation Study Results & Recommendations**

FOR DISCUSSION & REVIEW

3. **New Job Positions**
4. **General Discussion**
 - a. Audience
 - b. Committee Members
 - c. General Manager

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours. Copies of individual reports may be requested from Brenda Krout (646-5548).

ATTEST TO POSTING:

Brenda Krout, Clerk of The Board


March 30, 2015 @ 3:30 p.m.

Date & Time Posted At District Office

Memorandum

Ojai Valley Sanitary District

March 30, 2015

To: Personnel Committee – Bill Stone, Pete Kaiser & Stan Greene
From: Jeff Palmer – General Manager 
Subject: 2015 Compensation Study Results & Recommendations

At your March 24, 2015 meeting we reviewed the methodology/approach utilized by the consultant (Koff & Associates) in compiling the compensation study results, it was noted that the CASA 2014 Statewide salary survey data was the primary source of data; Koff crunched the numbers from the CASA data along with some demographic data for all the areas.

Koff's final report (Compensation Study) with supporting data was presented at your March 24th meeting. It was agreed that staff would continue to review the report and develop recommendations to be presented to the Committee prior to being presented to the Board.

After a thorough review of the regional & state components of the Compensation Study and consideration of the District's current staffing structure, staff recommends salary changes to eight positions. Those positions are:

C/S Supervisor
Lab Tech II
Information Tech. Officer
Customer Service Rep.
Accounting Analyst
Admin. Clerk II
Operations Superintendent
Administrative Officer

Attached is a chart showing the recommendation for each position.

The majority of the recommended salary adjustments are clearly based on the Compensation Study's results; however, a couple of the recommendations (Customer Service Representative & Accounting Analyst) fall into the category of the District's position not fitting into a common mold.

The employee in the Customer Service Representative position has assumed more advanced duties than would typically be associated with such a position. Many of the duties are associated with the District's Unpermitted Connection Program which involves working directly with property owners all the way to complying documentation acceptable for presentation to a Civil Judge in pursue of an inspection warrant. Similar duties for administration of the Private Lateral Program will also be incorporated into this position.

The employee in the Accounting Analyst position carries the load of accounts payable, accounts receivable and payroll; this is much more than would be typically associated with this level of position.


The net cost of the recommended changes to the eight positions is approximately \$51,000.

If you have any questions or need additional information please call me at 646-5548.

Memorandum

Ojai Valley Sanitary District

March 30, 2015

To: Personnel Committee – Bill Stone, Pete Kaiser & Stan Greene
From: Jeff Palmer – General Manager 
Subject: New Job Positions

The upcoming 2-Fiscal Year Budget (2015-16 & 2016-17) will contain 2 new job positions. The two positions are Inspector and Project Manager.

Currently the District has one inspector, Senior Construction Inspector. As the District embarks on new programs such as the Unpermitted Connection and Private Sewer Lateral and increases the oversight on commercial accounts, inspection demands are greatly increasing. This new Inspector position will work closely with the Customer Service Representative on all of these programs.

The increase in our efforts to conduct repairs & replacements within the District's collection system to combat Infiltration & Inflow, along with other projects identified in the District's updated Capital Improvement Plans for both the collection system and treatment plant, a dedicated Project Manager is needed.

Staff is in the process of developing the job descriptions for both of these positions.

If you have any questions or need additional information please call me at 646-5548.