RESOLUTION NO. WD-1315

A RESOLUTION AMENDING RESOLUTION NO. WD-1289, CREATING OFFICES AND POSITIONS IN THE PERMANENT SERVICE OF THE LONG BEACH WATER DEPARTMENT, FIXING THE AMOUNT OF COMPENSATION FOR SUCH OFFICES AND POSITIONS, AND RESCINDING ALL OTHER RESOLUTIONS OR ORDERS RELATING THERETO

WHEREAS, the Board of Water Commissioners of the City of Long Beach ("Board"), pursuant to Subsection (3) of Section 1403 of the Charter of the City of Long Beach, desires to create certain offices and positions in the permanent service of the Long Beach Water Department ("Water Department"), fix the amount of compensation therefore, and rescind all other resolutions or orders relating thereto;

NOW, THEREFORE, the Board of Water Commissioners of the City of Long Beach resolves as follows:

Section 1. The Board hereby creates and establishes the offices and positions of employment at the compensation set forth at the Salary Range designated and any additional compensation listed herein therefore notwithstanding those positions of employment at the compensation set forth therein and any additional compensation listed in Salary Resolution of the City of Long Beach ("City Salary Resolution") with the purpose of amending this Resolution immediately thereafter to include the new position(s) of employment and subsequent compensation. Pay rates for all offices and positions shall take effect on and after the date and time set in the City Salary Resolution unless otherwise duly noted within or superseded by the applicable association MOU provisions with City Council approval.

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TITLE	SALARY RANGE NUMBER
Accountant I	490
Accountant II	540
Accountant III	590
Accounting Clerk I	340
Accounting Clerk II	370
Accounting Clerk III	400
Accounting Officer	EOO
Accounting Technician	440
Administrative Aide I	430
Administrative Aide II	460
Administrative Aide III	520
Administrative Analyst I	570
Administrative Analyst II	600
Administrative Analyst III	630
Administrative Officer - Water	EOO
Assistant General Manager	EOO
Assistant to the General Manager	EOO
Automatic Sprinkler Control Technician	440
Business Systems Specialist I	530
Business Systems Specialist II	570
Business Systems Specialist III	610
Business Systems Specialist IV	650
Business Systems Specialist V	690
Business Systems Specialist VI	730
Business Systems Specialist VII	770

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TITLE	SALARY RANGE NUMBER
Civil Engineer	644
Civil Engineering Assistant	514
Civil Engineering Associate	594
Clerk Typist I	320
Clerk Typist II	350
Clerk Typist III	380
Clerk Typist IV	410
Clerk Typist V	440
Communication Specialist I	520
Communication Specialist II	560
Communication Specialist III	600
Communication Specialist IV	650
Communication Specialist V	690
Communication Specialist VI	730
Communication Specialist VII	770
Construction Inspector I	534
Construction Inspector II	574
Contract Administrator I	460
Contract Administrator II	520
Customer Service Representative I	330
Customer Service Representative II	360
Customer Service Representative III	400
Deputy General Manager–Business	EOO
Deputy General Manager–Operations	EOO
Director of Engineering	EOO

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TITLE	SALARY RANGE NUMBER
Director of Finance	EOO
Director of Government & Public Affairs	EOO
Director of Operations	EOO
Director of Planning and Water Conservation	EOO
Director of Water Resources	EOO
Division Engineer	EOO
Electrical Supervisor	550
Electrician	500
Electronic Communication Technician I	520
Electronic Communication Technician II	540
Electronic Communication Technician III	580
Engineering Technician I	464
Engineering Technician II	504
Equipment Mechanic I	480
Equipment Mechanic II	500
Equipment Operator I	370
Equipment Operator II	410
Equipment Operator III	440
Garage Service Attendant I	370
Garage Service Attendant II	390
Garage Service Attendant III	450
Garage Supervisor I	550
Garage Supervisor II	620
Gardener I	360
Gardener II	390

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TITLE	SALARY RANGE NUMBER
General Manager - Water	EOO
Geographic Information Systems Analyst I	527
Geographic Information Systems Analyst II	564
Geographic Information Systems Analyst III	597
Geographic Information Systems Technician I	460
Geographic Information Systems Technician II	500
Laboratory Analyst I	490
Laboratory Analyst II	530
Laboratory Analyst III	590
Laboratory Analyst IV	TBD
Laboratory Assistant I	360
Laboratory Assistant II	380
Laboratory Assistant III	420
Machinist	490
Maintenance Assistant I	290
Maintenance Assistant II	330
Maintenance Assistant III	360
Management Information Systems Officer	EOO
Manager, Business Development	EOO
Manager, Administration	EOO
Manager, Engineering	EOO
Manager, Finance	EOO
Manager, Government & Public Affairs	EOO
Manager, Planning	EOO
Manager, Security & Emergency Preparedness	EOO

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TITLE	SALARY RANGE NUMBER
Manager, Water Quality & Process	EOO
Manager, Water Resources	EOO
Network Administrator	EOO
Office Administrator	520
Projects Coordinator	570
Painter I	440
Painter II	460
Painter Supervisor	500
Park Maintenance Supervisor	500
Payroll/Personnel Assistant I	350
Payroll/Personnel Assistant II	380
Payroll/Personnel Assistant III	420
Plumber	500
Power Equipment Repair Mechanic I	430
Power Equipment Repair Mechanic II	460
Power Equipment Repair Mechanic III	500
Principal Construction Inspector	624
Procurement & Warehouse Officer	EOO
Research Assistant – Water	BOO
Safety Specialist I	530
Safety Specialist II	590
Secretary	410
Secretary to the Board - Water	EOO
Secretary to the General Manager	EOO
Senior Accountant	630

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TITLE	SALARY RANGE NUMBER
Senior Civil Engineer	694
Senior Engineering Technician I	547
Senior Equipment Operator	510
Senior Program Manager - Water	724
Senior Secretary	440
Sewer Operations Superintendent	EOO
Special Projects Officer	EOO
Stock and Receiving Clerk	330
Storekeeper I	380
Storekeeper II	430
Supervisor – Stores & Property	490
Supervisor – Facilities Maintenance	620
Support Services Superintendent	EOO
Telemetering Instrument Technician I	490
Telemetering Instrument Technician II	550
Telemetry Systems Superintendent	EOO
Water Communications Center Supervisor	580
Water Communications Dispatcher I	460
Water Communications Dispatcher II	490
Water Communications Center Supervisor	580
Water Conservation Specialist	660
Water Laboratory Manager	EOO
Water Operations Superintendent	EOO
Water Process Manager	EOO
Water Quality Organic Chemist	680

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TITLE	SALARY RANGE NUMBER
Water Support Services Supervisor	590
Water Treatment Operator I	450
Water Treatment Operator II	540
Water Treatment Operator III	590
Water Treatment Operator IV	630
Water Treatment Superintendent	EOO
Water Treatment Supervisor I	660
Water Treatment Supervisor II	700
Water Utility Mechanic I	410
Water Utility Mechanic II	430
Water Utility Mechanic III	491
Water Utility Supervisor I	580
Water Utility Supervisor II	620
Welder	490

Further, in accordance with Section 3(6) of the Civil Service Rules, the Board hereby creates and establishes the non-career (NC) positions of employment listed below at the compensation of each non-career position at the pay rates set forth in the Salary Schedules and identified by a Salary Range Number.

TITLE	SALARY RANGE NUMBER
N/C Accountant I	M47
N/C Accountant II	M62
N/C Accounting Clerk I	M15
N/C Accounting Clerk II	M21

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TITLE	SALARY RANGE NUMBER
N/C Accounting Clerk III	M28
N/C Administrative Intern	H28 – H45
N/C Carpenter	M47
N/C Civil Engineer	N94
N/C Clerk/Typist I	M12
N/C Clerk/Typist II	M17
N/C Clerk/Typist III	M24
N/C Customer Service Representative I	M13
N/C Customer Service Representative II	M20
N/C Electrician	M52
N/C Engineering Aide I	N09
N/C Engineering Aide II	N16
N/C Engineering Aide III	N33
N/C Engineering Technician I	N43
N/C Equipment Mechanic I	M46
N/C Equipment Mechanic II	M50
N/C Equipment Operator I	M21
N/C Equipment Operator II	M31
N/C Equipment Operator III	M37
N/C Garage Service Attendant I	M21
N/C Gardener I	M20
N/C Laboratory Analyst I	490
N/C Laboratory Analyst II	530
N/C Laboratory Analyst III	590
N/C Laboratory Assistant	M20
N/C Maintenance Assistant I	M07

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TITLE	SALARY RANGE NUMBER
N/C Maintenance Assistant II	M13
N/C Maintenance Assistance III	M30
N/C Painter I	M37
N/C Plumber	M52
N/C Student Worker	H15, H17, H99
N/C Water Utility Mechanic I	M28
N/C Water Utility Worker	M28

Section 2. Every person who has been or who hereafter may be duly appointed to an office or position of employment indicated herein ("employee") and who is qualified to hold and does hold such office or position from and after the date or dates that the compensation prescribed herein shall become effective or from the date of employment, whichever occurs later, shall receive as full compensation for his/her services a biweekly salary based on one of the pay rates herein, in each Salary Schedule ("Salary Schedule") established in the City Salary Resolution in effect or as amended for his/her office or position, together with such additional compensation, if any, as provided herein, by the City Salary Resolution, or by the City Personnel Ordinance. The method and manner of determination of the pay rate for each office or position of employment shall be fixed as stated in this Resolution, which may also include, by reference, part of the City Salary Resolution and City Personnel Ordinance.

Section 3. The biweekly salary of any employee of the Water Department who is appointed to any office or position of employment created and established in this Resolution shall be at a Pay Rate Step of the Salary Range Number for such office or position in accordance with the City's step placement policy or as determined by the General Manager of the Water Department ("General Manager"). In those cases where offices or positions are designated by grade numbers, the biweekly

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salaries of such employees shall be computed based on one of the pay rates designated for the grade thereof. The General Manager may designate the initial Pay Rate Step or increment of any employee within the Salary Range for the employee's office or position. However, the Board may, by resolution, specifically designate that the pay rate of any employee is fixed at some other pay rate included within the Salary Schedule without limitation as to grade or numerical designation.

Section 4. After the initial Pay Rate Step, an employee's pay rate progression in the office or position shall be adjusted according to procedures established in the City's step placement policy.

Section 5. As to those positions for which there is an "H" pay rate specified as well as the regular pay rate, the General Manager may specify, at the time of making an appointment or at any time thereafter, that the appointee to such position is to be paid at the "H" rate or at a regular pay rate.

Section 6. If an employee is promoted from one position to another for which a higher pay rate is established, or is advanced from one grade to another in the same position for which a higher pay rate is established, or is transferred from one department to another without change of position or grade, then the General Manager shall designate the pay rate of such employee to be at one of the pay rates for such position or grade which will be not less than the pay rate received by such employee immediately prior to such promotion, advancement, transfer, or Salary Schedule change. Likewise, if an employee is transferred as prescribed by the Civil Service Rules and Regulations for the City of Long Beach ("Civil Service Rules") for other than disciplinary reasons from one position to another position for which a lower pay rate is established, then the General Manager shall designate the pay rate of such employee to be at one of the pay rates prescribed for such position to which the employee is transferred. For the purpose of computing the "period of employment" under the provisions of this Section, an employee of the Water Department who has been reinstated to his/her former position pursuant to the provisions of Section 52 of the Civil Service Rules shall be considered as

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having been in the continuous service of the Water Department during the period said employee shall have served in the Armed Forces.

Section 7. A. The provisions of this Resolution relating to assignment of employees to Pay Rate Steps and to pay step advancement shall not apply to employees in offices or positions which have been assigned to Salary Range Number EOO or BOO. The level of compensation of employees in such offices or positions shall be determined on a merit basis, and said employees shall be initially placed by the General Manager at a level of compensation within Salary Range Number EOO or BOO which has been designated by this Resolution for said employee's office or position. After the employee has been initially placed at a level of compensation within the Salary Range Number EOO or BOO, the General Manager shall have the sole and exclusive discretion to increase or decrease the employee's level of compensation within Salary Range Number EOO or BOO for the employee's office or position which the General Manager shall determine to be the proper level of compensation as merited by the performance and demonstrated ability of said employee through an evaluation process provided, however, that the total of all percentage increases or decreases in compensation for any such employee shall not exceed seven percent (7%) during any fiscal year. Evaluation shall be no more than once in any six-month period.

B. In addition to and apart from any merit increase provided in subsection "A" above, each employee assigned to the Salary Range Number EOO shall be eligible to participate in and receive Individual Performance Incentive Compensation, the purpose of which is to compensate management employees for distinguished and outstanding performance for the periods for which Individual Performance Incentive Compensation is paid and in further anticipation of continued distinguished and outstanding performance in subsequent periods.

At or near the commencement of the applicable fiscal year, an eligible employee and the General Manager shall develop and establish a written and approved performance plan for the employee which sets forth objectives or targeted results for the

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ensuing fiscal year or remaining portion thereof. Outstanding performance in the attainment of these objectives or distinguished performance in a specific project or program shall qualify the employee for Individual Performance Incentive Compensation. Such incentive compensation may be paid to any eligible employee in an amount not to exceed $3,500.00 per fiscal year based upon the evaluation and determination by the General Manager of the employee's performance under the previously approved performance plan.

C. Employees with the Salary Range Number EOO are eligible to be granted executive leave by the General Manager, in accordance with and pursuant to the provisions of Section 4.10 of the City Personnel Ordinance. In addition to the five days granted to eligible employees in Section 4.10 of the City Personnel Ordinance, the General Manager may grant up to five additional days of executive leave per calendar year for employees with the Salary Range Number EOO.

Section 8. A. All salaries and wages in this Resolution shall be computed and payable in biweekly installments, and such installments shall be paid every other Friday in accordance with and in continuation of the schedule of biweekly pay periods and paydays established and commenced by the City Council of the City of Long Beach ("City Council").

B. The compensation for all Water Department employees shall be as prescribed and expressed herein on a per-hour rate basis. The amount of the biweekly installment shall be computed by multiplying the employee's pay rate per hour by the number of hours or fraction of hours for which pay is actually due. The hourly pay rate shall include any additional compensation applicable.

C. When an employee is absent for any reason other than one of the permitted absences authorized by Section 1.06 of the City Personnel Ordinance, the employee is not entitled to receive the full amount of his/her installment of pay for the biweekly pay period during which said absence occurred. The amount of pay that the employee shall receive for such pay period shall be computed by multiplying the

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employee's applicable hourly pay rate by the number of hours or fraction of hours for which pay is actually due.

Section 9. Every employee of the Water Department shall perform such duties as are indicated by the title of his/her office or position and as are usually incident to such office or position and those that are assigned by his/her immediate supervisor, and such duties shall be performed in aid of the proper and efficient administration of the Water Department.

Section 10. The designation of certain positions in the schedule of positions contained herein and the designation of grades within a specified classification are made for the purpose of classifying such position according to the degree of responsibility and character of the duties required by such positions solely and only to the end that salary schedules for such positions will reflect the differences in the responsibilities and duties attached to positions of the same classification. The characterization of positions by said terms is hereby declared to have no other purpose or effect and shall not in any manner change or alter the classification of employees holding such positions.

Section 11. A. An employee temporarily assigned to perform duties not ordinarily attached to his/her position for the purpose of training and development pursuant to Section 63(3) of the Civil Service Rules shall be compensated at the pay rate fixed by the City Salary Resolution and the Salary Schedule for the position involving the duties to which temporary assignment has been made and at the step most closely approximating the pay rate of the employee immediately prior to the temporary assignment provided that in no event shall the pay rate for the temporary assignment exceed the employee's pay rate immediately prior to the temporary assignment.

B. An employee temporarily assigned to perform duties not ordinarily attached to his/her position for the purpose of rehabilitation or recovery from a medical condition that has been certified by the City Health Officer, pursuant to Section 63(5) of the Civil Service Rules, shall be compensated at the pay rate fixed by the City Salary

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Resolution and the Salary Schedule for the position involving the duties to which temporary assignment has been made and at the step most closely approximating the pay rate of the employee immediately prior to the temporary assignment provided that in no event shall the pay rate for the temporary assignment exceed the employee's pay rate immediately prior to the temporary assignment.

C. An employee temporarily assigned to perform duties not ordinarily attached to his/her position pursuant to Sections 63 (3) or 63 (5) of the Civil Service Rules, which temporary assignment results in a lower hourly pay rate, may be Y-rated (pay rate frozen) until such time as the top step of the employee's new position is equal to or surpasses the employee's Y-rate.

D. The Y-rate shall apply to employees in the positions designated by the General Manager and will continue to be Y-rated until such time as the top step of the employee's new position is equal to or surpasses the employee's Y-rate.

Section 12. A. In addition to the number of offices and positions created herein in the various offices, departments, bureaus, and divisions of the Water Department, there are hereby created and established an additional number of each of said offices and positions equal to the number herein specifically created, and the Salary Range Numbers and Salary Schedules for such additional positions shall be the same as the Salary Range Numbers and Salary Schedules for the positions of the same title which are created and established herein.

B. There are hereby created and established in the Water Department the following six (6) bureaus which shall be responsible to the General Manager: (I) Business, (II) Operations, (III) Engineering, (IV) Water Resources, (V) Conservation and Planning, and (VI) Government and Public Affairs. Each of the bureaus shall be respectively under the immediate supervision and control of the head of that bureau. In addition, the General Manager may appoint positions including but not limited to Assistant General Manager, Assistant to the General Manager; Deputy General Manager-Operations, Deputy General Manager-Business; Director of Operations; and

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Special Projects Officer and may appoint the following positions under each bureau:

(i) Business: Director of Finance; Administrative Officer; Management Information Systems Officer; (ii) Operations: Water Laboratory Manager; Manager, Security and Emergency Preparedness; Procurement and Warehouse Officer; Sewer Operations Superintendent; Support Services Superintendent; Telemetry Systems Superintendent; Water Operations Superintendent; Water Treatment Superintendent; Water Process Manager; (iii) Engineering: Director of Engineering and Division Engineer; (iv) Water Resources: Director of Water Resources; (v) Conservation and Planning: Director of Planning and Water Conservation; and (vi) Government and Public Affairs: Director of Government and Public Affairs.

Section 13. In accordance with City Charter Section 1403(3), the Board's plan of succession is modified whereby the Assistant General Manager shall perform the duties of the General Manager in the temporary absence of the General Manager, and the Director of Operations will perform the duties of the General Manager in the temporary absence of both the Assistant General Manager and the General Manager, and whereby the Board will appoint a Manager as Acting General Manager in the temporary absence of the General Manager, the Assistant General Manager and the Director of Operations. In the case of such absence and during the time that the employee is performing the duties of General Manager, the employee shall not be entitled to receive the compensation of the General Manager.

However, if there is a permanent vacancy in the position of Assistant General Manager, Director of Operations, bureau head, or division head due to any reason such as retirement, resignation, or termination, then the General Manager may assign an employee to perform as Acting Assistant General Manager, Acting Director of Operations, acting bureau head, or acting division head. During the time that the employee has been so assigned by the General Manager, then the employee shall be entitled to receive the compensation established in this Resolution or in the City Salary Resolution for the office or position to which that employee is assigned.

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If there is a permanent vacancy in the position of General Manager, then the Board may assign an employee to perform as Acting General Manager and that employee shall be entitled to receive the compensation established in this Resolution for the position of General Manager.

Section 14. When an employee classified in one of the following positions is assigned to perform and does perform the occupational skill described in the column hereof designated "Skill", said employee shall be paid on a per diem, hourly rate or one-time payment (bonus) basis, as indicated herein, the amount of additional compensation set forth in the column designated "Additional Compensation" opposite the described skill. The additional compensation shall be paid to the employee at an hourly rate only if said employee is assigned to regularly perform said occupational skill on a daily basis. If an employee is not regularly assigned to perform said occupational skill on a daily basis, then the additional compensation shall be paid at a per diem rate, and said per diem skill pay shall be paid only for each work day that the employee actually performs said occupational skill, and the employee is not entitled to receive and shall not be paid per diem skill pay for any date that the employee does not work or is absent from work on a permitted absence. For purposes of this Section, any employee in a non-career position shall receive skill pay in the same manner as prescribed for a comparable employee in the classified career service and need not be specifically designated in the following table(s) unless there is no comparable classified position.

The following skills, as determined by the General Manager or Assistant General Manager shall be effective on the date on which this Resolution is approved by the City Council, unless otherwise duly noted within this Resolution or superseded by MOU provisions:

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Position	Skill	Additional Compensation
(b) Clerk Typist I, II, III, and IV	For regular and frequent use of certified shorthand skills	$0.30/hr
(c) Construction Inspector I and II; Principal Construction Inspector; Customer Service Representative I, II and III; Water Communications Center Supervisor; Water Communications Dispatcher I and II	When possessing a Grade II Department of Public Health Distribution Operator Certificate When possessing a Grade III Department of Public Health Distribution Operator Certificate; When possessing a Grade IV Department of Public Health Distribution Operator Certificate; When possessing a Grade V Department of Public Health Distribution Operator Certificate;	$0.20/hr $0.35/hr $0.45/hr $0.60/hr
(d) Engineering Technician I and II	When performing plan check duties at the Development Services Counter;	$6.40 per diem
(e) Equipment Mechanic I, Equipment Mechanic II; Fleet Services Supervisor; Garage Supervisor I and II	When maintenance responsibilities simultaneously include automobiles, medium/heavy trucks and construction equipment, and possessing a National Institute for Automotive Service Excellence/American College Testing (ASE) Automobile Technician Certificate of Completion with one series certif.; with three series certif.; with six series certif.; Master Automobile	$0.20/hr $0.35/hr $0.45/hr $0.20/hr

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	Technician certification and/or Medium/Heavy Truck Technician with one series certification; with two engine series certifications; with two additional certifications; and/or Light Vehicle Compressed Natural Gas Technician with one series certification Any ASE Master Certification	 $0.35/hr $0.45/hr $ 0.20/hr $1.00/hr
(f) Equipment Mechanic I and II	When regularly assigned and/or performing maintenance repair of power chain saws, blowers, lawn mowers, edgers, generators, and similar equipment within the Water Department	$0.70/hr
(g) Garage Service Attendant II	When driving a vehicle requiring a Class A license	$8.00 per diem
(h) Gardener I and II; Maintenance Assistant II; Equipment Operator; Park Crew Supervisor; and Park Maintenance Supervisor	When required to possess a Pesticide Applicator's license and regularly assigned pesticide applicator duties	$0.544 per hour or $4.43 per diem
(I) Gardener II	When regularly assigned Planner duties in Maintenance Division	$4.579 per diem
(j) Machinist	When regularly assigned and performing specialized Water Department Machine Shop Operations	$0.523 per hour

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Long Beach, CA 90802-4664

(k) Non-management classifications, in accordance with the MOU's for the CESL and the Association, assigned to a position that has been determined to benefit from bilingual ability, and to have frequent or significant interactions with the public for the majority of the employee's regular, daily course of duty	For use of certified oral and/or written bilingual skills	$0.70 per hour or $5.60 per diem
(l) Non-management classifications	When assigned to the LBWD Emergency Response Team (ERT) upon meeting and maintaining the Membership Requirements stated in the Long Beach Water Department Policy VI.2 – Section B	$0.50 per hour or $4.00 per diem
(l) Plumber	When regularly assigned and performing duties as irrigation systems plumbing specialist	$0.647 per hour
(m) Senior Equipment Operator; Water Utility Supervisor I and II; and Water Utility Mechanic I, II and III; Water Treatment Operator I, II, III, and IV; Construction Inspector I, II; Principal Construction Inspector; Customer Service Representative I, II and III; and Water Treatment Supervisor I and II	When possessing a Grade I California Water Environment Association Collection System Maintenance ("CWEACSM") Certificate; When possessing a Grade II CWEACSM Certificate; When possessing a Grade III CWEACSM Certificate; When possessing a Grade IV CWEACSM Certificate	$0.20/hr $0.35/hr $0.45/hr $0.60/hr
(n) Senior Equipment Operator; Water Utility Mechanic I and II; Water Treatment Operator I	When possessing a Grade II Department of Public Health Distribution Operator Certificate; When possessing a Grade III Department of Public Health Distribution Operator	$2.00/hr $2.25/hr

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	Certificate; When possessing a Grade IV Department of Public Health Distribution Operator Certificate; When possessing a Grade V Department of Public Health Distribution Operator Certificate	 $2.50/hr $2.75/hr
(o) Water Utility Supervisor I, II; Water Utility Mechanic I, II, III; Senior Equipment Operator; Electrician; Laboratory Analyst I, II and III; Laboratory Assistant I, II and III	When possessing a Grade I Department of Public Health Water Treatment Certificate When possessing a Grade II Department of Public Health Water Treatment Certificate	$0.20 per hour $0.35 per hour
(p) Water Treatment Operator I & II	When possessing a Grade III Department of Public Health Water Treatment Certificate	$0.45 per hour
(q) Water Treatment Operator I, II and III	When possessing a Grade IV Department of Public Health Water Treatment Certificate	$0.60 per hour
(r) Water Treatment Operator IV; Water Treatment Supervisor I and II	When possessing a Grade V Department of Public Health Water Treatment Certificate	$0.75 per hour
(s) Water Utility Mechanic I, II, III	When possessing a Los Angeles County Department of Health Cross Connection tester Certificate	$0.45 per hour
(t) Water Utility Mechanic I, II, III	When operating sanitary sewer main line closed circuit television video inspection equipment; When supervising operation of sanitary sewer lateral closed circuit television video inspection equipment; When supervising or training subordinates in	$4.00 per diem $4.00 per diem $4.00 per diem

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	repair, testing and exchange of large water meters (minimum three inch diameter); When singularly assigned to off hours water/sewer emergency first response, with authority to shut off water service and/or call out emergency standby personnel; When exercising large water distribution control valves (over 12-inch diameter)	$4.00 per diem $4.00 per diem
(u) Water Utility Supervisor I, II	When possessing a University of Southern California Foundation for Cross Connection Control and Hydraulic Research certificate as a Specialist in Cross Connection Control, or equivalent	$0.60/hr
(v) , Water Treatment Operator II, III, and IV; Water Treatment Supervisor I and II	When possessing a Grade III Department of Public Health Distribution Operator Certificate; When possessing a Grade IV Department of Public Health Distribution Operator Certificate; When possessing a Grade V Department of Public Health Distribution Operator Certificate	$0.25/hr $0.50/hr $0.75/hr
(w) Welder	When regularly performing specialized Water Department welding requiring a City of Los Angeles Certificate and Structural Steel License	$0.70/hr
(x) Water Treatment Operator I	When possessing a Grade II Department of Public Health Water Treatment	$0.35/hr

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	Certificate	
(y) Non-management classifications in the current Salary Resolution assigned to and certified in crane operation	For crane operation	$0.56/hr per certificate
(z) Water Utility Supervisor I, II	When possessing a Grade III Department of Public Health Distribution Operator Certificate;	$0.25/hr
	When possessing a Grade IV Department of Public Health Distribution Operator Certificate;	$0.50/hr
	When possessing a Grade V Department of Public Health Distribution Operator Certificate;	$0.75/hr
(aa) Water Utility Mechanic III	When possessing a Grade III Department of Public Health Distribution Operator Certificate;	$0.25/hr
	When possessing a Grade IV Department of Public Health Distribution Operator Certificate;	$0.50/hr
	When possession a Grade V Department of Public Health Distribution Operator Certificate	$0.75/hr

* Employees receiving a skill pay as a result of holding a certification beyond the requirements of the position must ensure currency of that certification. Lapse in possessing such certification while receiving skill pay compensation may result in refunding the City and potential disciplinary action.

Section 15. A. The method of computation of the amount of additional compensation to be paid to an employee for overtime worked shall be in accordance with and pursuant to the applicable definitions, conditions, and requirements of the City's Personnel Ordinance and in accordance with and pursuant to the Fair Labor Standards

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Long Beach, CA 90802-4664

Act ("FLSA"), except that the additional compensation for overtime exempt from FLSA shall not include uncontrolled standby amounts in the computation.

B. Any employee in the classification of Water Utility Mechanic II or III who possesses the necessary certifications and shall be required to and shall work overtime (as such term is defined in the City Personnel Ordinance) or on a regular day off, or on a legal holiday, for which time such employee would be entitled to but does not receive time off in performing the duties of Water Utility Supervisor I shall be entitled to and shall receive the same compensation as said Water Utility Supervisor I would have received when so working overtime. The method of computation of the amount of additional compensation to be paid to an employee shall be the difference between a Water Utility Supervisor I at step 7 and that of said employee at his or her base rate multiplied by the overtime hours worked.

Section 16. In addition to other compensation described herein, a night shift differential equal in amount to any night shift differential established in the City Salary Resolution shall be paid to any permanent full-time employee in the Long Beach City Employees Service Lodge 1930, District Lodge 947, International Association of Machinists and Aerospace Workers, AFL-CIO ("CESL") or the Long Beach Association of Engineering Employees ("Association") whose regular schedule requires the employee to work between the hours of 6:00 p.m. and 6:00 a.m., provided that (i) the employee works one-half (½) or more of his/her regularly scheduled shift between the hours of 6:00 p.m. and 6:00 a.m., and such employee shall be eligible to be paid the additional rate established by this Section for each hour worked during the entire shift; or (ii) the employee works between the hours of 6:00 p.m. and 6:00 a.m. as part of a "split shift". Split shift is defined as a shift of eight (8) or more non-continuous work hours in a single day, separated by a break of at least three (3) non-working hours during said shift. Such employee shall be paid the night shift differential established by this Section only for each hour actually worked between the hours of 6:00 p.m. and 6:00 a.m.

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Section 17. Each employee represented by the CESL or the Association in a classification or grade level below the level of division head, who is required in a calendar year to perform the duties in a different classification or grade level with a higher Salary Range than the employee's current classification or grade level, shall be paid an amount per hour equal to that established in the City Salary Resolution as additional compensation for each hour that the employee performs the duties. In no event shall the total compensation paid to the employee for regular salary and higher classification pay exceed the top step of the higher classification or grade level. Each employee who qualifies for the benefits provided by this Section shall apply for said benefits within thirty (30) calendar days after the date that the employee meets the criteria set forth herein. The employee receiving higher classification pay will be required to record the title of the vacant higher classification or grade, and in the case of a temporary vacancy, the name of the employee who holds the higher classification position, and the reason for the temporary higher classification assignment. This documentation of the higher classification assignment information on the employee's time card is required for auditing purposes.

Section 18. Employees requiring transportation in connection with the performance of their duties for the Water Department may be assigned a vehicle owned by the Water Department or an employee may receive, by way of reimbursement, the cost of transportation incurred in the performance of his/her duties. Reimbursement, at the discretion of the General Manager, may be paid to such employees on the basis of any of the following computations:

(a) Actual cost of transportation per month for public transportation; or

(b) For use of a privately-owned vehicle used for Water Department business:

(i) Any Water Department permanent full-time employee represented by the CESL or the Association whose official duties require intermittent or routine transportation and is not authorized use of a Water Department vehicle, will be authorized to use his or

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her personal vehicle for the performance of official duties and shall be reimbursed by the Water Department at the rate established in the City Salary Resolution.

(ii) Any Water Department permanent full-time employee represented by the CESL or the Association who drives 300 or more miles in any calendar month in the performance of his or her duties shall be reimbursed at the rate established in the City Salary Resolution plus an additional $0.10 per mile. If an employee's annual monthly mileage average in a calendar year is equal to or over 300 miles per month, reimbursement of the additional $0.10 per mile shall be paid at the end of the calendar year for those months that were paid at the lower rate. Employees will not receive additional compensation for those miles already paid at the higher rate.

In each instance that an employee uses a privately-owned vehicle, the employee shall procure and maintain in full force and effect bodily injury and property damage insurance from a company or companies authorized to do business in the State of California with minimum coverages as prescribed by the General Manager at all times while said privately-owned vehicle is used for Water Department business.

Section 19. Pursuant to this Resolution and the rules, regulations and policies promulgated by the Board, employees may authorize deductions to be made from their salaries or wages for purposes authorized by the provisions of Article 6 of Chapter 1 of Division 4 of Title 1, and Articles 1, 1.5 and 2 of Chapter 2 of Part 1 of Division 2 of Title 5 of the California Government Code, except that such deductions for payment of dues or other services provided by an employee organization or association shall be only as provided by a valid existing contract between the City and said employee organization or association.

Section 20. Pursuant to this Resolution, the Administrative Regulations or the City's Financial Policies and Procedures issued by the City Manager, the General Manager may, within his sole discretion, award employees additional compensation for suggestions made that result in measurable monetary savings to the Water Department. Such awards shall not exceed ten percent (10%) of the anticipated first year savings after

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adoption of the suggestion provided, however, that the maximum award shall not exceed $5,000.00.

Section 21. Notwithstanding any other provision of this Resolution, the General Manager may, within his sole discretion, provide as part of an employee's annual compensation additional compensation for relocation and moving expenses actually and necessarily incurred to accept a position with the Water Department if the General Manager determines that such additional compensation is required as a necessary inducement for the acceptance of employment with the Water Department. Said additional compensation must be provided within one year after the employee's appointment date.

Section 22. Except as otherwise provided in this Resolution and any other applicable federal or State laws, rules and regulations, it is the intent of the Board, by the adoption of this Resolution, to prescribe the compensation of employees of the Water Department, including the implementation of such adjustments in compensation for the employees in each office or position of employment with the Water Department as provided in any applicable Memorandum of Understanding which has heretofore been approved and adopted by the City Council, and in the event of any inconsistency or conflict between the provisions of this Resolution and the applicable Memorandum of Understanding regarding such adjustments in compensation due to any inadvertence, oversight, or clerical error, it is intended that the provisions in such Memorandum of Understanding shall control and shall supersede the provisions of this Resolution, and such adjustments to the compensation shall be deemed to have been correctly included herein, effective as of the applicable effective date, and such matters shall be subsequently corrected by appropriate action.

Section 23. A. Each employee that qualifies under subsection "B" below shall be compensated at the rate established in the City Salary Resolution for each full hour of standby duty as defined in the Memorandum of Understanding between the City of Long Beach and the CESL or the Association.

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B. Employees who are released from active duty but who are required by the Water Department to leave notice where they can be reached and be available to return to active duty when required by the Water Department shall be said to be on standby duty. Standby duty shall, whenever possible, be assigned to employees on a voluntary basis. When voluntary assumption of standby duty by employees is insufficient to meet the needs of the Water Department, then such duty will be assigned upon a rotational basis whenever possible within affected work units. Standby duty requires that employees so assigned shall respond within thirty minutes to the Water Department, be reached by telephone or other communicating devices, and refrain from activities which might impair their ability to perform assigned duties. Employees not obliged to remain on standby duty have no obligation to meet these requirements. Employees accepting standby duty who are not able to meet the above criteria due to distance must make prior arrangements with the General Manager or his designee before accepting the standby duty.

Section 24. The compensation prescribed herein shall remain in effect until superseded by the City Council to reflect adjustments in compensation in applicable memoranda of understanding and as otherwise prescribed by the City Council for employees not covered by memoranda of understanding, or until this Resolution is amended or rescinded.

Section 25. A. At the discretion of the General Manager, employees who are eligible and volunteer to participate in the City's Trip Reduction Incentive Program as prescribed by the City's Trip Reduction Plan and current Participation Guidelines, and who also participate at least twelve days per month in the Trip Reduction Incentive Program shall also be eligible for monthly awards drawings.

B. Employees who are eligible and who commute to work by any means other than a motorized vehicle (e.g. bicycle, walk, jog) and who also participate at least eight (8) days per month shall also be eligible for quarterly awards drawings.

Section 26. In addition to other compensation described herein, there

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shall be presented to each employee upon completion of ten years' service, fifteen years' service, twenty years' service, twenty-five years' service, thirty years' service, thirty-five years' service, forty years' service, and upon retirement a suitable service award. The Board shall also sponsor an annual luncheon honoring those employees who have completed twenty years' service and who have received state, national and other awards.

Section 27. Employees may also receive additional compensation in the form of a safety award, including a safety breakfast, lunch and dinner, as determined by the General Manager, for successful participation in the Water Department's safety program.

Section 28. Employees who are authorized and work unscheduled hours as a result of call back or extended shift assignment and subsequently were unable to make meal preparations, may be eligible for reimbursement for the cost of their meals at a level prescribed by Section I.12 of the Long Beach Water Department Procedural Manual. All conditions must be met by employees as stated in the above referenced policy prior to receipt of reimbursement.

Section 29. To encourage employees to increase professional competence and to keep abreast of technological changes, the Water Department will reimburse a portion of the costs that an employee incurs when pursuing a job-related, off-duty education or career development program that is of mutual benefit to the Water

Department and the employee pursuant to Section II.16 of the Long Beach Water Department Procedural Manual.

Section 30. Employees seeking to obtain or renew professional and technical licenses and certificates in accordance with Section IV.10 of the Long Beach Water Department Procedural Manual may be eligible for reimbursement for the accrued costs in obtaining said documents.

Section 31. Employees working in areas where hazards that may cause foot injuries exist shall wear safety footwear approved by the Water Department that

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meets or exceeds the American National Standard for Safety - Toe Footwear, Class 75, ANSI A41.1-1967.

The Water Department shall reimburse eligible employees, as specified in Section III.11 of the Long Beach Water Department Procedural Manual, who provide receipts or other documentation as determined by the General Manager for the cost of the following:

a. Initial purchase of safety footwear;

b. Resole or repair for safety footwear based on an assessment of "fair wear and tear" by the Supervisor and Division Manager; or

c. Additional safety footwear purchased, when warranted, based on an assessment of "fair wear and tear" by the Supervisor and Division Manager.

Section 32. The Board may sponsor an annual Board/Staff Dinner for selected employees to review achievements of the previous year and capital projects planned for the next five years.

Section 33. The Board may sponsor other benefits, luncheons, dinners, and the like for special awards, strategic planning sessions, outstanding achievements, Metropolitan Water District of Southern California directors and managers, water and sewer related professional organizations, and the like.

Section 34. This Resolution shall be known as the "Water Department Salary Resolution" and may be so cited and referred to as such.

Section 35. All other resolutions and orders pertaining to the matters set forth herein are hereby rescinded.

Section 36. If the City Council, in its resolution approving the compensation fixed herein, or in the City Salary Resolution, approves compensation (including skill pay) for offices or positions listed herein at a compensation or skill pay different than that indicated opposite the positions listed herein or approves classifications for offices or positions not listed herein or approves compensation arising from various Memoranda of Understanding with the City's bargaining units, then the

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Board does hereby fix the compensation for said office or position at the compensation (including skill pay) so fixed by the City Council by resolution and the Board does hereby adopt the classification for offices and positions fixed by the City Council by resolution.

Section 37. The Secretary of the Board of Water Commissioners shall certify to the passage of this Resolution, and it shall be deemed operative on the date on which this Resolution is approved by the City Council, unless otherwise duly noted within this Resolution or superseded by MOU provisions:

I hereby certify that the foregoing Resolution was adopted by the Board of Water Commissioners of the City of Long Beach at its meeting held on November 7, 2013, by the following vote:

Ayes: Commissioners: MARTINEZ; DALLMAN; ALLEN; SALTZGAVER

Noes: Commissioners: NONE

Absent: Commissioners: BLANCO

Suzanne Dallman
Secretary
BOARD OF WATER COMMISSIONERS

CERTIFIED AS A TRUE AND CORRECT COPY
SECRETARY TO THE BOARD OF WATER COMMISSIONERS
CITY OF LONG BEACH, CALIFORNIA
BY: Sandra L. Fox
DATE: 11/7/2013

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