

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 13, 2020

**SUBJECT:** Agenda Item 6F: Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve Resolution 47-2020 a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment.*

**BACKGROUND:**

The District began looking into the option of adding an IT support type position to the District's organizational chart prior to the commencement of the current fiscal year. The updating and replacing of antiquated processes with the implementation of technologies to enhance and streamline these processes has been an approved goal and objective through the Management Goals and Objectives for the last several years. The District has been accomplishing this goal at a relatively steady and rapid pace over the last couple of years.

To date the District has:

1. Implemented SEMS software (now Cartegraph) an asset management program that also tracks District maintenance schedules, creates work orders, and manages District inventory. This was needed and is critical in the development of a comprehensive Capital Improvement Plan (CIP).
2. Implemented CALCAD a GIS software.
3. Implemented a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance management data.
4. Implemented new Mitel phone hardware and service.
5. Implemented Laserfiche a process automation and content management software. Replaces manual processes with the use of workflow, eforms, and analytics. As well as digitizes and organizes District documents.

6. All servers have been upgraded with powerful firewalls and antivirus technologies.

Aqua Sierra has been working as the District's primary IT service for the last couple of years. In addition to software upgrades or new software implementation, there has been much done in updating the District's existing hardware and software systems, many specific to field operations to ensure all are working cohesively and not just being "limped along" with work arounds to keep outdated processes running. Some of the things Aqua Sierra has completed over the last couple of years has been:

1. Radio diagnostic and programming
2. Flow meter calibrations/installations
3. Server upgrade
4. Offsite computer backup and sonic wall security implementation
5. Lift Station Mechanical Control Cabinet inspection/testing
6. Mobile device management system implementation
7. Office phone upgrade
8. Office 365 upgrade
9. District computer upgrades
10. PLC's diagnostic and programming backup
11. Pressure transducers diagnostic/installation
12. General IT services and updates to District computers

As the District transitions from manual processes to technology based, it has become very apparent that these processes always need to be solid. The District will not be able to operate efficiently if any one of these systems were to go down. The software and hardware for these programs need to be managed and maintained on an ongoing basis to ensure they are constantly up and running at peak performance. In addition, as time goes on, these systems will need to be managed and updated to ensure the District is always operating with the most efficient systems and hardware. The District also looked at the relatively large IT expenses that has been a result of updating District equipment and software to meet its goal and objective. These revelations have led to discussions amongst District management and the Board of looking into the feasibility of adding an IT type position into the District's organizational plan. The District having its own completely dedicated IT staff position would be in the best interest of the District. This position could also eliminate other expenses the District incurs by having to outsource work.

Staff has performed a considerable amount of work in determining what the scope of work this position would be performing, responsibilities, as well as the feasibility of implementing this type of high level position within the District's existing organizational

structure. In order to get the most comprehensive information and a solid job description and salary for the proposed position that follows the same guidelines and methodologies used for the recently completed District Wide Classification and Comp Study, the District engaged Koff and Associates to perform a job classification and compensation study for the proposed position. They have completed this study and the final report has been included as an attachment to this submittal.

A memo from Operations Manager Luis Melchor has also been included as an attachment which further describes the work of the proposed position as well as some budget figures that would accompany the implementation of the position.

**FISCAL IMPACT:**

Please refer to memo provided by Operations Manager as well as proposed salary range contained in Koff report.

**ATTACHMENTS:**

1. Interoffice Memo
2. Classification and Compensation Study by Koff and Associates
3. Revised District Organizational Chart
4. Revised Salary Schedule
5. Resolution 47-2020



# Interoffice Memo

Date: 10-9-2020

To: Pete Kampa

From: Luis Melchor

Re: Needed IT/Instrumentation Tech Position

Pete,

The District has been working to expand its technology and to update our current outdated systems for future needs, with this has come a large increase in outside service cost to implement and maintain this technology. The current staff is well versatile but is very limited in this scope of work. I am recommending the District move forward with an IT/Instrumentation Tech Position, which will benefit the District through project cost reduction, by expanding the scope of our current capabilities to maintain District infrastructure and keep up with future technology advancements.

The Pros to this added position:

- Reduction in project cost by reducing the need for outside contract work
- Faster response to position applicable issues, such as communication loss: PLC, Radio, etc.
- In-house expertise for guidance on position applicable decisions, such as networking technologies, SCADA development and operations, security systems and measures, etc.

Without this position whether contracted or on staff, our systems would catastrophically fail resulting in state permit violations and federal clean water violations, not to mention increased water outages and loss of staff productivity. Without the technology, we would be required to staff with many more personnel working around the clock and assign them to manually monitor tank levels, turn pumps on and off manually, read and respond to alarms and gages and indicators in many locations throughout the system at the same time.

The comparison below is the amount we budget annually and the fully loaded cost of the new proposed position, with a list of some of the technology this position will be maintaining. I have also provided what expenses we spent last year for this scope of work.

<b>Comparison</b>	
<b>2019/2020 Expenses</b>	<b>IT/Instrumentation Tech Position</b>
Budgeted Amount for Computers/Maintenance/Programing/IT Services \$175,000	Fully Loaded Step 1 \$139,558 Fully Loaded Step 5 \$166,654
FY 2019/2020 Expenses \$115,389.00 (90% Labor)	Remaining S1 salary for this fiscal year \$93,044 Remaining S5 salary for this year \$111,108
Expenses to date for FY2020/2021 \$81,474	

Below are two Projects to be completed this fiscal year, and when looking at just these two projects alone, 90% of the total costs are related to labor.

1. Server OS upgrade
2. Security Camera System & Installation

Material cost -\$5,000

Labor Cost -\$46,230

Total -\$51,230

Technology summary this position will be maintaining:

1. 44 computes/laptops
2. Mitel Phone System (13 phones)
3. 2 Servers
4. 30 High Frequency Radios (Communicating critical SCADA data)
5. 38 Programable Logic Controllers (SCADA PLC's in treatment plants and pump stations throughout the system)
6. 13 IPADS; 6 iPhone
7. 18 Machine to Machine devices
8. Security Camera System 30+ cameras
9. Digital file system



October 6, 2020

# Classification and Compensation Study

## Final Report

**Groveland Community Services District**

### **KOFF & ASSOCIATES**

**KATIE KANEKO**

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October 6, 2020

Peter J. Kampa  
General Manager  
Groveland Community Services District  
18966 Ferretti Rd.  
Groveland, CA 95321

Dear Mr. Kampa:

Koff & Associates is pleased to present the Information/Instrumentation System Manager Classification and Compensation Study Final Report to the Groveland Community Services District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you, Jennifer Flores, Luis Melchor, and Adam Ahlsweide for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Groveland Community Services District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Katie Kaneko  
President



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- Appendix I: Classification Description
- Appendix II: Market Compensation Findings



## EXECUTIVE SUMMARY

### Background

In August 2020, Koff & Associates (“K&A”) was contracted by Groveland Community Services District (“District”) to develop a classification description and conduct a Base Compensation Study for a new classification of Information/Instrumentation System Manager. All findings and recommendations are presented in this report.

This process was precipitated by:

- The assessment that the District would be best served to bring technology expertise in house to replace currently outsourced services necessitating the creation of an Information/Instrumentation System Management classification;
- The desire to set compensation at a competitive level for this skill set; and
- The desire to ensure that internal alignment of the classification is based upon objective, non-quantitative evaluation factors, resulting in equity within the District.

The goals of the study are to assist the District in developing a classification description reflective of the body of work assigned and to provide market data relative to competitive compensation for the new Information/Instrumentation System Manager classification, to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.

## CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with operations management staff to clarify study scope, objectives, processes, and deliverables.
- District Operations management staff were interviewed to gain an understanding of the role, reporting relationships, responsibilities, and duties of the new classification.
- Following the analysis of the classification information gathered, the class specification was developed.
- The draft classification was reviewed by management, feedback incorporated, and finalized. The final class description can be found in Appendix I.

## CLASSIFICATION CONCEPTS

### Positions vs. Classifications

“Position” and “Classification” are two terms that are often used interchangeably but have very different meanings. As used in this report:



- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular, or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.

### The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the District are covered later in this report.

### The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.



## Classification Descriptions

The newly developed class description is included in Appendix I of this report.

The sections of the class description are as follows:

**Title:** This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the District. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the District and across departmental lines.

**Definition:** This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

**Supervision Received and Exercised:** This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

**Class Characteristics:** This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

**Examples of Typical Job Functions:** This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

**Qualifications:** This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired



proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.

- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the District (i.e., the State), and can therefore be appropriately included as requirements.

**Physical Demands:** This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

**Environmental Elements:** These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

## COMPENSATION STUDY PROCESS

K&A also conducted a market compensation study for the Information/Instrumentation System Manager classification.

### Comparator Agencies

K&A collected base salary data from the 12 survey agencies historically utilized in the 2018 total compensation study conducted for the District listed in Table 1.

**Table 1. Comparator Agencies**

Agency
1. Amador Water Agency
2. Calaveras County Water District
3. Clear Creek Community Services District
4. Hidden Valley Lake Community Services District
5. Humboldt Community Services District



Agency
6. Northstar Community Services District
7. Rancho Murieta Community Services District
8. San Francisco Public Utilities Commission
9. South Tahoe Public Utility District
10. Tuolumne Utilities District
11. Turlock Irrigation District
12. Twain Harte Community Services District

## Data Collection

Data was collected during the month of August 2020, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

## Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District’s newly developed classification description as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined. In the case of this newly developed classification, it was

K&A’s methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;



- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrids” which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A “hybrid” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where the District’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

This classification, while reflective of the needs of the small District, is an unusual combination of duties that can often be seen in two separate classifications at larger comparable agencies. Smaller comparable agencies often contract out most if not all of these duties.

Our matching philosophy in this case addressed the combination of duties by ensuring equal scope of responsibility in our comparable matches. It was our aim to capture both the instrumentation system management component and the data security and information technology portion of this classification at a comparable level of responsibility in the District. Due to this approach, many of the comparable matches are functional hybrids as described above.

## MARKET COMPENSATION FINDINGS

We were able to make six (6) matches from the comparator agencies to this Information/Instrumentation System Manager classification. The market median of these matches is \$9208 top step monthly salary.

**Table 2. Summary Results**

Summary Results	Top Monthly
Average of Comparators	\$8,867
Median of Comparators	\$9,208

As noted above, this new classification is a unique combination of duties that address the needs of the small District. Many of the matches we were able to make were in districts with larger, more complex operations that utilized personnel to address this area of expertise. Many of the smaller districts included in the comparable agencies contracted these instrumentation control and information technology services to outside vendors. The comparator agencies that did utilize



personnel for these services, often had only one or two individuals in these classifications, so our ability to match to a comparable level of management seen in the District was limited. Larger organizations such as the Hetch Hetchy operation of SFPUC, did have a series of classifications that oversaw instrumentation control, so we were able to match to a comparable level of supervision received and given. Other districts such as Tuolumne Utilities District, utilized two technician level classifications for both instrumentation control and information technology. Looking at the structure of this district, we were able to determine these were single position classifications and were operating as the subject matter expert for the district at the technician level, so felt this match was an appropriate scope of responsibility match to the benchmark classification. Detailed information related to these market matches can be found at Appendix II.

Due to the disparity in size and complexity of the comparator agencies, and the salary information reflecting those larger districts, it is recommended that the District take internal alignment into consideration when placing this classification into their salary structure.

## RECOMMENDATIONS

### Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District's pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce. Historically, the District has targeted the market median as their target compensation level.

### Internal Salary Relationships

The following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements.
- Certain internal percentages are often applied. A management class is generally placed 15% to 20% above a direct report.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between levels of classifications is a fundamental factor to be considered when making salary decisions. An organization should give careful consideration to the level of responsibility of current classifications relative to the surveyed classification and ensure that





salary placement is reflective of the relative internal operational value of classifications within job families, as well as across the organization.

The District should make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the District to determine market indexing and salary determination.

Placing this new classification into the current salary structure at the market median would place the Information/Instrumentation System Manager 7.5% below the Operations Manager (at Range 35). The Information/Instrumentation System Manager reports to the Operations Manager so in addition to market competitiveness, the relationship to this classification should be considered, referencing the internal alignment principles noted above. This classification does represent a knowledge base that does not currently exist within the District and will be relied upon in a manner that is atypical from other direct reports of the O & M Manager providing support for utilizing the market information for range placement. The District will need to determine whether the unique knowledge base or the reporting relationship should be the driver of range placement decisions for this classification.

## USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

It has been a pleasure working with District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,  
**Koff & Associates**

A handwritten signature in purple ink, appearing to read 'Katie Kaneko'.

Katie Kaneko  
President



## Appendix I

### Classification Description

## INFORMATION/INSTRUMENTATION SYSTEM MANAGER

### **DEFINITION**

Under general direction, plans, organizes, evaluates, and manages the development and maintenance of the information, control, and instrumentation technology systems in support of District operations; performs long- and short-term project planning, design, and improvements to the electronic, instrumentation and computerized control system components; provides responsible and complex support to the District management in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Operations and Maintenance Manager. Exercises no direct supervision over staff. May provide technical and functional direction to staff or consultants.

### **CLASS CHARACTERISTICS**

This is a mid-management classification responsible for developing and implementing policies and procedures, budget administration, reporting, regulatory compliance, and evaluation of assigned areas. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Responsibilities include coordinating assigned activities with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the assignment. The incumbent is accountable for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees development, modification, and implementation of the District's Technology master plan; investigates, evaluates, and oversees administration of new applications and hardware/software upgrades related to computer technology, infrastructure changes, data, communications, and network systems.
- Develops and implements goals, objectives, policies, procedures, and work standards related to the assignment.
- Works with District managers to support new construction, upgrades, modifications, and other special projects to improve the technological efficiency, reliability, and effectiveness related to District operations; schedules, coordinates, and facilitates meetings with other staff as needed.
- Provides recommendations for the District master plans for all electrical, energy management, instrumentation, and SCADA systems; assists in forecasting additional funds needed for staffing, equipment, materials, and supplies.
- Inspects, installs, repairs, maintains, calibrates, tests, and troubleshoots process instrumentation, such as indicators, recorders, flow meters, transmitters, transducers, controls, regulators, valve actuators, and other equipment related to the District's water and wastewater operations and related facilities.

- Inspects, installs, maintains, tests, and repairs electronic equipment, including metering and recording instruments, control apparatus, data logging and display equipment, circuits, transformers, uninterruptible power supplies, and electronic components of process control, cathodic protection systems, electronic equipment boards, communications and telemetry systems, SCADA, and related software and hardware.
- Develops and maintains SCADA screens for the purpose of monitoring operational processes and field equipment and makes changes to existing application software to improve or expand control system or management information system performance; troubleshoots and corrects SCADA programming problems and develops programs for new or expanded SCADA functions.
- Develops, recommends, and installs new computer programs when required for the addition of new control system or management information system capabilities; supports system users and assists operators in the development of process control strategies as necessary.
- Installs, maintains, and repairs multi-channel system radio and telephone system; provides in-house support for major software applications such as utility billing, integrated financials, SCADA systems, and related.
- Coordinates and conducts management analyses, studies, assignments, and projects; performs ad-hoc analyses for the Board and senior management related to information technology issues.
- Develops, implements, and manages information security and privacy programs to ensure the integrity of the District's information services infrastructure and information; analyzes business operations and possible cyber security threats; ensures new additions and changes to District technology do not affect the integrity of information security.
- Develops and implements strategies and plans to ensure all critical information and instrumentation systems, equipment, and facilities are operable; confers with staff, consultants, and contractors regarding the design and construction of new systems, facilities, and the renovation of existing facilities.
- Generates and develops reports related to District operations; maintains accurate electronic historical records, files, and data.
- Maintains and updates electronic operational and maintenance manuals and electronic emergency response plans.
- Provides highly complex staff assistance to the General Manager; presents information to the Board of Directors and other external councils, commissions, committees, and boards.
- Attends and participates in industry group meetings; stays abreast of new trends and innovations in the field of water production and distribution systems, wastewater collection and treatment operations and maintenance; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of water distribution and storage operations and wastewater collection and treatment systems operations and maintenance.
- Principles, practices, and methods related to monitoring and troubleshooting of various data acquisition software and hardware.
- Various PLC programming software applications.

- Control systems theory and its practical application to process control and field instrumentation.
- Basic computer programming.
- Electronic theory, work methods, tools, and testing equipment used in the District's building maintenance, water, collections, and wastewater facilities.
- Communications and SCADA equipment.
- Principles, methods, practices, techniques, tools, and equipment common to the electrical and electronics related to the operation and maintenance of a water works system or wastewater treatment facility.
- Hardware and software security controls including access control, software development security, business continuity and disaster recovery planning, cryptography, Information Security Governance and risk management, legal regulations investigations and compliance, security operations, some physical (environmental) security, security architecture and design, telecommunications, and network security.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching technology issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar to effectively perform the work.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer, review, and evaluate the operations of a water and wastewater electrical, instrumentation, and control systems installation, repair, and maintenance program.
- Inspect, operate, and diagnose problems and oversee preventative maintenance and repair work on electrical, instrumentation, and control systems; take appropriate action when failures occur.
- Read, interpret, and work from sketches, blueprints, schematic diagrams, and equipment manuals.
- Analyze programming, observe monitoring signals, troubleshoot systems, understand system operation, and explain new programs to operators; intermittently interpret data, and remember system modifications and system configurations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files, recordkeeping, and project management systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree from an accredited college or university with major coursework in computer science, management information systems, electronics, instrumentation, control systems, and/or computer systems and five (5) years of increasingly responsible experience in an industrial environment, maintaining, installing, troubleshooting, and repairing SCADA, Programmable Logic Controllers (PLC's), and telemetry systems, including one (1) year of experience with operating system report generation. Experience working in a wastewater or water facility or engineering experience is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession and maintenance of a California Water Environment Association Electrical/Instrumentation Technology Grade III or an International Society of Automation (ISA) Certified Control Systems Technician Level II certification within two (2) years of appointment.
- Possession of Certified Information Systems Security Professional designation or equivalent highly desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



## Appendix II

### Market Compensation Findings

**Groveland Community Services District**  
**Appendix II: Market Compensation Findings (Sorted by Top Monthly Salary)**  
**October 2020**

<b>Information/Instrumentation System Manager</b>						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Groveland Community Services District	Information/Instrumentation System Manager	Proposed	unknown	unknown	unknown
2	South Tahoe Public Utility District <sup>3</sup>	[Electrical/Instrumentation Supervisor/ Network/Telecom Systems Administrator II]	\$ 9,628	6/25/2020	unknown	unknown
3	Amador Water Agency	Instrumentation/Electrical Supervisor	\$ 9,434	7/13/2020	unknown	unknown
4	San Francisco Public Utilities Commission <sup>2</sup>	[IT Operations Support Administrator II/ Electronic Maintenance Technician Assistant Supervisor]	\$ 9,267	7/1/2020	12/25/2020	3.00%
5	Turlock Irrigation District <sup>5</sup>	[Instrument and Controls Technician/ IT Security Analyst II]	\$ 9,150	1/1/2020	1/1/2021	3.00%
6	Calaveras County Water District <sup>1</sup>	[Electrical/SCADA Senior Supervisor/ Information Systems Administrator]	\$ 8,672	7/1/2020	unknown	unknown
7	Tuolumne Utilities District <sup>4</sup>	[Communications Technician 2/ Electrician/Instrumentation Technician]	\$ 7,051	8/11/2020	unknown	unknown
	Rancho Murieta Community Services District	N/C				
	Northstar Community Services District	N/C				
	Hidden Valley Lake Community Services District	N/C				
	Twain Harte Community Services District	N/C				
	Humboldt Community Services District	N/C				
	Clear Creek Community Services District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 8,867
% Groveland Community Services District Above/Below	
Median of Comparators	\$ 9,208
% Groveland Community Services District Above/Below	
Number of Matches	6

N/C - Non Comparator

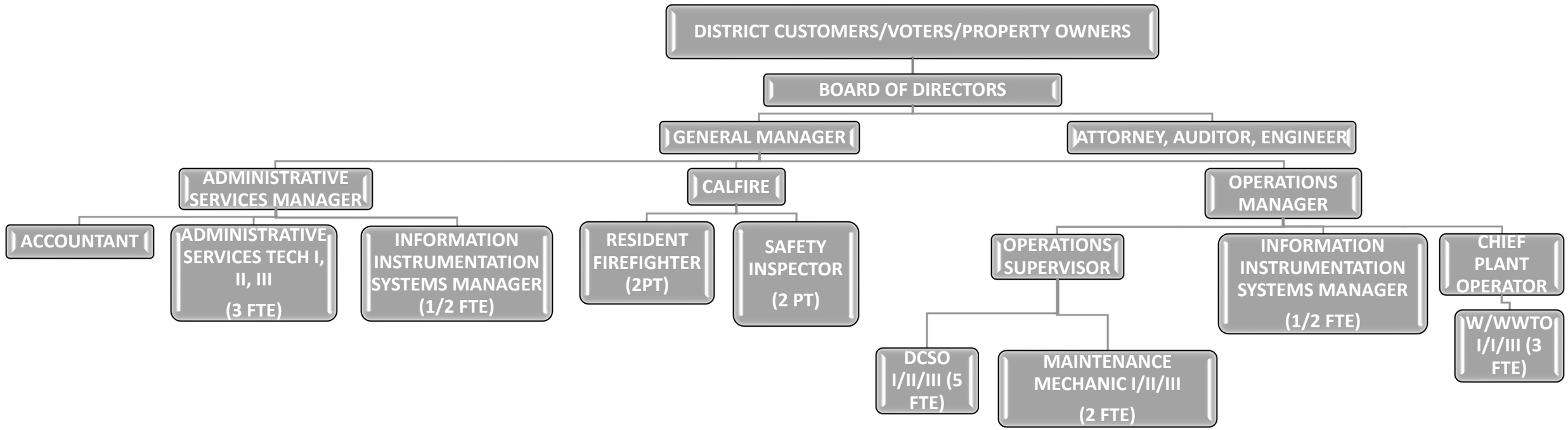
- 1 - Calaveras County Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 2 - San Francisco Public Utilities Commission: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 3 - South Tahoe Public Utility District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 4 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.
- 5 - Turlock Irrigation District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.



# GCSD Organizational Chart- Proposed October 13, 2020

## APPROVED HEADCOUNT 2019/20:

- 20 FTE
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)
  - 2 PT Resident Firefighters (District employees)
  - 2 PT Resident Inspector(s) (District employees)



**Groveland Community Services District**  
**Proposed Salary Range Schedule FY 2020-21**  
**Board Approved: June 23, 2020**  
**3% COLA Adjustment**

FACTORS	
Range 6, Step 5, Annual	lowest current salary
<b>\$53,691.84</b>	
Step Increase	5.00%
Range Increase	2.50%
Pay Periods per Year	26
Hours per Year	2,080

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	39,042	40,994	43,044	45,196	47,456	3,253	3,416	3,587	3,766	3,955	1,501.61	1,576.70	1,655.53	1,738.31	1,825.22	18.77	19.71	20.69	21.73	22.82
2	40,018	42,019	44,120	46,326	48,642	3,335	3,502	3,677	3,860	4,054	1,539.15	1,616.11	1,696.92	1,781.76	1,870.85	19.24	20.20	21.21	22.27	23.39
3	41,018	43,069	45,223	47,484	49,858	3,418	3,589	3,769	3,957	4,155	1,577.63	1,656.52	1,739.34	1,826.31	1,917.62	19.72	20.71	21.74	22.83	23.97
4	42,044	44,146	46,353	48,671	51,105	3,504	3,679	3,863	4,056	4,259	1,617.07	1,697.93	1,782.82	1,871.97	1,965.56	20.21	21.22	22.29	23.40	24.57
5	43,095	45,250	47,512	49,888	52,382	3,591	3,771	3,959	4,157	4,365	1,657.50	1,740.38	1,827.40	1,918.76	2,014.70	20.72	21.75	22.84	23.98	25.18
6	44,172	46,381	48,700	51,135	53,692	3,681	3,865	4,058	4,261	4,474	1,698.94	1,783.89	1,873.08	1,966.73	2,065.07	21.24	22.30	23.41	24.58	25.81
7	45,277	47,541	49,918	52,413	55,034	3,773	3,962	4,160	4,368	4,586	1,741.41	1,828.48	1,919.91	2,015.90	2,116.70	21.77	22.86	24.00	25.20	26.46
8	46,409	48,729	51,166	53,724	56,410	3,867	4,061	4,264	4,477	4,701	1,784.95	1,874.19	1,967.90	2,066.30	2,169.61	22.31	23.43	24.60	25.83	27.12
9	47,569	49,947	52,445	55,067	57,820	3,964	4,162	4,370	4,589	4,818	1,829.57	1,921.05	2,017.10	2,117.96	2,223.86	22.87	24.01	25.21	26.47	27.80
10	48,758	51,196	53,756	56,444	59,266	4,063	4,266	4,480	4,704	4,939	1,875.31	1,969.08	2,067.53	2,170.91	2,279.45	23.44	24.61	25.84	27.14	28.49
11	49,977	52,476	55,100	57,855	60,747	4,165	4,373	4,592	4,821	5,062	1,922.19	2,018.30	2,119.22	2,225.18	2,336.44	24.03	25.23	26.49	27.81	29.21
12	51,226	53,788	56,477	59,301	62,266	4,269	4,482	4,706	4,942	5,189	1,970.25	2,068.76	2,172.20	2,280.81	2,394.85	24.63	25.86	27.15	28.51	29.94
13	52,507	55,132	57,889	60,784	63,823	4,376	4,594	4,824	5,065	5,319	2,019.50	2,120.48	2,226.50	2,337.83	2,454.72	25.24	26.51	27.83	29.22	30.68
14	53,820	56,511	59,336	62,303	65,418	4,485	4,709	4,945	5,192	5,452	2,069.99	2,173.49	2,282.17	2,396.27	2,516.09	25.87	27.17	28.53	29.95	31.45
15	55,165	57,924	60,820	63,861	67,054	4,597	4,827	5,068	5,322	5,588	2,121.74	2,227.83	2,339.22	2,456.18	2,578.99	26.52	27.85	29.24	30.70	32.24
16	56,544	59,372	62,340	65,457	68,730	4,712	4,948	5,195	5,455	5,728	2,174.79	2,283.52	2,397.70	2,517.59	2,643.47	27.18	28.54	29.97	31.47	33.04
17	57,958	60,856	63,899	67,094	70,448	4,830	5,071	5,325	5,591	5,871	2,229.15	2,340.61	2,457.64	2,580.53	2,709.55	27.86	29.26	30.72	32.26	33.87
18	59,407	62,377	65,496	68,771	72,210	4,951	5,198	5,458	5,731	6,017	2,284.88	2,399.13	2,519.08	2,645.04	2,777.29	28.56	29.99	31.49	33.06	34.72
19	60,892	63,937	67,134	70,490	74,015	5,074	5,328	5,594	5,874	6,168	2,342.01	2,459.11	2,582.06	2,711.16	2,846.72	29.28	30.74	32.28	33.89	35.58
20	62,414	65,535	68,812	72,253	75,865	5,201	5,461	5,734	6,021	6,322	2,400.56	2,520.58	2,646.61	2,778.94	2,917.89	30.01	31.51	33.08	34.74	36.47
21	63,975	67,174	70,532	74,059	77,762	5,331	5,598	5,878	6,172	6,480	2,460.57	2,583.60	2,712.78	2,848.42	2,990.84	30.76	32.29	33.91	35.61	37.39
22	65,574	68,853	72,296	75,910	79,706	5,465	5,738	6,025	6,326	6,642	2,522.08	2,648.19	2,780.60	2,919.63	3,065.61	31.53	33.10	34.76	36.50	38.32
23	67,214	70,574	74,103	77,808	81,698	5,601	5,881	6,175	6,484	6,808	2,585.14	2,714.39	2,850.11	2,992.62	3,142.25	32.31	33.93	35.63	37.41	39.28
24	68,894	72,339	75,956	79,753	83,741	5,741	6,028	6,330	6,646	6,978	2,649.76	2,782.25	2,921.37	3,067.43	3,220.81	33.12	34.78	36.52	38.34	40.26
25	70,616	74,147	77,854	81,747	85,834	5,885	6,179	6,488	6,812	7,153	2,716.01	2,851.81	2,994.40	3,144.12	3,301.33	33.95	35.65	37.43	39.30	41.27
26	72,382	76,001	79,801	83,791	87,980	6,032	6,333	6,650	6,983	7,332	2,783.91	2,923.10	3,069.26	3,222.72	3,383.86	34.80	36.54	38.37	40.28	42.30
27	74,191	77,901	81,796	85,886	90,180	6,183	6,492	6,816	7,157	7,515	2,853.51	2,996.18	3,145.99	3,303.29	3,468.46	35.67	37.45	39.32	41.29	43.36
28	76,046	79,848	83,841	88,033	92,434	6,337	6,654	6,987	7,336	7,703	2,924.84	3,071.09	3,224.64	3,385.87	3,555.17	36.56	38.39	40.31	42.32	44.44
29	77,947	81,844	85,937	90,234	94,745	6,496	6,820	7,161	7,519	7,895	2,997.97	3,147.86	3,305.26	3,470.52	3,644.05	37.47	39.35	41.32	43.38	45.55
30	79,896	83,891	88,085	92,489	97,114	6,658	6,991	7,340	7,707	8,093	3,072.91	3,226.56	3,387.89	3,557.28	3,735.15	38.41	40.33	42.35	44.47	46.69
31	81,893	85,988	90,287	94,802	99,542	6,824	7,166	7,524	7,900	8,295	3,149.74	3,307.22	3,472.59	3,646.22	3,828.53	39.37	41.34	43.41	45.58	47.86
32	83,941	88,138	92,544	97,172	102,030	6,995	7,345	7,712	8,098	8,503	3,228.48	3,389.91	3,559.40	3,737.37	3,924.24	40.36	42.37	44.49	46.72	49.05
33	86,039	90,341	94,858	99,601	104,581	7,170	7,528	7,905	8,300	8,715	3,309.19	3,474.65	3,648.39	3,830.80	4,022.34	41.36	43.43	45.60	47.89	50.28
34	88,190	92,599	97,229	102,091	107,195	7,349	7,717	8,102	8,508	8,933	3,391.92	3,561.52	3,739.60	3,926.57	4,122.90	42.40	44.52	46.74	49.08	51.54
35	90,395	94,914	99,660	104,643	109,875	7,533	7,910	8,305	8,720	9,156	3,476.72	3,650.56	3,833.08	4,024.74	4,225.98	43.46	45.63	47.91	50.31	52.82
36	92,655	97,287	102,152	107,259	112,622	7,721	8,107	8,513	8,938	9,385	3,563.64	3,741.82	3,928.91	4,125.36	4,331.63	44.55	46.77	49.11	51.57	54.15
37	94,971	99,720	104,706	109,941	115,438	7,914	8,310	8,725	9,162	9,620	3,652.73	3,835.37	4,027.13	4,228.49	4,439.92	45.66	47.94	50.34	52.86	55.50
38	97,345	102,213	107,323	112,689	118,324	8,112	8,518	8,944	9,391	9,860	3,744.05	3,931.25	4,127.81	4,334.20	4,550.91	46.80	49.14	51.60	54.18	56.89
39	99,779	104,768	110,006	115,507	121,282	8,315	8,731	9,167	9,626	10,107	3,837.65	4,029.53	4,231.01	4,442.56	4,664.69	47.97	50.37	52.89	55.53	58.31

**Groveland Community Services District**  
**Proposed Salary Range Schedule FY 2020-21**  
**Board Approved: June 23, 2020**  
**3% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
40	102,273	107,387	112,756	118,394	124,314	8,523	8,949	9,396	9,866	10,359	3,933.59	4,130.27	4,336.78	4,553.62	4,781.30	49.17	51.63	54.21	56.92	59.77
41	104,830	110,072	115,575	121,354	127,422	8,736	9,173	9,631	10,113	10,618	4,031.93	4,233.53	4,445.20	4,667.46	4,900.84	50.40	52.92	55.57	58.34	61.26
42	107,451	112,823	118,465	124,388	130,607	8,954	9,402	9,872	10,366	10,884	4,132.73	4,339.37	4,556.33	4,784.15	5,023.36	51.66	54.24	56.95	59.80	62.79
43	110,137	115,644	121,426	127,498	133,872	9,178	9,637	10,119	10,625	11,156	4,236.05	4,447.85	4,670.24	4,903.75	5,148.94	52.95	55.60	58.38	61.30	64.36
44	112,891	118,535	124,462	130,685	137,219	9,408	9,878	10,372	10,890	11,435	4,341.95	4,559.05	4,787.00	5,026.35	5,277.67	54.27	56.99	59.84	62.83	65.97
45	115,713	121,499	127,573	133,952	140,650	9,643	10,125	10,631	11,163	11,721	4,450.50	4,673.02	4,906.67	5,152.01	5,409.61	55.63	58.41	61.33	64.40	67.62
46	118,606	124,536	130,763	137,301	144,166	9,884	10,378	10,897	11,442	12,014	4,561.76	4,789.85	5,029.34	5,280.81	5,544.85	57.02	59.87	62.87	66.01	69.31
47	121,571	127,649	134,032	140,733	147,770	10,131	10,637	11,169	11,728	12,314	4,675.80	4,909.59	5,155.07	5,412.83	5,683.47	58.45	61.37	64.44	67.66	71.04
48	124,610	130,841	137,383	144,252	151,464	10,384	10,903	11,449	12,021	12,622	4,792.70	5,032.33	5,283.95	5,548.15	5,825.55	59.91	62.90	66.05	69.35	72.82
49	127,725	134,112	140,817	147,858	155,251	10,644	11,176	11,735	12,322	12,938	4,912.52	5,158.14	5,416.05	5,686.85	5,971.19	61.41	64.48	67.70	71.09	74.64
50	130,919	137,464	144,338	151,555	159,132	10,910	11,455	12,028	12,630	13,261	5,035.33	5,287.10	5,551.45	5,829.02	6,120.47	62.94	66.09	69.39	72.86	76.51
51	134,192	140,901	147,946	155,343	163,111	11,183	11,742	12,329	12,945	13,593	5,161.21	5,419.27	5,690.24	5,974.75	6,273.49	64.52	67.74	71.13	74.68	78.42
52	137,546	144,424	151,645	159,227	167,188	11,462	12,035	12,637	13,269	13,932	5,290.24	5,554.75	5,832.49	6,124.12	6,430.32	66.13	69.43	72.91	76.55	80.38
53	140,985	148,034	155,436	163,208	171,368	11,749	12,336	12,953	13,601	14,281	5,422.50	5,693.62	5,978.30	6,277.22	6,591.08	67.78	71.17	74.73	78.47	82.39
54	144,510	151,735	159,322	167,288	175,652	12,042	12,645	13,277	13,941	14,638	5,558.06	5,835.96	6,127.76	6,434.15	6,755.86	69.48	72.95	76.60	80.43	84.45
55	148,122	155,528	163,305	171,470	180,044	12,344	12,961	13,609	14,289	15,004	5,697.01	5,981.86	6,280.96	6,595.00	6,924.75	71.21	74.77	78.51	82.44	86.56
56	151,825	159,417	167,387	175,757	184,545	12,652	13,285	13,949	14,646	15,379	5,839.44	6,131.41	6,437.98	6,759.88	7,097.87	72.99	76.64	80.47	84.50	88.72
57	155,621	163,402	171,572	180,151	189,158	12,968	13,617	14,298	15,013	15,763	5,985.42	6,284.69	6,598.93	6,928.88	7,275.32	74.82	78.56	82.49	86.61	90.94
58	159,512	167,487	175,861	184,655	193,887	13,293	13,957	14,655	15,388	16,157	6,135.06	6,441.81	6,763.90	7,102.10	7,457.20	76.69	80.52	84.55	88.78	93.22
59	163,499	171,674	180,258	189,271	198,734	13,625	14,306	15,022	15,773	16,561	6,288.44	6,602.86	6,930.30	7,279.65	7,643.63	78.61	82.54	86.66	91.00	95.55
60	167,587	175,966	184,764	194,003	203,703	13,966	14,664	15,397	16,167	16,975	6,445.65	6,767.93	7,106.33	7,461.64	7,834.72	80.57	84.60	88.83	93.27	97.93
61	171,776	180,365	189,384	198,853	208,795	14,315	15,030	15,782	16,571	17,400	6,606.79	6,937.13	7,283.98	7,648.18	8,030.59	82.58	86.71	91.05	95.60	100.38
62	176,071	184,874	194,118	203,824	214,015	14,673	15,406	16,177	16,985	17,835	6,771.96	7,110.56	7,466.08	7,839.39	8,231.36	84.65	88.88	93.33	97.99	102.89
63	180,473	189,496	198,971	208,920	219,366	15,039	15,791	16,581	17,410	18,280	6,941.26	7,288.32	7,652.73	8,035.37	8,437.14	86.77	91.10	95.66	100.44	105.46
64	184,984	194,234	203,945	214,143	224,850	15,415	16,186	16,995	17,845	18,737	7,114.79	7,470.53	7,844.05	8,236.26	8,648.07	88.93	93.38	98.05	102.95	108.10
65	189,609	199,090	209,044	219,496	230,471	15,801	16,591	17,420	18,291	19,206	7,292.66	7,657.29	8,040.15	8,442.16	8,864.27	91.16	95.72	100.50	105.53	110.80
66	194,349	204,067	214,270	224,984	236,233	16,196	17,006	17,856	18,749	19,686	7,474.97	7,848.72	8,241.16	8,653.22	9,085.88	93.44	98.11	103.01	108.17	113.57
67	199,208	209,168	219,627	230,608	242,139	16,601	17,431	18,302	19,217	20,178	7,661.85	8,044.94	8,447.19	8,869.55	9,313.02	95.77	100.56	105.59	110.87	116.41
68	204,188	214,398	225,118	236,373	248,192	17,016	17,866	18,760	19,698	20,683	7,853.39	8,246.06	8,658.37	9,091.29	9,545.85	98.17	103.08	108.23	113.64	119.32
69	209,293	219,758	230,745	242,283	254,397	17,441	18,313	19,229	20,190	21,200	8,049.73	8,452.22	8,874.83	9,318.57	9,784.50	100.62	105.65	110.94	116.48	122.31
70	214,525	225,252	236,514	248,340	260,757	17,877	18,771	19,710	20,695	21,730	8,250.97	8,663.52	9,096.70	9,551.53	10,029.11	103.14	108.29	113.71	119.39	125.36
71	219,888	230,883	242,427	254,548	267,276	18,324	19,240	20,202	21,212	22,273	8,457.25	8,880.11	9,324.11	9,790.32	10,279.84	105.72	111.00	116.55	122.38	128.50
72	225,386	236,655	248,488	260,912	273,958	18,782	19,721	20,707	21,743	22,830	8,668.68	9,102.11	9,557.22	10,035.08	10,536.83	108.36	113.78	119.47	125.44	131.71
73	231,020	242,571	254,700	267,435	280,807	19,252	20,214	21,225	22,286	23,401	8,885.39	9,329.66	9,796.15	10,285.96	10,800.25	111.07	116.62	122.45	128.57	135.00
74	236,796	248,636	261,067	274,121	287,827	19,733	20,720	21,756	22,843	23,986	9,107.53	9,562.91	10,041.05	10,543.10	11,070.26	113.84	119.54	125.51	131.79	138.38
75	242,716	254,851	267,594	280,974	295,022	20,226	21,238	22,300	23,414	24,585	9,335.22	9,801.98	10,292.08	10,806.68	11,347.02	116.69	122.52	128.65	135.08	141.84
76	248,784	261,223	274,284	287,998	302,398	20,732	21,769	22,857	24,000	25,200	9,568.60	10,047.03	10,549.38	11,076.85	11,630.69	119.61	125.59	131.87	138.46	145.38
77	255,003	267,753	281,141	295,198	309,958	21,250	22,313	23,428	24,600	25,830	9,807.81	10,298.20	10,813.11	11,353.77	11,921.46	122.60	128.73	135.16	141.92	149.02
78	261,378	274,447	288,169	302,578	317,707	21,782	22,871	24,014	25,215	26,476	10,053.01	10,555.66	11,083.44	11,637.61	12,219.49	125.66	131.95	138.54	145.47	152.74
79	267,913	281,308	295,374	310,142	325,650	22,326	23,442	24,614	25,845	27,137	10,304.33	10,819.55	11,360.53	11,928.55	12,524.98	128.80	135.24	142.01	149.11	156.56
80	274,610	288,341	302,758	317,896	333,791	22,884	24,028	25,230	26,491	27,816	10,561.94	11,090.04	11,644.54	12,226.77	12,838.11	132.02	138.63	145.56	152.83	160.48
81	281,476	295,550	310,327	325,843	342,136	23,456	24,629	25,861	27,154	28,511	10,825.99	11,367.29	11,935.65	12,532.44	13,159.06	135.32	142.09	149.20	156.66	164.49
82	288,513	302,938	318,085	333,989	350,689	24,043	25,245	26,507	27,832	29,224	11,096.64	11,651.47	12,234.05	12,845.75	13,488.04	138.71	145.64	152.93	160.57	168.60
83	295,725	310,512	326,037	342,339	359,456	24,644	25,876	27,170	28,528	29,955	11,374.06	11,942.76	12,539.90	13,166.89	13,825.24	142.18	149.28	156.75	164.59	172.82
84	303,119	318,275	334,188	350,898	368,443	25,260	26,523	27,849	29,241	30,704	11,658.41	12,241.33	12,853.39	13,496.06	14,170.87	145.73	153.02	160.67	168.70	177.14
85	310,697	326,231	342,543	359,670	377,654	25,891	27,186	28,545	29,973	31,471	11,949.87	12,547.36	13,174.73	13,833.47	14,525.14	149.37	156.84	164.68	172.92	181.56
86	318,464	334,387	351,107	368,662	387,095	26,539	27,866	29,259	30,722	32,258	12,248.61	12,861.05	13,504.10	14,179.30	14,888.27	153.11	160.76	168.80	177.24	186.10
87	326,426	342,747	359,884	377,878	396,772	27,202	28,562	29,990	31,490	33,064	12,554.83	13,182.57	13,841.70	14,533.79	15,260.47	156.94	164.78	173.02	181.67	190.76
88	334,586	351,316	368,881	387,325	406,692	27,882	29,276	30,740	32,277	33,891	12,868.70	13,512.14	14,187.74	14,897.13	15,641.99					

**Groveland Community Services District  
Proposed Salary Range Schedule FY 2020-21  
Board Approved: June 23, 2020  
3% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
<b>92</b>	369,321	387,787	407,176	427,535	448,911	30,777	32,316	33,931	35,628	37,409	14,204.64	14,914.87	15,660.61	16,443.64	17,265.83	177.56	186.44	195.76	205.55	215.82
<b>93</b>	378,554	397,481	417,355	438,223	460,134	31,546	33,123	34,780	36,519	38,345	14,559.75	15,287.74	16,052.13	16,854.74	17,697.47	182.00	191.10	200.65	210.68	221.22
<b>94</b>	388,017	407,418	427,789	449,179	471,638	32,335	33,952	35,649	37,432	39,303	14,923.75	15,669.94	16,453.43	17,276.10	18,139.91	186.55	195.87	205.67	215.95	226.75
<b>95</b>	397,718	417,604	438,484	460,408	483,429	33,143	34,800	36,540	38,367	40,286	15,296.84	16,061.68	16,864.77	17,708.01	18,593.41	191.21	200.77	210.81	221.35	232.42
<b>96</b>	407,661	428,044	449,446	471,918	495,514	33,972	35,670	37,454	39,327	41,293	15,679.26	16,463.23	17,286.39	18,150.71	19,058.24	195.99	205.79	216.08	226.88	238.23
<b>97</b>	417,852	438,745	460,682	483,716	507,902	34,821	36,562	38,390	40,310	42,325	16,071.24	16,874.81	17,718.55	18,604.47	19,534.70	200.89	210.94	221.48	232.56	244.18
<b>98</b>	428,299	449,714	472,199	495,809	520,600	35,692	37,476	39,350	41,317	43,383	16,473.03	17,296.68	18,161.51	19,069.59	20,023.06	205.91	216.21	227.02	238.37	250.29
<b>99</b>	439,006	460,956	484,004	508,204	533,615	36,584	38,413	40,334	42,350	44,468	16,884.85	17,729.09	18,615.55	19,546.33	20,523.64	211.06	221.61	232.69	244.33	256.55
<b>100</b>	449,981	472,480	496,104	520,910	546,955	37,498	39,373	41,342	43,409	45,580	17,306.97	18,172.32	19,080.94	20,034.98	21,036.73	216.34	227.15	238.51	250.44	262.96

**Groveland Community Services District  
Salary Range Placement**

Class Title	Salary Range	Maximum Monthly Salary
Administrative Services Technician I	3	\$4,155
Administrative Services Technician II	7	\$4,586
Administrative Services Technician III	13	\$5,319
Chief Plant Operator	27	\$7,515
Collection and Distribution System Operator I	5	\$4,365
Collection and Distribution System Operator II	11	\$5,062
Collection and Distribution System Operator III	15	\$5,588
Collections and Distribution Lead	19	\$6,168
Accountant	20	\$6,322
Maintenance Mechanic I	11	\$5,062
Maintenance Mechanic II	17	\$5,871
Maintenance Mechanic III	21	\$6,480
Administrative Services Manager	29	\$7,895
Operations & Maintenance Manager	38	\$9,860
Information/Instrumentation Systems Manager	35	\$9,156
Operations & Maintenance Supervisor	27	\$7,515
Water/Wastewater Operator I	9	\$4,818
Water/Wastewater Operator II	15	\$5,588
Water/Wastewater Operator III	19	\$6,168
General Manager	Contract	\$162,225 Annual Salary

## **RESOLUTION 47-2020**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A REVISED AND UPDATED DISTRICT ORGANIZATIONAL CHART TO REFLECT THE ADDITION OF AN INFORMATION/INSTRUMENTATION SYSTEM MANAGER POSITION AND RELATED PERSONNEL BUDGET AMENDMENT**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, in line with the Management Goals and Objectives, the District has been moving towards replacing antiquated manual processes with the implementation of technologies to enhance and streamline these processes; and

**WHEREAS**, it has become realized that with the transition and implementation of more technology based processes, the need to have consistent solid support and management for these is critical to reliable and efficient District operations; and

**WHEREAS**, the Board and staff discussed looking into the feasibility of creating an IT support position within the District's Organizational Chart to support the aforementioned; and

**WHEREAS**, District management engaged Koff and Associates to perform a comprehensive classification and comp study for the proposed position based off the needs of the District that used the same methodologies applied during the creation of the recently adopted District wide classification and comp study; and

**WHEREAS**, Koff has completed and delivered said report to the District; and

**WHEREAS**, District management has reviewed the classification and comp study and recommends the Board approve the revised and updated District Organizational Chart that includes the addition of an Information/Instrumentation System Manager position and the related personnel budget amendment.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Groveland Community Services District adopts Resolution 47-2020 Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment.

**WHEREFORE**, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on October 13, 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Jennifer L. Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 13, 2020.

DATED: \_\_\_\_\_