

# Saddle Creek Community Services District

## Regular Meeting of November 21, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position.

#### **Recommended Motion**

I move to adopt a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position.

#### **Background**

The Board had identified a significant variance in the salaries for the position of Site Manager and Maintenance Supervisor, and had requested that management review applicable salaries and return with a determination on the adequacy of the salary offered. As stated in prior discussions related to the establishment of the salary schedule, the level of pay for each position is most effective when set at a level adequate to attract and retain qualified personnel, with the skills, experience and work ethic to maintain the desired (current) level of service and efficiency, even with staffing changes in key positions. The Maintenance Supervisor is a key management position with the CSD.

The existing salary schedule for the Maintenance Supervisor position is as follows:

<u>Employee Classification</u>	Positions 2017	Positions 2017-18		(Step 1)	(Step 2)	(Step 3)	(Step 4)
Maintenance Supervisor	1	1	(A)	\$42,013	\$44,114	\$46,320	\$48,636

On review of salaries for positions with similar responsibilities in special districts with similar budgets, in the central sierra Nevada region, with 6 to 10 employees and performing similar services, staff proposes the following salary schedule for the Maintenance Supervisor position to be effective on January 1, 2018.

<u>Employee Classification</u>	Positions 2017	Positions 2017-18		(Step 1)	(Step 2)	(Step 3)	(Step 4)
Maintenance Supervisor	1	1	(A)	\$54,106	\$56,812	\$59,652	\$62,635

**RESOLUTION NO. 2017-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING AN  
AMENDMENT TO THE 2017/18 FISCAL YEAR SALARY SCHEDULE**

**WHEREAS**, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, the District Board of Directors has directed District management to propose the adoption of salary schedules and other compensation that facilitate the development of the most efficient, safe, productive and knowledgeable staff, as well as to maximize the transparency and accountability of the District; and

**WHEREAS**, the General Manager is responsible for the management of all District personnel including their appointment, retention and discipline; and

**WHEREAS**, the District Board of Directors has determined that an amendment to the current salary schedule is needed to increase th salary range for the maintenance Supervisor, a key management position; and

**WHEREAS**, an amended salary schedule for the Maintenance Supervisor has been developed and is attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached Introductory Period Policy Dated November 21, 2017; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on November 21, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution 2017-\_\_ was duly passed and adopted at a Special Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on November 21, 2017.

DATED: \_\_\_\_\_.

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