

HLVRCD Board Discussion Paper
Regarding
Job Classification & Employee Compensation Policies

June 2023

Topics in the Discussion Paper:

1. Job classifications/position descriptions
2. Compensation/salary levels
3. Salary levels/Merit Advancement Steps (salary increases)
4. Board discussion items

1. Job Classifications/Positions Currently Filled

- A. Project Coordinator (vacant)
- B. Project Manager (2)
- C. Program Manager (Deputy Watermaster)
- D. District Manager (1)

Position descriptions are currently written for each position & employee, except for the Project Coordinator.

2. Compensation Analysis

- A. Data Gathered

✓ Salary data from adjacent RCDs (similar cost of living indicators)(Source: <https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx>)

RCD	Annual Salary-2021		Hourly		# Empl	Medi
	DM/Project Mgr		DM/Project Mgr			
HLVRCD	\$61,382	\$42,800	\$29.50	\$20.57**	3	stipend
Feather Rvr RCD	\$66,904	\$48,761	\$32.17	\$23.44	15	Y
Fall Rvr RCD	\$42,000	\$33,600	\$20.19	\$16.15	2	N
Pit RCD	\$36,000		\$17.30		1	N
Western Shasta	\$76,206	≤\$61,915	\$34.71	\$29.77	12	Y
Tehama Co. RCD	\$65,198	≤\$64,059	\$31.35	\$30.80	22	Y
	\$65,198-93,600	\$41,283-74,880				
Glenn Co.	\$87,623	\$34,632	\$42.12	\$16.65	6	N
Modoc RCD	No rpt					
Butte Co. RCD	No rpt					

** - No Project Mgr in 2021; Project Coordinator

- ✓ Federal GS data (Source: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule>)

GS level	Annual Salary-2023	Hourly	Medical
GS-7	\$46,696 – 60,703	\$22.37 – 29.09	Y
GS-9	\$57,118 – 74,250	\$27.37 – 35.58	Y
GS-10	\$62,898 – 81,771	\$30.14 – 39.18	Y
GS-11	\$69,107 – 89,835	\$33.11 – 61.35	Y

B. Analysis: The compensation of RCDs within the area adjacent to Lassen Co. were reviewed and compared to the federal GS pay schedule for similar technical & professional work. It appears that HLVRCD’s current wage structure is in alignment with the neighboring RCDs, the federal pay scale & what may be the organizational complexity based on number of employees. Medical benefits are provided to some degree in about 50% of the organizations.

3. Salary levels/Merit Advancement Steps (salary increases)

A. Policy 2330 guides compensation and merit advances. To assist the organization in consistently applying Policy 2330, the information outlined here establishes compensation and merit advancement values.

Each position salary level has within it ten merit advancement steps that adds a 3% increase at each step. Step increases are based upon satisfactory job performance as well as longevity. In general, a step increase will be given upon a satisfactory employee evaluation by the District Manager once annually (Policy 2010). In certain cases, the District Manager at their discretion may approve additional step increases in a year when the employee has performed well beyond expectations or has taken on significant new responsibilities.

In the event of a less than satisfactory evaluation, a step increase may be withheld until satisfactory performance is demonstrated. The District Manager will outline a work plan for the employee which delineates specific performance expectations to be attained for a step increase.

A new employee will generally begin at step 1 of the job category. However, the District Manager may in their discretion start the employee at a higher step based on their experience, licenses, certifications and other relevant criteria.

Upon reaching step 10 any further increase in monetary compensation will be based upon Cost-of-Living Increases (COLAs) only. A promotion to a higher job classification will be based not only upon employee performance but also upon agency staffing needs at that time.

Compensation adjustments may be awarded, effective the pay period following an employee’s original position appointment date and are dependent upon availability of funds in each fiscal year's budget. In the case of the District Manager, compensation adjustments are dependent upon Board of Directors approval in a public meeting. All compensation increases are budget dependent and may be postponed pending adequate organization funding.

Salary ranges and steps may be updated from time to time as the District Manager and/or Board of Directors deem necessary and appropriate to keep pace with general inflation and competitive salary ranges in similar organizations.

B. Salary levels/Merit Advancement Steps (Effective 7/1/2023)

Step	Project Coordinator		Project Manager		Program Manager		District Manager	
	Hourly \$	Annual \$	Hourly \$	Annual \$	Hourly \$	Annual \$	Hourly \$	Annual \$
1	24.72	51,417	29.13	60,590			31.93	66,414
2	25.46	52,956	30.00	62,400			32.89	68,411
3	26.22	54,537	30.90	64,272			33.88	70,470
4	27.00	56,160	31.83	66,206			34.90	72,592
5	27.81	57,844	32.78	68,182			35.95	74,776
6	28.64	59,571	33.76	70,220			37.03	77,022
7	29.50	61,360	34.77	72,321			38.14	79,331
8	30.39	63,211	35.81	74,484			39.28	81,702
9	31.30	65,104	36.88	76,710			40.46	84,156
10	32.24	67,059	37.99	79,019			41.67	86,673

4. Board Discussion Items

- A. Discuss compensation analysis
- B. Is 2330.3 written appropriately? The policy focuses on an employee’s time between step increases instead of focusing on longevity (time needed) needed within a step to advance to the next step. This would result in an employee hired at a step level greater than 1, advancing annually for the next 4 yrs thru each successive step & landing at a higher step level than if they spent the time listed in the chart from 2330.3 (below) at each step level (I may be making this more confusing). This wasn’t the intention of the policy. The intention was that an employee would spend 1 year between step increases in steps 1 – 3. After completing 1 yr at step 3, they’d advance to step 4 & stay there for 2 yrs before advancing to step 5.
 - i. Possible solutions:
 - a. Revise the policy to clarify the waiting periods between step increases (Withing classification merit advancement step increases are based on acceptable performance & longevity (waiting periods of 1 year at steps 1-3, 2 yrs at steps 4-6 & 3 yrs at steps 7-9).
 - b. Retain the wording allowing employees to advance annually but reduce the number of steps & once that step is reached, no further merit advancement would occur (eg, Gold Ridge RCD has 7 steps)
- C. Ten steps within a salary range vs. a fewer number
- D. Should merit advancements be discretionary & budget-based (3.A., Pg 2, last paragraph)
- E. Thoughts about beginning salaries & the salary range?

Policy 2330 Excerpt as a reference to 4.B.:

2330.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, **complete the following required time of employment to be eligible to receive a merit increase.** All merit advancements shall be effective the first full pay period following the employee’s appointment date.

2330.3.2.1 New Employees. A person hired as **a new employee shall have a merit advancement date which is 12 months following their appointment date.**

2330.3.2.2 Subsequent Merit Advancement. Subsequent merit advancement dates will occur as stated herein.

Subsequent Merit Advancement Following the First 12 Months Shown in Years	
Years 2-3	Annually
Years 4-6	Biennially
Years 7+	Triennially