

**AGENDA**

**HUMAN RESOURCES COMMITTEE MEETING  
LEUCADIA WASTEWATER DISTRICT  
Thursday, March 31, 2011 – 8:30 a.m.  
1960 La Costa Avenue, Carlsbad, CA 92009**

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*NOTE: ITEMS ON THE AGENDA MAY BE TAKEN OUT OF SEQUENTIAL ORDER  
AS THEIR PRIORITY IS DETERMINED BY THE BOARD OF DIRECTORS*

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**  
Anyone wishing to address the committee or bring an agenda item forward may do so.
- 4. Old Business**  
None.
- 5. New Business**
  - A. Review of Compensation and Benefits Survey. (Pages 1-3 )
- 6. Closed Session**
  - A. Meet with General Manager Bushee and Administrative Services Manager LeMay to discuss the FY 2012 Informal Input Process regarding employee compensation, as authorized under Government Code Section 54957.6. (Enclosure, Pages 1-10)
- 7. Information items**  
None.
- 8. Comments, Questions or Requests by Directors**  
There is no discussion or action taken on comments by Board members.
- 9. General Manager's Report**  
Informational report by the General Manager on items not requiring Board action.
- 10. Adjournment**

**MEMORANDUM**

**Date:** March 28, 2011  
**To:** Human Resources Committee  
**From:** Paul J. Bushee, General Manager   
**Subject:** Compensation and Benefits Survey

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**RECOMMENDATION:**

The Compensation and Benefits Survey results are provided for the Human Resources Committee's (HRC) information. Staff requests that the committee:

- 1) Discuss and provide direction as appropriate.

**DISCUSSION:**

LWD's Board of Directors recently requested that staff perform a compensation and benefit survey for consideration during the FY 2012 budget process. Staff recently completed the survey and compiled the attached information for the HRC's review.

The classifications reviewed in the compensation survey were identical, in most cases, to those used in the 2008 survey completed by Mr. Allan Crecelius of Reward Strategy Group. While some classification changes have occurred since that baseline survey, staff believes they continue to provide a comprehensive comparison of compensation between LWD and other similar agencies.

Staff will present a detailed overview of the survey results. Staff requests that the HRC discuss the survey and provide direction as appropriate.

Attachment

**Leucadia Wastewater District  
2011 Salary Survey  
Summary of Survey Data**

District Class	District Range Max (\$)	# Comparisons	Survey Average (\$)	LWWD vs Average	Survey Median (\$)	LWWD vs Median	District Rank
Administrative Services Manager	141,831	16	134,738	5.3%	132,496	7%	6
Technical Services Manager	141,831	16	136,210	4.1%	133,524	6%	7
Field Services Superintendent	118,193	11	110,523	6.9%	102,048	16%	3
Field Services Supervisor	98,494	17	90,367	9.0%	91,848	7%	3
Field Services Specialist	82,078	13	71,886	14.2%	67,296	22%	1
Field Services Technician III	74,593	17	67,709	10.2%	68,536	9%	2
Field Services Technician II	65,137	15	61,220	6.4%	60,852	7%	6
Field Services Technician I	58,518	16	54,500	7.4%	54,060	8%	3
FST-In-Training	50,534	11	46,390	8.9%	42,996	18%	2
Executive Assistant	82,078	15	73,662	11.4%	71,484	15%	4
Accounting Technician	69,707	15	61,461	13.4%	61,632	13%	3
Administrative Specialist	61,449	17	54,763	12.2%	54,761	12%	2

Agency	Union Contract Term Years and Expiration Date		Agency Annual Health Benefits Contribution (Max)	Annual Adjustment			% of CalPers						Retirement Benefits			2011 Performance/Merit Increase Awarded
				2009	2010	2011	2007	2008	2009	2010	2011	2011/12	CalPERS (%@age)	Agency Health Contribution	Social Security	
			CY 2011													
							ER/EE	ER/EE	ER/EE	ER/EE	ER/EE	ER Rate				
Vallecitos	5	6/30/2011	ER pays 100%	3.2%	0.6%	1.2% upon approval of MOU	8.0/0%	8.0/0%	8.0/0%	8.0/0%	8.0/0%	19.105% / 21.334%	3 @ 60	Yes, pays for retiree and spouse.	Yes, ER pays 100% of ER and EE portion	Step, 5% unless topped out.
City of Carlsbad	3	12/1/2010 still in negotiations	ER Contributes: \$13,474	3.2%	3.2%	New Contract	7.0/1.0%	7.0/1.0%	7.0/1.0%	7.0/1.0%	7.0/1%	21.089% / 22.337%	3 @ 60	Access to Group Rate	No	2011 in negotiations, for 2010 General EEs = 5%; management = 0.
Leucadia	Annual	N/A	ER pays 100%	all grades reclassified according to classification study.	3% range adjustment only	2% range adjustment only	7.0/1.0%	7.0/1.0%	7.0/1.0%	7.0/1.0%	7.0/1%	17.266% / 18.894%	3 @ 60	Access to Group Rate	Yes, ER pays ER portion and EE pays 100% of EE portion (4.2%)	0-4%
City of Encinitas	4	12/1/2011	ER contributes: \$12,000	3.5%	3.5%	3.5%	5.6/2.4%	3.3/4.7%	3.8/4.2%	3.6/4.4%	4.2/3.8%	15.741% / 17.797%	2.7 @ 55	Access to Group Rate	No	Step, 5% unless topped out.
Encina Wastewater Authority	3	6/30/2011	ER contributes: \$15,958	3.13%	3.17%	2.13%	6.0/2.0%	5.0/3.0%	3.0/5.0%	3.0/5.0%	3.0/5%	19.030% / 21.981%	2.7 @ 55	Access to Group Rate	No	None
City of Vista	2	6/30/2012	ER Contributes: \$13,474	0%	0%	0%	0.0/8.0%	0.0/8.0%	0.0/8.0%	0.0/8.0%	0.0/8.0%	16.474% / 18.567%	3 @ 60	No	No	Step, 5% for general employees. Management may receive more or less than 5%.

POCs:

Vallecitos - Admin., Len Caudle

City of Carlsbad - Human Resource, Donna Hernandez

Encina Wastewater Authority - Nancy Avila

City of Encinitas - Human Resource, Tom Beckord

City of Vista - Human Resource, Daniel Alvarado/Sonia