

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: JANUARY 25, 2022

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

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

SUBJECT: CONSIDER APPROVING A REVISED 2022 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, 2022, 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, 2022, 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, 2022 to December 31, 2022 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 fiscal impact of the 3% COLA increase on January 1, 2022, for the MSCEU employees for 2021-22 is a \$48,175 increase to wages. This was included in the 2021-22 budget.

E. ENVIRONMENTAL IMPACT

None

F. ATTACHMENTS

- MSCEU Salary Schedule effective 01-01-21.
- MSCEU Salary Schedule effective 01-01-22.

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				Step 6				Step 7			
	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

Lake Arrowhead Community Services District
 MSCEU Salary Schedule
 Effective January 1, 2022
 3% COLA ~ 5% Step Increments

Grade	Step 1 Per Pay Period				Step 2 Per Pay Period				Step 3 Per Pay Period				Step 4 Per Pay Period			
	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual	Hourly	Monthly	Period	Annual
12B	25.41	4,404.40	2,032.80	52,852.80	26.68	4,624.53	2,134.40	55,494.40	28.02	4,856.80	2,241.60	58,281.60	29.42	5,099.47	2,353.60	61,193.60
13A Administrative Assistant	26.68	4,624.53	2,134.40	55,494.40	28.02	4,856.80	2,241.60	58,281.60	29.42	5,099.47	2,353.60	61,193.60	30.89	5,354.27	2,471.20	64,251.20
13B	28.02	4,856.80	2,241.60	58,281.60	29.42	5,099.47	2,353.60	61,193.60	30.89	5,354.27	2,471.20	64,251.20	32.43	5,621.20	2,594.40	67,454.40
14A	29.42	5,099.47	2,353.60	61,193.60	30.89	5,354.27	2,471.20	64,251.20	32.43	5,621.20	2,594.40	67,454.40	34.04	5,900.27	2,723.20	70,803.20
14B	30.89	5,354.27	2,471.20	64,251.20	32.43	5,621.20	2,594.40	67,454.40	34.04	5,900.27	2,723.20	70,803.20	35.75	6,196.67	2,860.00	74,360.00
15A	32.43	5,621.20	2,594.40	67,454.40	34.04	5,900.27	2,723.20	70,803.20	35.75	6,196.67	2,860.00	74,360.00	37.55	6,508.67	3,004.00	78,104.00
15B	34.04	5,900.27	2,723.20	70,803.20	35.75	6,196.67	2,860.00	74,360.00	37.55	6,508.67	3,004.00	78,104.00	39.42	6,832.80	3,153.60	81,993.60
16A Executive Assistant	35.75	6,196.67	2,860.00	74,360.00	37.55	6,508.67	3,004.00	78,104.00	39.42	6,832.80	3,153.60	81,993.60	41.40	7,176.00	3,312.00	86,112.00
16B Executive Assistant	37.55	6,508.67	3,004.00	78,104.00	39.42	6,832.80	3,153.60	81,993.60	41.40	7,176.00	3,312.00	86,112.00	43.46	7,533.07	3,476.80	90,396.80
17A Executive Assistant Customer Service Supervisor	39.42	6,832.80	3,153.60	81,993.60	41.40	7,176.00	3,312.00	86,112.00	43.46	7,533.07	3,476.80	90,396.80	45.63	7,909.20	3,650.40	94,910.40
17B Executive Assistant Field Ops. Supervisor Wastewater Field Ops. Supervisor Water Mechanical Maint. Supervisor Operations Supervisor Wastewater Operations Supervisor Water Public Programs Supervisor	41.40	7,176.00	3,312.00	86,112.00	43.46	7,533.07	3,476.80	90,396.80	45.63	7,909.20	3,650.40	94,910.40	47.93	8,307.87	3,834.40	99,694.40
18A Executive Assistant	43.46	7,533.07	3,476.80	90,396.80	45.63	7,909.20	3,650.40	94,910.40	47.93	8,307.87	3,834.40	99,694.40	50.31	8,720.40	4,024.80	104,644.80
18B	45.63	7,909.20	3,650.40	94,910.40	47.93	8,307.87	3,834.40	99,694.40	50.31	8,720.40	4,024.80	104,644.80	52.82	9,155.47	4,225.60	109,865.60
19A Human Resources Manager	47.93	8,307.87	3,834.40	99,694.40	50.31	8,720.40	4,024.80	104,644.80	52.82	9,155.47	4,225.60	109,865.60	55.47	9,614.80	4,437.60	115,377.60
19B Engineering Manager	50.31	8,720.40	4,024.80	104,644.80	52.82	9,155.47	4,225.60	109,865.60	55.47	9,614.80	4,437.60	115,377.60	58.26	10,098.40	4,660.80	121,180.80
20A Field Operations Manager Operations Manager	52.82	9,155.47	4,225.60	109,865.60	55.47	9,614.80	4,437.60	115,377.60	58.26	10,098.40	4,660.80	121,180.80	61.16	10,601.07	4,892.80	127,212.80
20B Finance Manager	55.47	9,614.80	4,437.60	115,377.60	58.26	10,098.40	4,660.80	121,180.80	61.16	10,601.07	4,892.80	127,212.80	64.21	11,129.73	5,136.80	133,556.80
21A Finance Manager	58.26	10,098.40	4,660.80	121,180.80	61.16	10,601.07	4,892.80	127,212.80	64.21	11,129.73	5,136.80	133,556.80	67.41	11,684.40	5,392.80	140,212.80
21B Finance Manager	61.16	10,601.07	4,892.80	127,212.80	64.21	11,129.73	5,136.80	133,556.80	67.41	11,684.40	5,392.80	140,212.80	70.78	12,268.53	5,662.40	147,222.40
22A Finance Manager	64.21	11,129.73	5,136.80	133,556.80	67.41	11,684.40	5,392.80	140,212.80	70.78	12,268.53	5,662.40	147,222.40	74.32	12,882.13	5,945.60	154,585.60
General Manager (5% COLA)	110.12	19,086.66	8,809.23	229,039.90												

*Part Time Position

Lake Arrowhead Community Services District
 MSCEU Salary Schedule
 Effective January 1, 2022
 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	30.89	5,354.27	2,471.20	64,251.20	32.43	5,621.20	2,594.40	67,454.40	34.04	5,900.27	2,723.20	70,803.20
13A Administrative Assistant	32.43	5,621.20	2,594.40	67,454.40	34.04	5,900.27	2,723.20	70,803.20	35.75	6,196.67	2,860.00	74,360.00
13B	34.04	5,900.27	2,723.20	70,803.20	35.75	6,196.67	2,860.00	74,360.00	37.55	6,508.67	3,004.00	78,104.00
14A	35.75	6,196.67	2,860.00	74,360.00	37.55	6,508.67	3,004.00	78,104.00	39.42	6,832.80	3,153.60	81,993.60
14B	37.55	6,508.67	3,004.00	78,104.00	39.42	6,832.80	3,153.60	81,993.60	41.40	7,176.00	3,312.00	86,112.00
15A	39.42	6,832.80	3,153.60	81,993.60	41.40	7,176.00	3,312.00	86,112.00	43.46	7,533.07	3,476.80	90,396.80
15B	41.40	7,176.00	3,312.00	86,112.00	43.46	7,533.07	3,476.80	90,396.80	45.63	7,909.20	3,650.40	94,910.40
16A Executive Assistant	43.46	7,533.07	3,476.80	90,396.80	45.63	7,909.20	3,650.40	94,910.40	47.93	8,307.87	3,834.40	99,694.40
16B Executive Assistant	45.63	7,909.20	3,650.40	94,910.40	47.93	8,307.87	3,834.40	99,694.40	50.31	8,720.40	4,024.80	104,644.80
17A Executive Assistant Customer Service Supervisor	47.93	8,307.87	3,834.40	99,694.40	50.31	8,720.40	4,024.80	104,644.80	52.82	9,155.47	4,225.60	109,865.60
17B Executive Assistant Field Ops. Supervisor Wastewater Field Ops. Supervisor Water Mechanical Maint. Supervisor Operations Supervisor Wastewater Operations Supervisor Water Public Programs Supervisor	50.31	8,720.40	4,024.80	104,644.80	52.82	9,155.47	4,225.60	109,865.60	55.47	9,614.80	4,437.60	115,377.60
18A Executive Assistant	52.82	9,155.47	4,225.60	109,865.60	55.47	9,614.80	4,437.60	115,377.60	58.26	10,098.40	4,660.80	121,180.80
18B	55.47	9,614.80	4,437.60	115,377.60	58.26	10,098.40	4,660.80	121,180.80	61.16	10,601.07	4,892.80	127,212.80
19A Human Resources Manager	58.26	10,098.40	4,660.80	121,180.80	61.16	10,601.07	4,892.80	127,212.80	64.21	11,129.73	5,136.80	133,556.80
19B Engineering Manager	61.16	10,601.07	4,892.80	127,212.80	64.21	11,129.73	5,136.80	133,556.80	67.41	11,684.40	5,392.80	140,212.80
20A Field Operations Manager Operations Manager	64.21	11,129.73	5,136.80	133,556.80	67.41	11,684.40	5,392.80	140,212.80	70.78	12,268.53	5,662.40	147,222.40
20B Finance Manager	67.41	11,684.40	5,392.80	140,212.80	70.78	12,268.53	5,662.40	147,222.40	74.32	12,882.13	5,945.60	154,585.60
21A Finance Manager	70.78	12,268.53	5,662.40	147,222.40	74.32	12,882.13	5,945.60	154,585.60	78.03	13,525.20	6,242.40	162,302.40
21B Finance Manager	74.32	12,882.13	5,945.60	154,585.60	78.03	13,525.20	6,242.40	162,302.40	81.95	14,204.67	6,556.00	170,456.00
22A Finance Manager	78.03	13,525.20	6,242.40	162,302.40	81.95	14,204.67	6,556.00	170,456.00	86.05	14,915.33	6,884.00	178,984.00
General Manager (5% COLA)												