

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: July 12, 2011

Submitted By: Jean Premutati  
Reviewed By: Carl Niizawa

Presented By: Kelly Cadiente

Agenda Title: Consider Adoption of Resolution No. 2011-52 to Approve the Reorganization of the Finance Department and Related Classifications and Job Descriptions

Detailed Description: The Board is requested to consider approval of the reorganization of the Finance Department and related classifications and job descriptions. Due to a recent vacancy in the department, staff had an opportunity to evaluate and assess all classifications for possible stream-lining and improve efficiencies within the department. Composition, scope of work, and level of duties were given consideration in reviewing classifications to ensure they accurately reflect programs, internal relationships, and changing technological needs.

The proposed reorganization recommends establishing a new classification of Accountant I/II rather than fill the current Finance Director vacancy. There is a need for flexibility of assigned duties due to changing programs, technologies and workload. The new classification enables the District to hire someone with a broad spectrum of knowledge, skill and academic preparation while supporting current staff in advancing through the department by experience, training and accretion of skills.

In Customer Service (CS) there is no opportunity for growth or advancement from an Assistant to a Specialist classification unless a vacancy becomes available. Consolidating the current positions into a single classification of CS Representative I/II provides staff a greater understanding of all components of the job. In addition, the District encourages retention of current staff by recognition of expanded skills, work assignments and their added value to the District.

In order to preserve the validity of the District's compensation plan and for the proposed classes to reflect the same salary differential, the proposed plan recommends adjustments to salary ranges.

Environmental Review Compliance: None.

Prior Committee or Board Action: Board approved Resolution No. 2009-28 Approving Amended Salary Schedules.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:     \_\_\_Yes   \_\_\_X\_\_\_No

At this time there is no anticipated fiscal impact. Future promotions with the new salary schedules may have an impact on compensation.

Material Included for Information/Consideration: Resolution No. 2011-52; Current and Proposed Organizational Charts; MCWDEA and Teamsters Unit Salary Schedules; and, draft job descriptions for newly proposed Customer Service Representative I/II and Accountant I/II.

Staff Recommendation: Staff recommends the Board approve Resolution No. 2011-52 to Re-organize the Finance Department.

Action Required:  Resolution  Motion  Review  
(Roll call vote is required.)

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Board Action

Resolution No  Motion By  Seconded By

Ayes  Abstained

Noes  Absent

Reagendized  Date  No Action Taken

July 12, 2011

Resolution No. 2011-52  
Resolution of the Board of Directors  
Marina Coast Water District  
Approve the Reorganization of the Finance Department  
and Related Classifications and Job Descriptions

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on July 12, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the Board is requested to consider approval of the reorganization of the Finance Department; and,

WHEREAS, due to a recent vacancy in the department, staff evaluated and assessed all classifications and looked to stream-line work processes and improve efficiencies within the department; and,

WHEREAS, the proposed plan establishes a new classification of Accountant I/II rather than fill the current Finance Director vacancy and the Customer Service (CS) Assistant and Specialist classes will be combined into one classification of CS Representative I/II; and,

WHEREAS, current classes with grade I/II have a ten percent (10%) difference between the entry-level or grade I and journey-level or grade II positions as approved by the Board on May 12, 2009 in Resolution 2009-28. The proposed salary schedules reflect the same differential and adjustments to salary ranges; and,

WHEREAS, there is no anticipated fiscal impact at this time, however, future promotions may have an impact on compensation with the new salary schedules.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve adoption of Resolution No. 2011-52 to Reorganize the Finance Department and related Classifications and Job Descriptions and authorize the General Manager to take all actions necessary to execute this resolution.

PASSED AND ADOPTED on July 12, 2011, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

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William Y. Lee, President

ATTEST:

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Jim Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2011-52 adopted July 12, 2011.

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Jim Heitzman, Secretary