

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: JANUARY 26, 2021

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: NATALIE POTTER, Human Resources Manager
CATHERINE CERRI, General Manager

SUBJECT: CONSIDER APPROVING A REVISED 2021 MANAGERS,
SUPERVISORS AND CONFIDENTIAL EMPLOYEES
(MSCEU) SALARY SCHEDULE

A. RECOMMENDATION

Consider approving a Revised Salary Schedule with Cost-of-Living Adjustment (“COLA”), effective January 1, 2021 in accordance with CalPERS requirements.

B. REASON FOR RECOMMENDATION

The District is required to update the Salary Schedule with the Cost-of-Living Adjustment (“COLA”) effective January 1, 2021, in accordance with the current Memorandum of Understanding (MOU) between Lake Arrowhead Community Services District (LACSD) and Managers, Supervisors and Confidential Employees Unit (MSCEU). The agreed upon COLA is 3%. In addition, this would ensure compliance with law and CalPERS requirements to approve and post a Revised Salary Schedule annually.

C. BACKGROUND INFORMATION

Per the MOU between LACSD and MSCEU effective October 1, 2018 through September 30, 2022, salaries will be adjusted by a flat COLA percentage.

The District requests the attached Revised Salary Schedule be in effect for payrolls effective January 1, 2021 to December 31, 2021 for MSCEU employees per the below contract section.

MSCEU Memorandum of Understanding

4.1 Cost of Living Adjustments (COLAs). The following COLAs will be implemented during the duration of this four (4) year document:

- 4.1.1 Year 1 – 4.3% COLA effective January 1, 2019
- 4.1.2 Year 2 – 3% COLA effective January 1, 2020
- 4.1.3 Year 3 – 3% COLA effective January 1, 2021**
- 4.1.4 Year 4 – 3% COLA effective January 1, 2022

D. FISCAL IMPACT

The total fiscal impact of the 3% COLA increase on January 1, 2021 for the MSCEU employees for 2020-21 is \$49,005. An increase of \$48,357 was included in the 2020-21 budget.

E. ENVIRONMENTAL IMPACT

None

F. ATTACHMENTS

- MSCEU Salary Schedule effective 01-01-20.
- MSCEU Salary Schedule effective 01-01-21.

Lake Arrowhead Community Services District
MSCEU Salary Schedule
Effective January 1, 2020
3% COLA ~ 5% Step Increments

Grade	Step 1 Per Pay				Step 2 Per Pay				Step 3 Per Pay				Step 4 Per Pay			
	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual
12B	23.95	4,151.33	1,916.00	49,816.00	24.42	4,232.80	1,953.60	50,793.60	26.41	4,577.73	2,112.80	54,932.80	27.73	4,806.53	2,218.40	57,678.40
13A Administrative Assistant	24.42	4,232.80	1,953.60	50,793.60	26.41	4,577.73	2,112.80	54,932.80	27.73	4,806.53	2,218.40	57,678.40	29.12	5,047.47	2,329.60	60,569.60
13B	26.41	4,577.73	2,112.80	54,932.80	27.73	4,806.53	2,218.40	57,678.40	29.12	5,047.47	2,329.60	60,569.60	30.57	5,298.80	2,445.60	63,585.60
14A	27.73	4,806.53	2,218.40	57,678.40	29.12	5,047.47	2,329.60	60,569.60	30.57	5,298.80	2,445.60	63,585.60	32.09	5,562.27	2,567.20	66,747.20
14B	29.12	5,047.47	2,329.60	60,569.60	30.57	5,298.80	2,445.60	63,585.60	32.09	5,562.27	2,567.20	66,747.20	33.70	5,841.33	2,696.00	70,096.00
15A	30.57	5,298.80	2,445.60	63,585.60	32.09	5,562.27	2,567.20	66,747.20	33.70	5,841.33	2,696.00	70,096.00	35.40	6,136.00	2,832.00	73,632.00
15B	32.09	5,562.27	2,567.20	66,747.20	33.70	5,841.33	2,696.00	70,096.00	35.40	6,136.00	2,832.00	73,632.00	37.16	6,441.07	2,972.80	77,292.80
16A Executive Assistant	33.70	5,841.33	2,696.00	70,096.00	35.40	6,136.00	2,832.00	73,632.00	37.16	6,441.07	2,972.80	77,292.80	39.02	6,763.47	3,121.60	81,161.60
16B Executive Assistant	35.40	6,136.00	2,832.00	73,632.00	37.16	6,441.07	2,972.80	77,292.80	39.02	6,763.47	3,121.60	81,161.60	40.96	7,099.73	3,276.80	85,196.80
17A Executive Assistant Customer Service Supervisor	37.16	6,441.07	2,972.80	77,292.80	39.02	6,763.47	3,121.60	81,161.60	40.96	7,099.73	3,276.80	85,196.80	43.01	7,455.07	3,440.80	89,460.80
17B Executive Assistant Field Ops. Supervisor Wastewater Field Ops. Supervisor Water Mechanical Maint. Supervisor Operations Supervisor Wastewater Operations Supervisor Water Public Programs Supervisor	39.02	6,763.47	3,121.60	81,161.60	40.96	7,099.73	3,276.80	85,196.80	43.01	7,455.07	3,440.80	89,460.80	45.17	7,829.47	3,613.60	93,953.60
18A Executive Assistant	40.96	7,099.73	3,276.80	85,196.80	43.01	7,455.07	3,440.80	89,460.80	45.17	7,829.47	3,613.60	93,953.60	47.42	8,219.47	3,793.60	98,633.60
18B	43.01	7,455.07	3,440.80	89,460.80	45.17	7,829.47	3,613.60	93,953.60	47.42	8,219.47	3,793.60	98,633.60	49.79	8,630.27	3,983.20	103,563.20
19A Human Resources Manager	45.17	7,829.47	3,613.60	93,953.60	47.42	8,219.47	3,793.60	98,633.60	49.79	8,630.27	3,983.20	103,563.20	52.28	9,061.87	4,182.40	108,742.40
19B	47.42	8,219.47	3,793.60	98,633.60	49.79	8,630.27	3,983.20	103,563.20	52.28	9,061.87	4,182.40	108,742.40	54.91	9,517.73	4,392.80	114,212.80
20A Field Operations Manager Operations Manager	49.79	8,630.27	3,983.20	103,563.20	52.28	9,061.87	4,182.40	108,742.40	54.91	9,517.73	4,392.80	114,212.80	57.65	9,992.67	4,612.00	119,912.00
20B Finance Manager	52.28	9,061.87	4,182.40	108,742.40	54.91	9,517.73	4,392.80	114,212.80	57.65	9,992.67	4,612.00	119,912.00	60.52	10,490.13	4,841.60	125,881.60
21A Finance Manager	54.91	9,517.73	4,392.80	114,212.80	57.65	9,992.67	4,612.00	119,912.00	60.52	10,490.13	4,841.60	125,881.60	63.54	11,013.60	5,083.20	132,163.20
21B Finance Manager	57.65	9,992.67	4,612.00	119,912.00	60.52	10,490.13	4,841.60	125,881.60	63.54	11,013.60	5,083.20	132,163.20	66.72	11,564.80	5,337.60	138,777.60
22A District Engineer Finance Manager	60.52	10,490.13	4,841.60	125,881.60	63.54	11,013.60	5,083.20	132,163.20	66.72	11,564.80	5,337.60	138,777.60	70.06	12,143.73	5,604.80	145,724.80

Lake Arrowhead Community Services District
MSCEU Salary Schedule
Effective January 1, 2020
3% COLA ~ 5% Step Increments

Grade	Step 5 Per Pay				Step 6 Per Pay				Step 7 Per Pay			
	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual
12B	29.12	5,047.47	2,329.60	60,569.60	30.57	5,298.80	2,445.60	63,585.60	32.09	5,562.27	2,567.20	66,747.20
13A Administrative Assistant	30.57	5,298.80	2,445.60	63,585.60	32.09	5,562.27	2,567.20	66,747.20	33.70	5,841.33	2,696.00	70,096.00
13B	32.09	5,562.27	2,567.20	66,747.20	33.70	5,841.33	2,696.00	70,096.00	35.40	6,136.00	2,832.00	73,632.00
14A	33.70	5,841.33	2,696.00	70,096.00	35.40	6,136.00	2,832.00	73,632.00	37.16	6,441.07	2,972.80	77,292.80
14B	35.40	6,136.00	2,832.00	73,632.00	37.16	6,441.07	2,972.80	77,292.80	39.02	6,763.47	3,121.60	81,161.60
15A	37.16	6,441.07	2,972.80	77,292.80	39.02	6,763.47	3,121.60	81,161.60	40.96	7,099.73	3,276.80	85,196.80
15B	39.02	6,763.47	3,121.60	81,161.60	40.96	7,099.73	3,276.80	85,196.80	43.01	7,455.07	3,440.80	89,460.80
16A Executive Assistant	40.96	7,099.73	3,276.80	85,196.80	43.01	7,455.07	3,440.80	89,460.80	45.17	7,829.47	3,613.60	93,953.60
16B Executive Assistant	43.01	7,455.07	3,440.80	89,460.80	45.17	7,829.47	3,613.60	93,953.60	47.42	8,219.47	3,793.60	98,633.60
17A Executive Assistant Customer Service Supervisor	45.17	7,829.47	3,613.60	93,953.60	47.42	8,219.47	3,793.60	98,633.60	49.79	8,630.27	3,983.20	103,563.20
17B Executive Assistant Field Ops. Supervisor Wastewater Field Ops. Supervisor Water Mechanical Maint. Supervisor Operations Supervisor Wastewater Operations Supervisor Water Public Programs Supervisor	47.42	8,219.47	3,793.60	98,633.60	49.79	8,630.27	3,983.20	103,563.20	52.28	9,061.87	4,182.40	108,742.40
18A Executive Assistant	49.79	8,630.27	3,983.20	103,563.20	52.28	9,061.87	4,182.40	108,742.40	54.91	9,517.73	4,392.80	114,212.80
18B	52.28	9,061.87	4,182.40	108,742.40	54.91	9,517.73	4,392.80	114,212.80	57.65	9,992.67	4,612.00	119,912.00
19A Human Resources Manager	54.91	9,517.73	4,392.80	114,212.80	57.65	9,992.67	4,612.00	119,912.00	60.52	10,490.13	4,841.60	125,881.60
19B	57.65	9,992.67	4,612.00	119,912.00	60.52	10,490.13	4,841.60	125,881.60	63.54	11,013.60	5,083.20	132,163.20
20A Field Operations Manager Operations Manager	60.52	10,490.13	4,841.60	125,881.60	63.54	11,013.60	5,083.20	132,163.20	66.72	11,564.80	5,337.60	138,777.60
20B Finance Manager	63.54	11,013.60	5,083.20	132,163.20	66.72	11,564.80	5,337.60	138,777.60	70.06	12,143.73	5,604.80	145,724.80
21A Finance Manager	66.72	11,564.80	5,337.60	138,777.60	70.06	12,143.73	5,604.80	145,724.80	73.55	12,748.67	5,884.00	152,984.00
21B Finance Manager	70.06	12,143.73	5,604.80	145,724.80	73.55	12,748.67	5,884.00	152,984.00	77.24	13,388.27	6,179.20	160,659.20
22A District Engineer Finance Manager	73.55	12,748.67	5,884.00	152,984.00	77.24	13,388.27	6,179.20	160,659.20	81.11	14,059.07	6,488.80	168,708.80

Lake Arrowhead Community Services District
MSCEU Salary Schedule
Effective January 1, 2021
3% COLA ~ 5% Step Increments

Grade	Step 1				Step 2				Step 3				Step 4			
	Hourly	Monthly	Per Pay Period	Annual	Hourly	Monthly	Per Pay Period	Annual	Hourly	Monthly	Per Pay Period	Annual	Hourly	Monthly	Per Pay Period	Annual
12B	24.67	4,276.13	1,973.60	51,313.60	25.90	4,489.33	2,072.00	53,872.00	27.20	4,714.67	2,176.00	56,576.00	28.56	4,950.40	2,284.80	59,404.80
13A Administrative Assistant	25.90	4,489.33	2,072.00	53,872.00	27.20	4,714.67	2,176.00	56,576.00	28.56	4,950.40	2,284.80	59,404.80	29.99	5,198.27	2,399.20	62,379.20
13B	27.20	4,714.67	2,176.00	56,576.00	28.56	4,950.40	2,284.80	59,404.80	29.99	5,198.27	2,399.20	62,379.20	31.49	5,458.27	2,519.20	65,499.20
14A	28.56	4,950.40	2,284.80	59,404.80	29.99	5,198.27	2,399.20	62,379.20	31.49	5,458.27	2,519.20	65,499.20	33.05	5,728.67	2,644.00	68,744.00
14B	29.99	5,198.27	2,399.20	62,379.20	31.49	5,458.27	2,519.20	65,499.20	33.05	5,728.67	2,644.00	68,744.00	34.71	6,016.40	2,776.80	72,196.80
15A	31.49	5,458.27	2,519.20	65,499.20	33.05	5,728.67	2,644.00	68,744.00	34.71	6,016.40	2,776.80	72,196.80	36.46	6,319.73	2,916.80	75,836.80
15B	33.05	5,728.67	2,644.00	68,744.00	34.71	6,016.40	2,776.80	72,196.80	36.46	6,319.73	2,916.80	75,836.80	38.27	6,633.47	3,061.60	79,601.60
16A Executive Assistant	34.71	6,016.40	2,776.80	72,196.80	36.46	6,319.73	2,916.80	75,836.80	38.27	6,633.47	3,061.60	79,601.60	40.19	6,966.27	3,215.20	83,595.20
16B Executive Assistant	36.46	6,319.73	2,916.80	75,836.80	38.27	6,633.47	3,061.60	79,601.60	40.19	6,966.27	3,215.20	83,595.20	42.19	7,312.93	3,375.20	87,755.20
17A Executive Assistant Customer Service Supervisor	38.27	6,633.47	3,061.60	79,601.60	40.19	6,966.27	3,215.20	83,595.20	42.19	7,312.93	3,375.20	87,755.20	44.30	7,678.67	3,544.00	92,144.00
17B Executive Assistant Field Ops. Supervisor Wastewater Field Ops. Supervisor Water Mechanical Maint. Supervisor Operations Supervisor Wastewater Operations Supervisor Water Public Programs Supervisor	40.19	6,966.27	3,215.20	83,595.20	42.19	7,312.93	3,375.20	87,755.20	44.30	7,678.67	3,544.00	92,144.00	46.53	8,065.20	3,722.40	96,782.40
18A Executive Assistant	42.19	7,312.93	3,375.20	87,755.20	44.30	7,678.67	3,544.00	92,144.00	46.53	8,065.20	3,722.40	96,782.40	48.84	8,465.60	3,907.20	101,587.20
18B	44.30	7,678.67	3,544.00	92,144.00	46.53	8,065.20	3,722.40	96,782.40	48.84	8,465.60	3,907.20	101,587.20	51.28	8,888.53	4,102.40	106,662.40
19A Human Resources Manager	46.53	8,065.20	3,722.40	96,782.40	48.84	8,465.60	3,907.20	101,587.20	51.28	8,888.53	4,102.40	106,662.40	53.85	9,334.00	4,308.00	112,008.00
19B Engineering Manager	48.84	8,465.60	3,907.20	101,587.20	51.28	8,888.53	4,102.40	106,662.40	53.85	9,334.00	4,308.00	112,008.00	56.56	9,803.73	4,524.80	117,644.80
20A Field Operations Manager Operations Manager	51.28	8,888.53	4,102.40	106,662.40	53.85	9,334.00	4,308.00	112,008.00	56.56	9,803.73	4,524.80	117,644.80	59.38	10,292.53	4,750.40	123,510.40
20B Finance Manager	53.85	9,334.00	4,308.00	112,008.00	56.56	9,803.73	4,524.80	117,644.80	59.38	10,292.53	4,750.40	123,510.40	62.34	10,805.60	4,987.20	129,667.20
21A Finance Manager	56.56	9,803.73	4,524.80	117,644.80	59.38	10,292.53	4,750.40	123,510.40	62.34	10,805.60	4,987.20	129,667.20	65.45	11,344.67	5,236.00	136,136.00
21B Finance Manager	59.38	10,292.53	4,750.40	123,510.40	62.34	10,805.60	4,987.20	129,667.20	65.45	11,344.67	5,236.00	136,136.00	68.72	11,911.47	5,497.60	142,937.60
22A Finance Manager	62.34	10,805.60	4,987.20	129,667.20	65.45	11,344.67	5,236.00	136,136.00	68.72	11,911.47	5,497.60	142,937.60	72.16	12,507.73	5,772.80	150,092.80

Lake Arrowhead Community Services District
MSCEU Salary Schedule
Effective January 1, 2021
3% COLA ~ 5% Step Increments

Grade	Step 5 Per Pay Period				Step 6 Per Pay Period				Step 7 Per Pay Period			
	Hourly	Monthly	Per Pay Period	Annual	Hourly	Monthly	Per Pay Period	Annual	Hourly	Monthly	Per Pay Period	Annual
12B	29.99	5,198.27	2,399.20	62,379.20	31.49	5,458.27	2,519.20	65,499.20	33.05	5,728.67	2,644.00	68,744.00
13A Administrative Assistant	31.49	5,458.27	2,519.20	65,499.20	33.05	5,728.67	2,644.00	68,744.00	34.71	6,016.40	2,776.80	72,196.80
13B	33.05	5,728.67	2,644.00	68,744.00	34.71	6,016.40	2,776.80	72,196.80	36.46	6,319.73	2,916.80	75,836.80
14A	34.71	6,016.40	2,776.80	72,196.80	36.46	6,319.73	2,916.80	75,836.80	38.27	6,633.47	3,061.60	79,601.60
14B	36.46	6,319.73	2,916.80	75,836.80	38.27	6,633.47	3,061.60	79,601.60	40.19	6,966.27	3,215.20	83,595.20
15A	38.27	6,633.47	3,061.60	79,601.60	40.19	6,966.27	3,215.20	83,595.20	42.19	7,312.93	3,375.20	87,755.20
15B	40.19	6,966.27	3,215.20	83,595.20	42.19	7,312.93	3,375.20	87,755.20	44.30	7,678.67	3,544.00	92,144.00
16A Executive Assistant	42.19	7,312.93	3,375.20	87,755.20	44.30	7,678.67	3,544.00	92,144.00	46.53	8,065.20	3,722.40	96,782.40
16B Executive Assistant	44.30	7,678.67	3,544.00	92,144.00	46.53	8,065.20	3,722.40	96,782.40	48.84	8,465.60	3,907.20	101,587.20
17A Executive Assistant Customer Service Supervisor	46.53	8,065.20	3,722.40	96,782.40	48.84	8,465.60	3,907.20	101,587.20	51.28	8,888.53	4,102.40	106,662.40
17B Executive Assistant Field Ops. Supervisor Wastewater Field Ops. Supervisor Water Mechanical Maint. Supervisor Operations Supervisor Wastewater Operations Supervisor Water Public Programs Supervisor	48.84	8,465.60	3,907.20	101,587.20	51.28	8,888.53	4,102.40	106,662.40	53.85	9,334.00	4,308.00	112,008.00
18A Executive Assistant	51.28	8,888.53	4,102.40	106,662.40	53.85	9,334.00	4,308.00	112,008.00	56.56	9,803.73	4,524.80	117,644.80
18B	53.85	9,334.00	4,308.00	112,008.00	56.56	9,803.73	4,524.80	117,644.80	59.38	10,292.53	4,750.40	123,510.40
19A Human Resources Manager	56.56	9,803.73	4,524.80	117,644.80	59.38	10,292.53	4,750.40	123,510.40	62.34	10,805.60	4,987.20	129,667.20
19B Engineering Manager	59.38	10,292.53	4,750.40	123,510.40	62.34	10,805.60	4,987.20	129,667.20	65.45	11,344.67	5,236.00	136,136.00
20A Field Operations Manager Operations Manager	62.34	10,805.60	4,987.20	129,667.20	65.45	11,344.67	5,236.00	136,136.00	68.72	11,911.47	5,497.60	142,937.60
20B Finance Manager	65.45	11,344.67	5,236.00	136,136.00	68.72	11,911.47	5,497.60	142,937.60	72.16	12,507.73	5,772.80	150,092.80
21A Finance Manager	68.72	11,911.47	5,497.60	142,937.60	72.16	12,507.73	5,772.80	150,092.80	75.76	13,131.73	6,060.80	157,580.80
21B Finance Manager	72.16	12,507.73	5,772.80	150,092.80	75.76	13,131.73	6,060.80	157,580.80	79.56	13,790.40	6,364.80	165,484.80
22A Finance Manager	75.76	13,131.73	6,060.80	157,580.80	79.56	13,790.40	6,364.80	165,484.80	83.54	14,480.27	6,683.20	173,763.20