

## MEMORANDUM

Date: June 29, 2018  
To: Personnel Committee  
From: Mark Martin, General Manager  
Subject: Adopt 2017 Non-Represented Staff Salary Range Adjustment

---

### RECOMMENDED ACTION

Adopt the 2017 Non-represented Salary Ranges. The new non-represented salary ranges will be retroactive effective [April-May 1](#), 2017 to align with the April annual review date approved in the Pay for Performance Manual update.

### BACKGROUND

In September 2017, Koff and Associates completed a salary survey using the following comparator agencies: Amador Water Agency, Calaveras County Water District, City of Davis, City of Folsom, City of Galt, City of Modesto, City of Roseville, City of Woodland, City of Yuba City, Groveland Community Services District, Mammoth Community Water District, South Tahoe Public Utility District and Tuolumne Utilities District. For Security, the County of Sacramento, Elk Grove School District, Lake of the Pines Association, Lake Wildwood Association, Sacramento City Unified School District and Sacramento Municipal Utility District were used.

This study traditionally would have been accomplished in time to implement [as part of in concert with](#) the District's April 2017 unrepresented staff performance reviews but was delayed due to District leadership change. In light of this, the proposed range adjustments are recommended to be made retroactive to [April-May 1](#), 2017. The fiscal impact of this retroactivity is relatively minor as this action adjusts ranges only and does not automatically grant increases with the exception of unrepresented staff that are at the bottom of their range who would have their base salary adjusted to the new base salary level.

The General Manager reviewed each recommendation to determine the adequacy of the comparators and have found them to be generally reliable. In the recommendations provided, we have mostly followed the recommendations of the study. However, for four (4) positions, Security Sergeant, Accounting Supervisor, Chief Plant Operator, and General Manager, we are recommending range increases to maintain the competitiveness of these positions while at the same time respecting fiscal constraints. The range increases are largely comparable to those recommended for other professional staff positions. Without the recommended range adjustments, these positions would reflect no change to salary range in over 4 years, something we believe imprudent given the current economy and employment market. It is also important to note the recommended range adjustments for all unrepresented staff is in recognition that no consumer price index (CPI) increases have been granted unrepresented staff since the last salary survey in 2014.

An adjustment to the salary range does not result in an automatic adjustment to any employee's rate of pay; unless the employee's current rate of pay falls below the minimum of their new salary range. The Pay for Performance manual allows for that employee's rate of pay to be increased to the minimum of the range if the employees is rated at least "meets standards" on their last performance evaluation. The proposed 2017 Non-represented Salary Ranges are attached.

Two (2) positions will be eligible for an increase to the minimum level of their adjusted salary range provided they were rated at least “~~meets standard~~ fully effective” on their performance evaluation. These positions are Security Chief and Security Sergeant.

Please see attached table reflecting current salary ranges and proposed salary ranges.