

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: August 9, 2011

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Kelly Cadiente

Agenda Title: Consider Adoption of Resolution No. 2011-58 to Approve Revisions to the Finance Department Reorganization, Job Description and Salary Schedules

Detailed Description: The Board of Directors is requested to consider approval of revisions to the Finance Department reorganization, job description and salary schedules. At the July 12, 2011, regular Board meeting, approval was given to reorganize the Finance Department.

Upon further review, staff anticipates a need for an additional position to serve as back up to the Director of Administrative Services (DAS) by providing supervisory and complex financial analysis within the department in the absence of the DAS. Rather than create a new classification, staff recommends including these additional responsibilities in the recently approved Accountant classification and revising the position to an Accountant I/II/III. A revised job description and organizational chart are submitted to identify the change in classification.

Also, in the original reorganization the entry-level Accounting Technician was thought to have been linked to the Customer Service classification which was incorrect. A revised Teamsters Unit salary schedule is included to reflect the correction.

Environmental Review Compliance: None.

Prior Committee or Board Action: Board approved Resolution No. 2011-52 approving the reorganization of the finance department and related classifications and job descriptions.

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. 2011-58; Current and Proposed Organizational Charts, MCWDEA and revised Teamsters Unit Salary Schedules; Revised job description for Accountant I/II/III.

Staff Recommendation: The Board of Directors approve Resolution No. 2011-58 to approve revisions to the Finance Department reorganization, job description, and salary schedules.

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

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

August 9, 2011

Resolution No. 2011-58
Resolution of the Board of Directors
Marina Coast Water District
Approve Revisions to the Finance Department Reorganization,
Job Description and Salary Schedules

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 9, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, at the July 12, 2011 Regular Board Meeting, approval was given to reorganize the Finance Department; and,

WHEREAS, upon further review staff anticipates an additional need to serve as back up to the Director of Administrative Services (DAS) by providing supervisory and complex financial analysis within the department in the absence of the DAS. Rather than create a new classification, staff recommends including these additional responsibilities in the recently approved Accountant classification and revising the position to an Accountant I/II/III; and,

WHEREAS, in the original reorganization the entry-level Accounting Technician was thought to have been linked to the Customer Service classification which was incorrect. A revised Teamsters Unit salary schedule is included to reflect this.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve adoption of Resolution No. 2011-xx to revise the reorganization, job description and salary schedules and authorize the General Manager to take all actions necessary to execute this resolution.

PASSED AND ADOPTED on August 9, 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 _____

William Y. Lee, President

ATTEST:

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. 2011-58 adopted August 9, 2011.

Jim Heitzman, Secretary