

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: February 14, 2012

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Carl Niizawa

Agenda Title: Adopt Resolution No. 2012-06 to Direct Staff to Distribute a Request for Proposals for a District Compensation Survey

Detailed Description: At the December meeting, the Board approved distributing Request for Proposals (RFP) to conduct a District-wide classification and compensation survey.

In order to conduct a thorough classification and total compensation survey, a designated consultant will first want to complete the classification component of the study. During this phase, each employee completes a job analysis questionnaire detailing the types of tasks, duties and responsibilities necessary to perform each job in addition to several group or individual meetings. This part of the study takes the bulk of time to complete and analyze before beginning the compensation survey.

At this time, staff is in the process of modifying and adjusting job duties and descriptions and creating new classifications due to the proposed reorganization plan. If the reorganization plan is approved as presented, the timing of a classification study may conflict with some of the proposed changes to streamline processes and enhance efficiency. Rather than duplicate the efforts already expended and ensure a more cost effective study staff recommends postponing the classification segment of the study and proceed with only the total compensation survey at this time. Proceeding in this manner would reduce the total estimated cost by \$10K-\$12K and the scope of work should be completed on a time and materials basis.

Environmental Review Compliance: None.

Prior Committee or Board Action: The Budget and Personnel Committee discussed this item at the January 27, 2012 meeting and recommended this be brought to the Board for approval.

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:       X   Yes            No

Funding Source/Recap: Expenditures are allocated across the five cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, 04-Fort Ord Sewer, 05-Recycled Water

Material Included for Information/Consideration:     Resolution No. 2012-06.

Staff Recommendation: The Board of Directors approve a Request for Proposals to obtain professional services to conduct a total compensation survey.

Action Required:      X   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 \_\_\_\_\_

February 14, 2012

Resolution No. 2012-06  
Resolution of the Board of Directors  
Marina Coast Water District

Directing Staff to Distribute a Request for Proposals for a District Compensation Survey

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 14, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, at its meeting on December 13, 2011, the Board approved staff to distribute a Request for Proposals (RFP) to conduct a compensation and classification survey; and,

WHEREAS, in further reviewing the necessary time and effort required to complete the classification component of the study; and,

WHEREAS, at this time, staff is in the process of modifying job duties and descriptions and creating new classifications due to a proposed reorganization plan. The timing of a classification study may conflict with some of the recommendations proposed to streamline processes and enhance efficiency; and

WHEREAS, postponing the classification component of the study will reduce the total estimated cost originally proposed by \$10K-\$12K and the scope of work can be completed on a time and materials basis.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve a Request for Proposals to Conduct a Total Compensation Survey.

PASSED AND ADOPTED on February 14, 2012, 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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Dan Burns, 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. 2012-06 adopted February 14, 2012.

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Jim Heitzman, Secretary