

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: JANUARY 28, 2020

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: 
CATHERINE CERRI, General Manager

SUBJECT: CONSIDER APPROVAL OF SIDE LETTER NO. 1 BETWEEN LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT AND THE MANAGERS, SUPERVISORS AND CONFIDENTIAL EMPLOYEES UNIT TO ADD A PUBLIC PROGRAMS SUPERVISOR TO THE MEMORANDUM OF UNDERSTANDING

A. RECOMMENDATION

Authorize the General Manager to sign and execute Side Letter #1 to the Memorandum of Understanding (MOU) between the Lake Arrowhead Community Services District (District) and the Managers, Supervisors and Confidential Employees Unit (MSCEU) adding the Public Programs Supervisor to Appendix A of the MOU.

B. REASON FOR RECOMMENDATION

District operations have a current need for a Public Programs Supervisor to ensure that all communications with the public are consistent with the District's goals. This position will also supervise the Customer Service and Meter Technology Departments and perform all the duties of the Customer Service Supervisor which will remain unfilled. A key purpose for the position is to provide succession planning for the Customer Service Supervisor.

C. BACKGROUND INFORMATION

The current MOU is effective from October 1, 2018 through September 30, 2022. This is the first side letter for the current MOU. The only change affected by this side letter is to add the title of Public Programs Supervisor to Appendix A.

D. FISCAL INFORMATION

The salary for the Public Programs Supervisor is 5% higher than the Customer Service Supervisor. At the highest salary step, this difference equates to \$5,853 annually including retirement costs but the position is being filled by a lateral transfer with no change to the employee's current pay rate. By filling this position internally, the subsequent openings are being filled via promotion which will save the District approximately \$56,000 in 2020.

E. ATTACHMENTS

Side Letter #1 to the MSCEU MOU



Subject to the Lake Arrowhead Community Services District's approval, the Lake Arrowhead Community Services District ("District") and the Managers, Supervisors and Confidential Employees Unit ("Unit") have met and hereby agree to amend the 2018-2022 Memorandum of Understanding ("MOU") between the District and the Unit as per this Side Letter No. 1 as follows:

January 1, 2020

Lake Arrowhead Community Services District MSCEU Recognizes the Public Programs Supervisor Position in Appendix A of the current MOU as amended below.

**APPENDIX "A"
JOB CLASSIFICATION SALARY GRADES**

<u>CLASSIFICATION</u>	<u>GRADE</u>
Administrative Assistant	13A
Executive Assistant	16A-18A
Customer Service Supervisor	17A
Field Operations Supervisor Wastewater	17B
Field Operations Supervisor Water	17B
Mechanical Maintenance Supervisor	17B
Operations Supervisor Wastewater	17B
Operations Supervisor Water	17B
Public Programs Supervisor	17B
Human Resources Manager	19A
Field Operations Manager	20A
Operations Manager	20A
Engineering Project Manager	TBD
Finance Manager	20B-22A
District Engineer	22A

Catherine Cerri
General Manager
Lake Arrowhead Community Services District



Matthew O'Kelly
President
Managers, Supervisors and Confidential
Employees Unit