



Memo

To: Board of Directors
From: Alan E. Clanin
Date: June 25, 2019
Subject: Approve New Format Pay Schedule

Crestline Village Water District (District) was audited by CalPERS in 2018. The purpose of this audit was to determine whether increases to member's payrates were granted to members and reported to CalPERS in compliance with the Public Employees' Retirement Law (PERL).

The CalPERS review determined that the District did not maintain pay schedules in compliance with the requirements set forth in the Government Code and the California Code of Regulations (CCR).

Per CCR Section 570.5, a pay schedule, among other things, must:

- Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- Indicate an effective date and date of any revisions;
- Identify the position title for every employee position;
- Show the payrate as a single amount or multiple amounts within a range for each identified position;
- Indicate the time base such as hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- Be retained by the employer and available for public inspection for not less than five years; and
- Not reference another document in lieu of disclosing the payrate.

Conclusion:

The determination from CalPERS was based on the existing pay schedule. The pay schedule has been re-formatted in an effort to comply with Government Code and the California Code of Regulations.

Recommendation:

Approve New Pay Schedule Format incorporated with June 25, 2019 Cost of Living Adjustment.

Crestline Village Water District

Effective May 31, 2018

HOURLY SALARY SCHEDULE

REVISED AND ADOPTED AT THE REGULAR MEETING OF THE
BOARD OF DIRECTORS ON MARCH 19, 2019

Position Classification	RANGE NUMBER	STEP					2.5% STEPS				
		A	B	C	D	E	F	G	H	I	
General Manager	SPEC	79.95									
	50	62.28	65.39	68.66	72.09	75.70	77.59	79.53	81.52	83.55	
	49	60.76	63.79	66.98	70.33	73.85	75.70	77.59	79.53	81.52	
	48	59.27	62.24	65.35	68.62	72.05	73.85	75.70	77.59	79.53	
	47	57.83	60.72	63.76	66.94	70.29	72.05	73.85	75.70	77.59	
	46	56.42	59.24	62.20	65.31	68.58	70.29	72.05	73.85	75.70	
Office Manager		45	55.04	57.79	60.68	63.72	66.90	68.58	70.29	72.05	73.85
		44	53.70	56.38	59.20	62.16	65.27	66.90	68.58	70.29	72.05
		43	52.39	55.01	57.76	60.65	63.68	65.27	66.90	68.58	70.29
		42	51.11	53.67	56.35	59.17	62.13	63.68	65.27	66.90	68.58
		41	49.87	52.36	54.98	57.73	60.61	62.13	63.68	65.27	66.90
		40	48.65	51.08	53.64	56.32	59.13	60.61	62.13	63.68	65.27
		39	47.46	49.84	52.33	54.94	57.69	59.13	60.61	62.13	63.68
		38	46.30	48.62	51.05	53.60	56.28	57.69	59.13	60.61	62.13
		37	45.18	47.43	49.81	52.30	54.91	56.28	57.69	59.13	60.61
		36	44.07	46.28	48.59	51.02	53.57	54.91	56.28	57.69	59.13
Field Supervisor		35	43.00	45.15	47.41	49.78	52.27	53.57	54.91	56.28	57.69
		34	41.95	44.05	46.25	48.56	50.99	52.27	53.57	54.91	56.28
		33	40.93	42.97	45.12	47.38	49.75	50.99	52.27	53.57	54.91
		32	39.93	41.92	44.02	46.22	48.53	49.75	50.99	52.27	53.57
		31	38.95	40.90	42.95	45.09	47.35	48.53	49.75	50.99	52.27
		30	38.00	39.90	41.90	44.00	46.19	47.35	48.53	49.75	50.99
		29	37.08	38.93	40.88	42.92	45.07	46.19	47.35	48.53	49.75
Serviceman - Lead		28	36.17	37.98	39.88	41.88	43.97	45.07	46.19	47.35	48.53
		27	35.29	37.06	38.91	40.85	42.90	43.97	45.07	46.20	47.35
		26	34.43	36.15	37.96	39.86	41.85	42.90	43.97	45.07	46.19
		25	33.59	35.27	37.03	38.89	40.83	41.85	42.90	43.97	45.07
		24	32.77	34.41	36.13	37.94	39.83	40.83	41.85	42.90	43.97
		23	31.97	33.57	35.25	37.01	38.86	39.83	40.83	41.85	42.90
		22	31.19	32.75	34.39	36.11	37.91	38.86	39.83	40.83	41.85
Customer Service Representative		21	30.43	31.95	33.55	35.23	36.99	37.91	38.86	39.83	40.83
		20	29.69	31.17	32.73	34.37	36.09	36.99	37.91	38.86	39.83
		19	28.97	30.41	31.93	33.53	35.21	36.09	36.99	37.91	38.86
		18	28.26	29.67	31.16	32.71	34.35	35.21	36.09	36.99	37.91
		17	27.57	28.95	30.40	31.92	33.51	34.35	35.21	36.09	36.99
Customer Service Representative		16	26.90	28.24	29.65	31.14	32.69	33.51	34.35	35.21	36.09
		15	26.24	27.55	28.93	30.38	31.90	32.69	33.51	34.35	35.21
		14	25.60	26.88	28.23	29.64	31.12	31.90	32.69	33.51	34.35
		13	24.98	26.23	27.54	28.91	30.36	31.12	31.90	32.69	33.51
		12	24.37	25.59	26.87	28.21	29.62	30.36	31.12	31.90	32.69
Customer Service Representative		11	23.77	24.96	26.21	27.52	28.90	29.62	30.36	31.12	31.90
		10	23.19	24.35	25.57	26.85	28.19	28.90	29.62	30.36	31.12
		9	22.63	23.76	24.95	26.19	27.50	28.19	28.90	29.62	30.36
		8	22.08	23.18	24.34	25.56	26.83	27.50	28.19	28.90	29.62
		7	21.54	22.61	23.74	24.93	26.18	26.83	27.50	28.19	28.90
Customer Service Representative		6	21.01	22.06	23.17	24.32	25.54	26.18	26.83	27.50	28.19
		5	20.50	21.52	22.60	23.73	24.92	25.54	26.18	26.83	27.50
		4	20.00	21.00	22.05	23.15	24.31	24.92	25.54	26.18	26.83
		3	19.51	20.49	21.51	22.59	23.72	24.31	24.92	25.54	26.18
		2	19.04	19.99	20.99	22.04	23.14	23.72	24.31	24.92	25.54
Customer Service Representative		1	18.57	19.50	20.48	21.50	22.57	23.14	23.72	24.31	24.92

LEFT BLANK INTENTIONALLY

PROPOSED HOURLY SALARY SCHEDULE

Salary Grades	RANGE NUMBER	STEP								
		A	B	C	D	E	F	G	H	I
	50	62.28	65.39	68.66	72.09	75.70	77.59	79.53	81.52	83.55
	49	60.76	63.79	66.98	70.33	73.85	75.70	77.59	79.53	81.52
	48	59.27	62.24	65.35	68.62	72.05	73.85	75.70	77.59	79.53
	47	57.83	60.72	63.76	66.94	70.29	72.05	73.85	75.70	77.59
	46	56.42	59.24	62.20	65.31	68.58	70.29	72.05	73.85	75.70
	45	55.04	57.79	60.68	63.72	66.90	68.58	70.29	72.05	73.85
	44	53.70	56.38	59.20	62.16	65.27	66.90	68.58	70.29	72.05
	43	52.39	55.01	57.76	60.65	63.68	65.27	66.90	68.58	70.29
	42	51.11	53.67	56.35	59.17	62.13	63.68	65.27	66.90	68.58
	41	49.87	52.36	54.98	57.73	60.61	62.13	63.68	65.27	66.90
	40	48.65	51.08	53.64	56.32	59.13	60.61	62.13	63.68	65.27
	39	47.46	49.84	52.33	54.94	57.69	59.13	60.61	62.13	63.68
	38	46.30	48.62	51.05	53.60	56.28	57.69	59.13	60.61	62.13
	37	45.18	47.43	49.81	52.30	54.91	56.28	57.69	59.13	60.61
	36	44.07	46.28	48.59	51.02	53.57	54.91	56.28	57.69	59.13
Office Manager Field Supervisor	35	43.00	45.15	47.41	49.78	52.27	53.57	54.91	56.28	57.69
	34	41.95	44.05	46.25	48.56	50.99	52.27	53.57	54.91	56.28
	33	40.93	42.97	45.12	47.38	49.75	50.99	52.27	53.57	54.91
	32	39.93	41.92	44.02	46.22	48.53	49.75	50.99	52.27	53.57
	31	38.95	40.90	42.95	45.09	47.35	48.53	49.75	50.99	52.27
Serviceman - Lead	30	38.00	39.90	41.90	44.00	46.19	47.35	48.53	49.75	50.99
	29	37.08	38.93	40.88	42.92	45.07	46.19	47.35	48.53	49.75
	28	36.17	37.98	39.88	41.88	43.97	45.07	46.19	47.35	48.53
	27	35.29	37.06	38.91	40.85	42.90	43.97	45.07	46.20	47.35
	26	34.43	36.15	37.96	39.86	41.85	42.90	43.97	45.07	46.19
Serviceman	25	33.59	35.27	37.03	38.89	40.83	41.85	42.90	43.97	45.07
	24	32.77	34.41	36.13	37.94	39.83	40.83	41.85	42.90	43.97
	23	31.97	33.57	35.25	37.01	38.86	39.83	40.83	41.85	42.90
	22	31.19	32.75	34.39	36.11	37.91	38.86	39.83	40.83	41.85
	21	30.43	31.95	33.55	35.23	36.99	37.91	38.86	39.83	40.83
Customer Service Representative	20	29.69	31.17	32.73	34.37	36.09	36.99	37.91	38.86	39.83
	19	28.97	30.41	31.93	33.53	35.21	36.09	36.99	37.91	38.86
	18	28.26	29.67	31.16	32.71	34.35	35.21	36.09	36.99	37.91
	17	27.57	28.95	30.40	31.92	33.51	34.35	35.21	36.09	36.99
	16	26.90	28.24	29.65	31.14	32.69	33.51	34.35	35.21	36.09
	15	26.24	27.55	28.93	30.38	31.90	32.69	33.51	34.35	35.21
	14	25.60	26.88	28.23	29.64	31.12	31.90	32.69	33.51	34.35
	13	24.98	26.23	27.54	28.91	30.36	31.12	31.90	32.69	33.51
	12	24.37	25.59	26.87	28.21	29.62	30.36	31.12	31.90	32.69
	11	23.77	24.96	26.21	27.52	28.90	29.62	30.36	31.12	31.90
	10	23.19	24.35	25.57	26.85	28.19	28.90	29.62	30.36	31.12
	9	17.68	18.56	19.49	20.47	21.49	22.03	22.58	23.14	23.72
	8	17.25	18.11	19.02	19.97	20.96	21.49	22.03	22.58	23.14
	7	16.83	17.67	18.55	19.48	20.45	20.96	21.49	22.03	22.58
	6	16.42	17.24	18.10	19.00	19.95	20.45	20.96	21.49	22.03
Part Time/Seasonal	5	16.02	16.82	17.66	18.54	19.47	19.95	20.45	20.96	21.49
	4	15.63	16.41	17.23	18.09	18.99	19.47	19.95	20.45	20.96
	3	15.24	16.01	16.81	17.65	18.53	18.99	19.47	19.95	20.45
	2	14.87	15.62	16.40	17.22	18.08	18.53	18.99	19.47	19.95
	1	14.51	15.24	16.00	16.80	17.64	18.08	18.53	18.99	19.47
	0	14.16	14.86	15.61	16.39	17.21	17.64	18.08	18.53	18.99