



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

MEETING OF THE BOARD OF DIRECTORS' PERSONNEL COMMITTEE

Date & Time:

April 6, 2017

Thursday, 6:00 p.m.

Location:

OVSD Board Room

1072 Tico Road, Ojai

Members

Stan Greene

William M. Stone

Peter M. Kaiser

A G E N D A

1. **Select Chairman For The Committee**
2. **Public Comment - (Items not on the agenda - 3 minute limit)**

FOR DISCUSSION & RECOMMENDATION

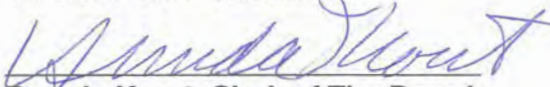
3. **Cost-of-Living Salary Adjustment – Resolution No. 2017-03**
4. **Standby Pay Review**
5. **Organizational Structure and Job Descriptions**

FOR DISCUSSION & REVIEW

6. **Employee Benefits Review**
7. **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

April 4, 2017 12:30 p.m

Date & Time Posted At District Office

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ITEM # 3

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Memorandum

Ojai Valley Sanitary District

April 4, 2017

To: Personnel Committee – Bill Stone, Peter Kaiser & Stan Greene
From: Jeff Palmer – General Manager 
Subject: COST-OF-LIVING SALARY ADJUSTMENT – RESOLUTION NO. 2017-03

Attached is a **DRAFT letter** to the Board for the April 24th regular Board Meeting, requesting a 2.7 percent cost-of-living salary adjustment (COLA) effective with the first pay period in July beginning July 2, 2017.

The draft letter explains the computation of the CPI using the 12-month period ending February 2017.

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

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April 2017

DRAFT

Board of Directors
Ojai Valley Sanitary District
Ojai, CA 93023

COST OF LIVING SALARY ADJUSTMENT - RESOLUTION NO. 2017-03

District Staff annually reviews the Consumer Price Index (CPI) to determine the annual change in the cost of living. To be consistent, year to year the change in the CPI for the 12-month period ending February is used to determine the percentage, if any, of a cost of living salary adjustment that staff will recommend for all District employees, excluding the General Manager.

The CPI used for reference is prepared by the United States Department of Labor Bureau of Labor Statistics nationally and for 28 local areas. The Los Angeles Area CPI, included in this report, covers Los Angeles, Orange, San Bernardino, Riverside and Ventura Counties. A copy of the February 2016 to February 2017 report is enclosed.

This year the Bureau reports a 2.7 percent increase in the Area CPI for all urban consumers for the 12-month period ending February 2017. The percent change in the CPI is computed as follows:

CPI February 2017	253.815
CPI February 2016	<u>247.113</u>
	6.702

$$\frac{6.702}{247.113} = 0.027121 = 2.7\% \text{ (rounded)}$$

The cost to the District for a cost-of-living adjustment of 2.7 percent is estimated at \$45,936 for direct wages and related benefits, excluding the General Manager. Direct wages is all employees' regular wages excluding any amounts for extra help, standby wages, etc.

Management recommends that a cost-of-living adjustment in an amount equal to the February 2016 to February 2017 CPI (2.7 percent) be granted to District employees, excluding the General Manager, and the cost of this adjustment be included in the final Fiscal Year 2017-18 budget.

A cost of living adjustment was discussed with the Board's Personnel Committee at their April ?????, 2017 meeting. The Committee unanimously supported presenting a recommendation to the Board to approve a 2.7 percent cost-of-living salary adjustment (COLA) to District employees, excluding the General Manager, effective July 2, 2017 and directing staff to include this adjustment in the final budget for fiscal year 2017-18.

If the Board chooses not to grant a cost-of-living adjustment no further action is necessary; the current salary schedule, adopted May 23, 2016 will remain in effect.

RECOMMENDATION:

It is recommended the Board:

- a. Approve a 2.7 percent cost-of-living adjustment of salary ranges for all District employees, excluding the General Manager;
- b. Adopt Resolution No. 2017-03, Adoption of the Ojai Valley Sanitary District Salary reflecting the 2.7 percent cost-of-living adjustment, Effective July 2, 2017.

Jeff Palmer
General Manager

Enc.

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

February 2017

ALL ITEMS INDEXES

(1982-84=100 unless otherwise noted)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	Feb 2016	Jan 2017	Feb 2017	Jan 2017	Feb 2017	Feb 2017	Feb 2016	Jan 2017	Feb 2017	Jan 2017	Feb 2017	Feb 2017
U. S. City Average.....	237.111	242.839	243.603	2.5	2.7	0.3	230.972	236.854	237.477	2.5	2.8	0.3
(1967=100).....	710.278	727.439	729.727	-	-	-	687.995	705.517	707.371	-	-	-
Los Angeles-Riverside-Orange Co.....	247.113	252.373	253.815	2.1	2.7	0.6	238.262	242.735	244.254	1.7	2.5	0.6
(1967=100).....	730.081	745.623	749.881	-	-	-	704.136	717.357	721.845	-	-	-
West	244.821	250.814	252.252	2.5	3.0	0.6	236.747	242.384	243.810	2.3	3.0	0.6
(Dec. 1977 = 100)	395.739	405.426	407.752	-	-	-	380.913	389.982	392.277	-	-	-
West - A*.....	251.196	257.949	259.316	2.8	3.2	0.5	241.486	247.442	248.896	2.4	3.1	0.6
(Dec. 1977 = 100)	409.609	420.622	422.851	-	-	-	390.918	400.561	402.914	-	-	-
West - B/C**(Dec. 1996=100).....	144.128	146.469	147.451	1.8	2.3	0.7	143.283	145.963	146.832	1.9	2.5	0.6

BI-MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Feb 2016	Dec 2016	Feb 2017	Dec 2016	Feb 2017	Feb 2017	Feb 2016	Dec 2016	Feb 2017	Dec 2016	Feb 2017	Feb 2017
San Francisco-Oakland-San Jose.....	262.600	269.483	271.626	3.5	3.4	0.8	257.141	263.222	265.569	3.0	3.3	0.9
(1967=100).....	807.306	828.464	835.053	-	-	-	783.017	801.534	808.680	-	-	-
Seattle-Tacoma-Bremerton.....	250.942	256.821	259.503	2.6	3.4	1.0	246.464	252.286	255.471	2.5	3.7	1.3
(1967=100).....	764.970	782.889	791.065	-	-	-	731.011	748.282	757.726	-	-	-

* A = 1,500,000 population and over

** B/C = less than 1,500,000 population

Dash (-) = Not Available.

Release date March 15, 2017. The next monthly releases are scheduled for April 14, 2017. The next bi-monthly releases are scheduled for May 12, 2017.

Please note: Customers can receive hotline information by calling the BLS West Region Information Office: (415) 625-2270.

This card is available on the day of release by electronic distribution. Just go to www.bls.gov/bls/list.htm and sign up for the free on-line delivery service. For questions, please contact us at BLSinfoSF@BLS.GOV or (415) 625-2270.

OJAI VALLEY SANITARY DISTRICT

RESOLUTION NO. 2017-03

**RESOLUTION FOR THE ADOPTION OF THE
OJAI VALLEY SANITARY DISTRICT
SALARY SCHEDULE
AND
POSITION & BENEFITS AUTHORIZATION**

DRAFT

EFFECTIVE 12:01 a.m. JULY 2, 2017

BE IT RESOLVED that the Ojai Valley Sanitary District Board of Directors does hereby approve and adopt the attached Salary Schedule and Position & Benefits Authorization, to become effective 12:01 a.m. July 2, 2017;

PASSED AND ADOPTED this 24th day of April, 2017, upon the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

DRAFT

William M. Stone, Chairman

CERTIFICATION:

I, John R. Curtis, Secretary of the Board of Directors of the Ojai Valley Sanitary District, do certify that the above is a true and accurate copy of Resolution No. 2017-03 adopted by the Board of Directors on April 24, 2017.

John R. Curtis, Secretary

Range	Step					
	A	B	C	D	E	
8	2,736.80	2,880.85	3,017.39	3,192.07	3,360.08	
9	2,946.31	3,101.38	3,264.59	3,436.41	3,617.28	
10	3,003.96	3,162.07	3,328.50	3,503.69	3,688.11	
11	3,147.66	3,313.31	3,487.72	3,671.28	3,864.51	
12	3,298.56	3,472.16	3,654.91	3,847.28	4,049.76	
13	3,456.98	3,638.96	3,830.46	4,032.06	4,244.29	
14	3,654.91	3,847.28	4,049.76	4,252.26	4,448.47	
15	Admin. Clerk I	3,798.00	3,997.87	4,208.30	4,429.78	4,662.92
16	CS Oper I	4,014.75	4,226.04	4,448.47	4,670.92	4,904.45
17	Admin. Clerk II	4,173.95	4,393.64	4,603.79	4,868.28	5,124.49
18	CsOper II	4,443.69	4,677.56	4,923.75	5,182.89	5,455.67
19		4,624.88	4,868.28	5,124.49	5,380.73	5,633.40
20	TP Oper I, Cus Ser Rep	4,811.35	5,064.58	5,331.14	5,611.74	5,907.10
21	Cs Oper III	5,045.40	5,309.91	5,590.48	5,884.73	6,194.44
22	TP Oper II	5,291.19	5,569.67	5,862.80	6,171.37	6,496.17
23	TP Oper III, Sr. CS Oper, Inspector, Acct Analyst	5,549.24	5,841.31	6,148.74	6,472.38	6,813.01
24	Lab Tech II	5,820.17	6,126.50	6,448.96	6,788.38	7,145.65
25	TP Sr. Oper, Sr. Const Insp	6,104.70	6,426.00	6,764.21	7,120.21	7,494.95
26	Project Manager	6,403.40	6,740.45	7,095.20	7,468.61	7,861.71
27		6,717.09	7,070.29	7,442.75	7,834.48	8,246.82
28	TP Supervisor, CS Supervisor	7,052.94	7,424.15	7,814.89	8,205.65	8,615.91

29		7,405.59	7,795.36	8,205.65	8,615.91	9,046.72
30		7,775.88	8,185.12	8,615.91	10,098.37	9,499.05
31	Information Tech. Officer	8,164.66	8,594.40	9,046.72	9,499.05	9,974.00
32		8,572.91	9,024.11	9,499.05	9,974.00	10,472.70
33	Ops Super & Admin Officer	9,001.55	9,475.31	9,974.00	10,472.70	10,996.34
34		9,451.61	9,949.08	10,472.70	10,996.34	11,546.16

Part time/Temp.
(Per Hour)

10.24

Standby
(Per Hour)

2.00



BENEFITS PACKAGE
Effective July 2, 2017

DRAFT

CALPERS RETIREMENT:

District provides retirement benefits through the CalPERS Retirement System. The District will pay the Employee's Contribution to the retirement as set forth below for employees hired prior to January 1, 2013 and employees hired after January 1, 2013 who are deemed by CalPERS as "Classic Members":

<u>Years of Service</u>	<u>Amt. Of Employee's Contribution Paid by District</u>
Less than 5	0%
5 but less than 10	50%
10 years & over	100%

(District pays 100% for General Manager from date of employment.)

Retirement benefits and rate of contributions for employees hired on or after January 1, 2013, and are not deemed "Classic Members" by CalPERS will be in accordance with the Public Employees' Pension Reform Act of 2013.

VACATION

Vacation accrual schedule in as follows:

Length of Service In Years	Annual Maximum Accrual (hours)	Maximum Accrual (hours)
Less than 5	88	220
5 but less than 10	128	320
10 but less than 15	168	420
15 but less than 20	192	480
20 & over	216	540

HOLIDAYS

Regular and probationary employees shall be entitled to the following paid holidays:

- January 1st (New Year’s Day)
- Third Monday in January (Martin Luther King’s Day)
- Third Monday in February (President’s Day)
- Last Monday in May (Memorial Day)
- July 4th
- First Monday in September (Labor Day)
- November 11 (Veteran’s Day)
- Fourth Thursday in November (Thanksgiving Day)
- Friday after Thanksgiving Day
- December 25 (Christmas Day)
- 2 Floating Holidays Annually (calendar year)

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LIFE INSURANCE:

District provides fully paid coverage for Regular Full-Time employees under the following schedule:

<u>Job Classification</u>	<u>Amt. Of Coverage</u>
General Manager	\$180,000
Ops Super/Adm Officer	\$ 80,000
All other classifications	\$ 45,000

UNIFORMS:

District provides uniforms and laundry service for plant and collection system personnel.

Annual reimbursement of up to \$175 per plant and collection system employee for purchase of steel-toe safety shoes.

HEALTH INSURANCE:

Cafeteria Health Benefits Health Insurance Plan \$1,558 per month

District provides a Cafeteria Benefits Plan in a monthly dollar amount (as stated above) for all employees and retirees to be used towards the purchase of health insurance coverage for themselves and qualified dependents; employees/retirees have a choice of carriers available through CalPERS Health Benefits.

Employees receive any unused portion of these funds in cash, up to a maximum of \$650 per month.

This Plan is administered under the guidelines of the Ojai Valley Sanitary District Employees’ Cafeteria Health Benefit Plan as adopted by the Board of Directors.

3-9

- A. An employee will become a Participant on (1) the Effective Date of the Plan or (2) the first day of the month following the date he becomes eligible to participate under the medical care plans maintained by the District (currently CalPERS Health Plan).
- B. Cessation of participation. A Participant will cease to be a Participant as of the earlier of the date on which the Plan terminates or on the date on which he ceases to be eligible to participate.
- C. Benefit options. An Employee Participant (does not apply to retiree) may choose under this Plan to receive full compensation for any month in cash (maximum of \$650) or to have a portion of it applied by the District toward the cost of providing health care coverage for themselves and qualified dependents and receive the balance in cash (maximum of \$650). Prior to receiving full compensation (\$650 maximum) an employee must provide the District with proof of alternate health insurance for themselves.
- D. Election procedures. Completion of California Public Employees' Retirement System's (CalPERS) Health Benefit Plan Enrollment Form HBD-12 acts as the employee's election form for selection of benefit option under this plan. Selection of any health insurance coverage on this form constitutes election to use all or a portion of the cafeteria amount to purchase this coverage. This election must be completed within 60 days of initial employment with the District, and can be changed at the Participant's election during CalPERS annual open enrollment or following an event designated as qualified by CalPERS.
- E. Plan Administrator. The administration of the Plan shall be under the supervision of the District General Manager acting as the plan Administrator. It shall be a principal duty of the Administrator to see that the Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in the Plan without discrimination among them.
- F. Payment of Cash Benefit (Maximum of \$650 monthly). If the Participant is eligible to receive any portion of the District allocated monthly cafeteria benefit as a cash payment, the net monthly amount shall be multiplied by 12 and divided by 26 pay periods. The cash benefit amount will be added to the Participant's gross pay for purposes of applicable taxation, but will not be subject to retirement system contributions or any other benefits (such as overtime pay) calculation.

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Proportion for Partial Pay. When a Participant receives less than a full regular paycheck (80 paid hours), any cash benefit due to be paid in that pay period shall be proportioned. The proportion shall be determined by multiplying the number of paid hours in the pay period by an hourly rate calculated as the monthly cash allowance times 12 divided by 2,080, the number of paid hours in 26 pay periods annually. Any fraction of a penny resulting from this calculation shall

3-10

be truncated and thereafter ignored. From that proportioned amount any selected insurance premium shall be deducted.

G. Small Cash Payment Amount Elimination. The monthly cafeteria plan benefit amount is specified in whole dollars for administrative simplicity. When any cash payment amount determined after deduction of any selected insurance premium results in a balance of less than fifty cents per pay check, said small cash payment balance shall be ignored.

H. General Manager's Discretion. Application of this Plan under situations outside of the established Plan guidelines shall be at the General Manager's discretion to handle in a manner that will not create an interruption in the administration and operation of the Plan nor an inequity among the Participants. In the event a modification to the Plan is granted by the General Manager, a report of this modification along with a recommendation for correction to the Plan to alleviate the need for such a modification, will be presented to the Board at their next regularly scheduled meeting.

DRAFT

VISION INSURANCE:

District provides fully paid vision coverage through Vision Service Plan for employee & dependents. Coverage includes annual eye exam, lenses replacement every 12 months, and frame replacement every 24 months.

DENTAL INSURANCE

District provides fully paid dental coverage through Delta Dental for employee & dependents.

DISABILITY INSURANCE:

District provides fully paid Short & Long Term Disability insurance for active employee only.

VOLUNTARY PROGRAMS:

Employees may pay for:

1. Deferred Compensation
2. IRS Section 125 Flexible Spending Account – Annual contribution limit per employee is \$2,600.

3-11

STAFFING

The District staff consists of 21 full time positions.

DRAFT

The staffing complement of authorized positions are as follows:

POSITION AUTHORIZATIONS

Position Description	Pay Range	Authorized FY 2016-17
General Manager	FR	1
Administrative Officer	33	1
Information Tech. Officer	31	1
Project Manager	26	1
Accounting Analyst	23	1
Customer Svcs Representative	20	1
Administrative Clerk I/II	15/17	1
Operations Superintendent	33	1
TP Supervising Operator	28	1
Laboratory Technician II	24	1
TP Senior Operator	25	1
TP Operator I/II/III	20/22/23	3
CS Supervising Operator	28	1
CS Senior Operator	23	1
CS Operator I/II/III	16/18/21	3
Senior Construction Inspector	25	1
Inspector	23	1
Totals	--	21

3-12

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ITEM # 4

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Memorandum

Ojai Valley Sanitary District

April 4, 2017

To: Personnel Committee – Bill Stone, Pete Kaiser & Stan Greene
From: Jeff Palmer – General Manager 
Subject: Standby Pay Review

Standby Duty is for the purpose of having someone available on call that has the knowledge of the District's operations and can take appropriate action as may be required. This allows the District to avoid round the clock operations staffing. Standby Duty is assigned for periods outside of normal working hours, including weekends. In the event of a storm event or emergency call, the Standby Duty Operator is the first employee to respond, with additional call outs if necessary. An employee is assigned this Standby Duty in addition to their regular working hours. The Treatment Plant and Collection System employees are subject to working Standby Duty.

Standby duty is a common practice among most utilities, i.e. sewer, water, etc. It is also common practice to provide compensation to the employee when on Standby Duty. The District's current Standby Duty compensation is \$1.35 per hour. In event of callouts, employees are paid according to required overtime regulations.

In 1985 when the Ojai Valley Sanitary District was formed the Standby Duty compensation was \$0.75 per hour. Though the years this amount has been increased to stay competitive with other similar agencies. The compensation rate was increased to \$1.35 per hour effective July 1, 2005. It is time to reevaluate this rate.

Standby duty requires that a Collection System Operator and a Treatment Plant Operator are on call, 24 hours a day and available to respond within 15 minutes to a Call Out or Emergency Page. Operators have laptops, connected to our SCADA system and can immediately view a full suite of data, identify the problem and operate the system remotely if necessary. With the almost immediate response time, that requires the two operators to stay local, do not take trips out of the area (Santa Barbara or even Thousand Oaks), do not drink alcohol and be responsive. It requires their full attention and focus and the ability to immediately drop what they are doing and respond. Although it's a passive obligation most of the time, it does occupy and change their ability to fully enjoy their private time.

Staff surveyed other similar local agencies (Goleta West, Goleta, Montecito and Carpinteria Sanitary Districts) and found that there are many methods used to compensation employees for Standby Duty. Many of the agencies pay a lump sum amount for a day of Standby Duty. The calculation of this lump sum was different among the agencies; some used an arbitrary dollar amount, some tied it to each affected employees' normal rate of pay, etc. Hourly rate values and lump sum values have different issues related to overtime rate of pay calculations and potentially other pay/benefit/retirement issues. We recommend staying with an hourly rate rather than a lump sum value.

When converted to an hourly amount the average among these agencies is \$2.04 to \$2.42 per hour. Casitas Municipal Water District's Standby Duty rate is \$2.25 per hour.

ITEM 4-1

Based on this information I recommend the District's Standby Duty compensation rate be increased to \$2.25 per hour. This rate increase would result in an annual increase of approximately \$14,350 for Standby Duty compensation; this includes both the Treatment Plant and Collection System employees.

What happens when an employee on Standby Duty is called out to address District business? The employee receives the established hourly Standby Duty compensation for every hour he is on Standby; however, if the employee is called out during this Standby time to address District business then the employee receives a minimum of two hours overtime pay based on the employee's regular rate of pay. The two hours overtime is paid the employee whether or not the actual time required to do the work is less than two hours and regardless of the number of times the employee is called out during their Standby Duty. Standby Duty compensation is not paid for the hours the employee is paid overtime pay.

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

4-2


ITEM # 5

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Memorandum

Ojai Valley Sanitary District

April 4 2017

To: Personnel Committee – Bill Stone, Pete Kaiser & Stan Greene
From: Jeff Palmer – General Manager 
Subject: Organizational Structure and Job Descriptions

The District has an approved Organizational Chart and 21 staffing positions, approved as part of each fiscal year's budget. The 21 staffing positions have documented an approved job descriptions. These job descriptions include a job summary, duties and responsibilities, required areas of expertise and abilities, education and experience requirements (including certifications where appropriate) and general work environment issues. Each of the positions also has a corresponding Pay Range or Salary Band, based on regular salary studies.

As the District matures and staffing changes due to promotions, resignations and even retirements, it is necessary to review the organization and all the related structure issues. Some in the industry call this Talent Management, but it also has a foundation in succession planning. The District has continued to evolve. Cleaning and CCTV work has been automated and is much faster now. However, there are more regulatory demands and compliance efforts now more than ever. Sewer laterals, root intrusion, FOG, commercial facility inspections, pretreatment, changing pollutant loads, laboratory testing and reporting and many more issues now occupy more of our staff's time.

District Management is forward looking in this effort. Staff is planning for some changes to address this changing environment and looking to encourage our existing staff to help us in this changing world. This includes proposing new job descriptions that match both the required areas of knowledge and expertise that we will need as well as encouraging our existing staff to continue their career with us. This includes potentially taking on more and new responsibilities, advancing their certifications to acquire higher levels of expertise and looking to the broader industry world to add staff when and if there are retirements or changes in staffing.

District Management is looking for a discussion on addressing this changing world. Staff will propose some new/revised job descriptions and an updated/current Staffing and Organizational Chart as part of the budget development.

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

ITEM 5-1

STAFFING

The District staff consists of 21 full time positions.

The staffing complement of authorized positions next fiscal year would be as follows:

Position Description	Pay Range	Authorized FY 2015-16	Proposed FY 2016-17	Change
General Manager	FR	1	1	0
Administrative Officer	33	1	1	0
Information Tech. Officer	31	1	1	0
Project Manager	26	1	1	0
Accounting Analyst	23	1	1	0
Customer Srvc's Representative	20	1	1	0
Administrative Clerk I/II	15/17	1	1	0
Operations Superintendent	33	1	1	0
TP Supervising Operator	28	1	1	0
Laboratory Technician II	24	1	1	0
TP Senior Operator	25	1	1	0
TP Operator I/II/III	20/22/23	3	3	0
CS Supervising Operator	28	1	1	0
CS Senior Operator	23	1	1	0
CS Operator I/II/III	16/18/21	3	3	0
Senior Construction Inspector	25	1	1	0
Inspector	23	1	1	0
Totals	--	21	21	0

The staffing organization chart is proposed as shown on the following page.

Ojai Valley Sanitary District

Organizational Chart

