



**Regional Water Authority**  
BUILDING ALLIANCES IN NORTHERN CALIFORNIA




# Regional Water Authority *Using the Compensation Survey to Adjust Pay Ranges*



# Overview

- Review of RWA Policy
- Preview of Compensation Proposal
- Review of the Compensation Study Process
- Budget Impacts
- Discussion and potential action of Compensation Proposal




# RWA Policy 400.2 – Employee Compensation

As a small, professional, management-focused organization, it is the intent of the Authority to provide employee compensation **at or above the labor market mean for the industry.**

The compensation practices of the Authority will be competitive within the industry and geographical area to **attract the most qualified candidates and to minimize turnover of its employees.**

Once the **labor budget** has been approved, the Executive Director may determine in his or her discretion how to apply any approved increase to each employee's existing salary.



# RWA Policy 400.2 – Employee Compensation

The **Executive Director shall recommend** salary ranges for all employment positions with the Authority, with the exception of the Executive Director position, subject to **review and approval by the Board** of Directors.

RWA's job classifications and the salary range for each classification are set forth in **Exhibit A** attached to this Policy.

The **Executive Committee** will generally conduct a **compensation survey** at least every five years to ensure that the total compensation offered by the Authority (salaries, wages, and benefits) is consistent with this Policy...

# RWA Policy 400.2 Exhibit A

## EXISTING MONTHLY SALARY SCHEDULE OF RWA POSITIONS Per RWA Policy 400.2 Exhibit A

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Manager of Technical Services	\$14,088	\$14,574	\$15,095	\$15,654	\$16,256	\$16,906
Manager of Strategic Affairs	\$14,088	\$14,574	\$15,095	\$15,654	\$16,256	\$16,906
<b>Manager of Government Relations*</b>						
Principal Project Manager	\$11,524	\$11,922	\$12,347	\$12,805	\$13,297	\$13,829
Senior Project Manager	\$9,688	\$10,022	\$10,380	\$10,765	\$11,179	\$11,626
Associate Project Manager	\$6,877	\$7,114	\$7,368	\$7,641	\$7,935	\$8,252
Finance & Admin Services Manager	\$8,627	\$8,972	\$9,316	\$9,661	\$10,006	\$10,352
Executive Assistant	\$5,774	\$5,973	\$6,187	\$6,416	\$6,663	\$6,929
<b>Project Research Assistant II*</b>						
Project Research Assistant	\$5,166	\$5,344	\$5,535	\$5,740	\$5,961	\$6,199

\* Proposed new classification resulting from reclassification of existing class. Does not result in additional allocated positions.



# RWA Policy 400.2 Exhibit A

## SUMMARY OF MONTHLY SALARY SCHEDULE CHANGES FOR RWA POSITIONS

### Recommended Salary Ranges per Compensation Study

CLASSIFICATION	CURRENT TOP STEP	PROPOSED TOP STEP	% DIFFERENCE	NOTES
Manager of Technical Services	\$16,906	\$17,202	-1.72%	Maintain 20% differential between Principal Project Manager and Manager of Technical Services Manager
Manager of Strategic Affairs	\$16,906	\$17,202	-1.72%	Set salary equal to Manager of Technical Services
Manager of Government Relations*	-	\$17,202	-100.00%	Set salary equal to Manager of Technical Services
Principal Project Manager	\$13,829	\$14,335	-3.53%	Maintain 20% differential between Senior and Principal Project Manager
Senior Project Manager	\$11,626	\$11,946	-2.68%	Increase salary to within 5% of 62.5 percentile
Associate Project Manager	\$8,252	\$8,541	-3.38%	Increase salary to within 5% of 62.5 percentile
Finance & Admin Services Manager	\$10,352	\$11,975	-13.55%	Increase salary to within 5% of 62.5 percentile
Executive Assistant	\$6,929	\$6,929	0.00%	Maintain current salary range based on compensation study
Project Research Assistant II*	-	\$7,129	-100.00%	Set 15% above Project Research Assistant I
Project Research Assistant	\$6,199	\$6,199	0.00%	Maintain current salary range based on compensation study

\* Proposed new classification resulting from reclassification of existing class. Does not result in additional allocated positions.



# RWA Policy 400.2 Exhibit A

## PROPOSED MONTHLY SALARY SCHEDULE OF RWA POSITIONS Recommended Salary Ranges per Compensation Study

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Manager of Technical Services	\$14,335	\$14,830	\$15,359	\$15,928	\$16,541	\$17,202
Manager of Strategic Affairs	\$14,335	\$14,830	\$15,359	\$15,928	\$16,541	\$17,202
<b>Manager of Government Relations*</b>	<b>\$14,335</b>	<b>\$14,830</b>	<b>\$15,359</b>	<b>\$15,928</b>	<b>\$16,541</b>	<b>\$17,202</b>
Principal Project Manager	\$11,946	\$12,358	\$12,799	\$13,273	\$13,784	\$14,335
Senior Project Manager	\$9,955	\$10,298	\$10,666	\$11,061	\$11,487	\$11,946
Associate Project Manager	\$7,118	\$7,363	\$7,626	\$7,908	\$8,213	\$8,541
Finance & Admin Services Manager	\$9,979	\$10,323	\$10,692	\$11,088	\$11,514	\$11,975
Executive Assistant	\$5,774	\$5,973	\$6,187	\$6,416	\$6,663	\$6,929
<b>Project Research Assistant II*</b>	<b>\$5,941</b>	<b>\$6,146</b>	<b>\$6,365</b>	<b>\$6,601</b>	<b>\$6,855</b>	<b>\$7,129</b>
Project Research Assistant	\$5,166	\$5,344	\$5,535	\$5,740	\$5,961	\$6,199

\* Proposed new classification resulting from reclassification of existing class. Does not result in additional allocated positions.





# Compensation Study Process

- Updated and revised Authority job descriptions to ensure they are accurate and up to date
- Surveyed 14 agencies
- Collected salary and benefit data for Authority classifications
- Calculated 62.5<sup>th</sup> percentile
- Considered internal alignment of salaries



# Data Elements

- Top step salary
- PERS pick-up
- Agency deferred compensation contribution
- Longevity
- Agency contribution to:
  - Health
  - Dental
  - Vision
- Employer's cost of CalPERS paid by the employer and employee
- Retirement practices (plan, benefit, formula)
- Retiree health benefits
- Paid leave benefits



# Survey Agencies

- Citrus Heights Water District
- City of Folsom
- City of Roseville
- City of Sacramento
- City of West Sacramento
- El Dorado Irrigation District
- Elk Grove Water District
- Fair Oaks Water District
- Placer County Water Agency
- Sacramento County
- Sacramento Suburban Water District
- San Juan Water District
- Yuba Water Agency
- State of California – Department of Water Resources



# Recommendations

## Manager of Technical Services

- Slightly above the 62.5 percentile.
- Study found only four (4) comparable classes within the comparison agencies.
- No recommended change to this salary range.

## Manager of Strategic Affairs

- Insufficient data to provide a valid salary recommendation based on the market.
- RGS recommends the current salary set equal to the Manager of Technical Services.
- This was the methodology when the position was created in 2020



# Recommendations

## Manager of Government Relations

- Potential new classification proposed from RGS's evaluation.
- Due to the scope and complexity of the position, recommend the salary range for this classification be set equal to the Manager of Technical Services.

## Principal Project Manager

- No salary range adjustment is recommended

## Senior Project Manager

- 7.51% below the 62.5 percentile.
- Recommend the salary be increased to ensure the salary is within 5% of the 62.5 percentile for this classification.



# Recommendations

## Associate Project Manager

- 8.12% below the 62.5 percentile
- Recommend the salary be increased to ensure the salary is within 5% of the 62.5 percentile for this classification.

## Finance and Administrative Services Manager (Currently Finance and Administrative Services Manager I)

- 17.8% below the 62.5 percentile.
- Recommend the salary be increased to ensure the salary is within 5% of the 62.5 percentile for this classification.

## Executive Assistant

- No salary range adjustment is recommended



# Recommendations

## **Project Research Assistant II**

- New classification proposed from classification study.
- Classification is the journey-level class in the Project Research Assistant class series.
- Based on the generally accepted HR practices and to ensure internal salary alignment, set fifteen percent (15%) above the Project Research Assistant I.

## **Project Research Assistant I (Currently Project Research Assistant)**

- This is an entry level position
- No salary range adjustment is recommended



# Budget Impact

## Compared to existing pay scales

- Potential \$41,843 additional salary expense paid vs. no change (2.9% of salaries budget for FY 2022/23).
- SGA pays \$15,382, RWA pays remainder
- \$1,980 to \$2,369 this year for large members (2.5% of dues)
- \$103 to \$249 this year for small members
- Salary savings from other actions





# Recommend Action

- Recommend approval of revised salary ranges
- Recommend approval new classifications for Government Relations Manager and Project Research Assistant II for FY 2023/24
- Recommend approval of retitle for Finance and Administrative Manager
- Recommend approval of retitle for Project Research Assistant to Project Research Assistant I



## Questions and Discussion