

SAUSALITO-MARIN CITY SANITARY DISTRICT

RESOLUTION NO. 974

A RESOLUTION AMENDING , RESOLUTION NO. 963, A RESOLUTION ESTABLISHING NEW JOB TITLES, DESCRIPTIONS, SALARIES AND BENEFITS FOR DISTRICT UNREPRESENTED EMPLOYEES

The District Board of the Sausalito-Marin City Sanitary District finds and determines as follows:

- A. A total compensation survey was conducted for each classification in the unrepresented employee group. As part of the evaluation process, the District also reviewed its organization, business functions and needs. In addition, the District reviewed its employee benefits and employee job requirements to ensure that they are consistent with organizational requirements and reflect the job duties, skills and qualifications required of the classifications.
- B. The District has enacted an organizational transition plan with the retirement of the General Manager on January 31, 2013. The plan requires a change in the organizational structure to manage district business and maintain levels of service. The plan maintains District staff levels at 12 Full Time Employment (FTE) positions.
- C. It is appropriate to set forth in written form the terms and conditions for service in the unrepresented employees' classification, compensation and benefits, as established by Rule 25 of the District Personnel Rules.
- D. The District has reviewed the impacts of the changes in the employment terms and conditions with the unrepresented employees.
- E. The District also needs to amend the Standard Procedure, Retiree Benefits, as last amended and approved by Resolution No. 862.

In consideration of the foregoing findings and determinations, **IT IS RESOLVED**

I. JOB CLASSIFICATIONS AND SALARIES

A. Job Classifications

1. The job classification of the Office Manager is revised and a new Administrative Assistant II classification is created as presented in Exhibit A and is hereby incorporated in and made a part of this Resolution.
2. A second Lead Operator position is created effective February 4, 2013 to be filled by internal recruitment and is hereby incorporated in and made a part of this Resolution.
3. The Operation and Maintenance Supervisor classification is reinstated effective February 4, 2013 and is hereby incorporated in and made a part of this Resolution.
4. The Plant Maintenance Technician II classification is eliminated effective February 4, 2013.

B. Salaries

The salaries for the classifications in the unrepresented employees group are listed in Exhibit B and are hereby incorporated in and made a part of this Resolution.

II. DISTRICT ORGANIZATION

The District organizational chart is revised as shown in Exhibit C and is hereby incorporated in and made a part of this Resolution. District staffing levels are maintained at 12 FTE positions.

III. BENIFITS

The District's contract with its long-term disability provider is amended to include short-term disability insurance with the unrepresented employees covering seventy five (75) percent of the total cost and is hereby incorporated in and made a part of this Resolution.

VI. OTHER

- A. The District's Standard Procedure, Retiree Benefits, is amended to read as presented in Exhibit D and is hereby incorporated in and made a part of this Resolution.
- B. All other terms and conditions shall be in accordance with the existing District Personnel Rules in effect as of the date of this Resolution.
- C. Except as amended by this Resolution, the remaining provisions of Resolution No. 963 remain in full force and effect.

* * * *

I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Sausalito-Marín City Sanitary District, Marin County, California, at a meeting held on February 4, 2013, by the following vote:

AYES, and in favor thereof, Directors: Arnott, Beers, Gergus, Rheiner, Ring

NOES, Directors:

ABSTAIN, Directors:

ABSENT, Directors:



Rebecca Vaughn, Secretary

APPROVED:


Raymond Gergus, Board President

SAUSALITO-MARIN CITY SANITARY DISTRICT**OFFICE MANAGER / DISTRICT SECRETARY****DEFINITION**

Under general supervision of the General Manager, performs office and confidential personnel administration duties, including personnel recruitment, benefit administration, policies and procedures, accounts receivable and payable, sewer service charge administration, financial administration, budget analysis and report preparation, records management and other related office functions. The position serves as the District Secretary under direction of the President of the Board of Directors.

SUPERVISION EXERCISED

Exercises supervision over the Administrative Assistant and other temporary or part-time office personnel as assigned.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative only)**Budget and Finance**

- Performs and supervises duties associated with accounts receivable and payable, including preparation and reconciliation of bills, depositing all receipts in the appropriate District bank account.
- Prepares month-end closing; reconciles all general bank accounts to the general ledger and prepares any adjusting entries; produces financial reports and Warrant List.
- Works with the General Manager to prepare and implement annual operating and capital improvement budgets; prepares or directs the preparation of reports to assist with budget administration and expense management on an ongoing basis.
- Oversees Agency revenue functions including billings, invoicing and collections.

Works with the General Manager to prepare the Agency's Annual Financial Statements, including narrative, financial and statistical data sections.

- Works with the District auditor to prepare documents, reports, schedules and work papers required for coordinating the annual external audit; confers with auditors and provides information as required and implements auditor's recommendations.
- Prepares bi-annual invoices and annual reconciliation for cost of service to the Tamalpais Community Services District.
- Track's project related expenditures and manages the capital project accounting system. Works with the local water district to obtain water usage for commercial and institutional customers and calculates and transmits sewer service rate information to the County.
- Manages, coordinates, and implements systems and procedures related to all financial controls and reports; provides comprehensive financial management services and solves varied accounting and related problems within legal guidelines and Agency policies.
- Reviews monthly City and County building permit notices and collects appropriate connection fees.
- Assist in the administration of the District's Proposition 218 sewer service charge increase noticing and public information and outreach plans, as needed.

OFFICE MANAGER/ DISTRICT SECRETARY

Page 2

- Administers Private Sewer Lateral Loan Assistance program.

Human Resources

- Administers the employee benefits and workmen's compensation programs, including assisting employees with completion of forms and answering questions, and reporting accidents and injuries as required by law.
- Makes monthly and quarterly reports to governmental agencies for tax purposes and preparing annual W-2 forms.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Agency needs.
- Review, revise and maintain District Personnel Rules manual as needed
- Review, revise and maintain District Standard Procedures manual as needed

District Secretary

- Performs and coordinates the fulfillment of legal administration requirements of the District Board, including but not limited to preparation of Board meeting agendas, minutes, staff reports, required training, resolutions, contracts, legal notices, annual conflict of interest statements, and related records and reports. Serves as District Secretary.
- Exercises judgment and tact in communicating with the public, elected officials, and the media; provides information regarding processes and procedures, which may require the interpretation of rules and regulations; Oversees District communication protocol with the public.
- Schedules and tracks meetings of the Board and its committees. Makes reservation and arrangements for Board of Director and others to attend meetings and conferences. Administers the District's expense reimbursement policy.
- Administers the District's record retention policy and procedures. Maintains on-site and off-site files; acts as the official record-keeper of the District.
- Review, revise and maintain District Sanitary Codes as needed

Other Duties and Responsibilities

- Plans, coordinates, and reviews the activities related to the collection of District sewer service charges, administration of District's purchase order policy, credit card transactions, personnel recruitment and administration and website administration, including but not limited to:
 - a. Maintaining books of accounts, including general ledger and other related journals.
 - b. Maintaining records of tax receipts, sewer service charge income, and other income.
- Works with the District's computer systems contractor to administer, troubleshoot, repair, replace and upgrade computers and computer systems, including hardware and software applications. Ensures servers are backed-up daily and data is safeguarded and protected.
- Administers and maintains the District website, including working with other employees to ensure website materials, reports, and announcements are up-to-date and accurate.
- Develops and maintains computer and hard copy filing systems for such items as bid documents, contracts, agreements, ordinances, resolutions, permits, notices, certificates, policies and procedures. Performs and supervises word processing for

staff correspondence, memos and reports; proofreads materials for completeness, accuracy and correct English usage, spelling and grammar.

- Performs other related duties and special projects as required.

QUALIFICATIONS

Knowledge of:

- Quickbooks Pro Accounting Software
- Microsoft Office Professional Suite, including Excel, Word, PowerPoint, and Access
- Standard office practices and procedures, including the use of standard office equipment
- The functions of a special district and the role of the Board of Directors
- Computer applications related to the work, including data management word processing, spreadsheet and basic financial record-keeping applications
- Records management principles and practices
- Correct English usage, including spelling, grammar and punctuation
- Business arithmetic.
- Basic financial, bookkeeping and accounting practices
- Functions of a special district or public agency
- Occupational hazards and standard safety procedures
- Basic wastewater terminology and operations

Skill in:

- Performing complex and detailed office administrative support work.
- Composing clear and concise correspondence related to District business.
- Inputting and retrieving data from automated systems with sufficient speed and accuracy to perform the work
- Maintaining accurate records and files
- Preparing clear and accurate reports
- Detailed analysis of business activities, programs, policies and procedures

Ability to:

- Plan and organize own work; establish priorities and meet critical deadlines.
- Assign, direct and review the work of others.
- Communicate clearly and concisely, both orally and in writing, in English
- Analyze office procedures and develop, recommend and implement modifications or improvements as needed
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public

OTHER QUALIFICATIONS

Any combination of experience training and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Six years experience in performing administrative or office administration duties. Experience in a public agency setting is desirable.

Education

Equivalent to graduation from a four-year college or university with major course work in business management, accounting, public administration or a closely related field. Possession of an advanced degree is desirable. Three years of financial or administrative experience in governmental or special district setting with supervisory experience is desirable.

LICENSES AND CERTIFICATES

Must possess a valid driver's Class C license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

Must be able to work occasional overtime to meet project deadlines and evenings to attend meetings.

SAUSALITO-MARIN CITY SANITARY DISTRICT

ADMINISTRATIVE ASSISTANT II

DEFINITION

Under Office Manager's supervision, performs varied routine, complex, and confidential administrative support tasks and duties, fiscal processing and report preparation. This position carries out clerical, benefits administration, payroll processing/administration, and accounting functions in a centralized setting, and records and transcribes minutes in the absence of the Office Manager. This position performs related office support work as needed.

SUPERVISION EXERCISED

Receives general supervision from the Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Illustrative only – Duties may include, but are not limited to, the following:

Personnel

- Assist with administration of employee insurance and other benefit programs; enroll and process new employees, explain benefits and follow up on enrollment and eligibility issues.
- Assist with maintenance of employee personnel, medical and Workers' Compensation files.
- Reports and files EDD periodic earning reports, employee quarterly wage, review employee W2 forms
- Assist Office Manager with existing policies, procedures and regulations concerning administrative matters
- Maintains Personnel records and file management

Payroll and Benefits Processing

- Performs basic payroll duties including; salaries, tax withholding, employer & employee taxes, supplemental wage bonus, manual payroll checks, Court Ordered postings, garnishments, vehicle mileage, automatic bank deposit accounts. Answer any questions employees may have regarding paychecks.
- Prepares and processes all CalPERS reports; CalPERS Pension, CalPERS 457 Supplemental Income Plan, CalPERS Long Term Care, CalPERS Health Premiums
- Prepares payments to benefit providers and maintains Payroll Liability Insurance; Hartford Life, CSAC Life, Accidental Death/Dismemberment, Long Term Disability, Preferred Benefit Insurance, Dental, Vision
- Processes approved timesheet logs, accrual administration, distribution and maintenance of bi-weekly employee vacation, sick leave, holidays, stand-by, on-call and overtime records
- Review, monitor and process Director meeting attendance and travel reimbursement requests

ADMINISTRATIVE ASSISTANT II

Page 2

Accounting

- Process accounts payable: review invoices for approval and receipt of delivery; produce vendor payments and prepare annual 1099 statements for contractors.
- Process accounts receivable: provide invoice assistance as needed and enter Marin County Remittance advice deposits into Quickbooks.
- Produce accounting reports and reconciliation of all bank accounts when requested
- Issue annual vendor purchase orders, request bids for materials and supplies, request annual vendor bids for chemicals
- Maintenance of office equipment and tracking and procurement of all supplies

General Duties and Responsibilities

- Prepare and Distribute Board Agenda Packets to Directors and other interested parties, ensure appropriate legal notification of meeting time and content is publicized, Director's Meeting Attendance Forms.
- Follow up and document; Resolutions, Ordinances, signed meeting minutes, Notices filed to County Clerk
- Assist with scheduling of Special Board and Committee meetings as needed, and maintain meeting calendars
- May assist with and/or administer specials projects, including the preparation of Board Packet materials and attending Board meetings to take and transcribe minutes in the absence of the Office Manager; stays current on related issues.
- Assist with public contract advertisement, bidding and award process
- Oversight and follow up for projects service agreements and contracts
- Assist with project management to help facilitate communication and document transfers between Contractor and District.
- Assist with updating and management of projects and construction files, including agreements, records, public notices, permits and payments.
- Assist with District Asset management system and inventory control
- Oversight and maintenance of District long term document storage and document retention/destruction schedule.
- Implements the District's record retention policy
- Track and file City of Sausalito and Marin County Building permit documentation
- Develops and maintains computer and hard copy filing systems for such items as bid documents, contracts, agreements, ordinances, resolutions, permits, notices, certificates, policies and procedures.
- Performs word processing for staff correspondence, memos and reports; proofreads materials for completeness, accuracy, correct English usage, spelling and grammar.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff and public.
- Assists with general office support work: Public interface, answer phone calls, route messages, sort and distribute incoming mail and deliveries, provides information regarding processes and procedures, which may require the interpretation of rules and regulations.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Quickbooks Pro Accounting Software

ADMINISTRATIVE ASSISTANT II

Page 3

- Microsoft Office Professional Suite, including Excel, Word, PowerPoint, and Access
- Standard office practices and procedures, including the use of standard office equipment
- Records management principles and practices
- Correct English usage, including spelling, grammar and punctuation
- Business arithmetic
- Basic bookkeeping and accounting practices
- Functions of a special district or public agency
- Occupational hazards and standard safety procedures
- Basic wastewater terminology and operations

Skill in:

- Performing complex and detailed office administrative support work.
- Composing clear and concise correspondence related to District business.
- Inputting and retrieving data from automated systems with sufficient speed and accuracy to perform the work.
- Maintaining accurate records and files.
- Preparing clear and accurate reports.

Ability to:

- Plan and organize own work; establish priorities and meet critical deadlines
- Communicate clearly and concisely, both orally and in writing, in English
- Follow written and oral directions
- Manage and maintain file records
- Read, Interpret and record data accurately
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties
- Understand the organization and operation of the District and related outside agencies necessary to carry out assigned responsibilities
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public.

OTHER QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years experience in performing administrative or secretarial work. Experience in a public agency setting is desirable.

Education

An Associate Arts or Bachelors of Arts degree is required, with major coursework in business management, accounting, bookkeeping or a field related to the job requirements. Five years of work experience in a public agency is desirable. Additional experience as outlined above may be substituted for the education on a year for year basis.

LICENSES AND CERTIFICATES

Must possess a valid driver's Class C license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

Must be able to work occasional overtime to meet project deadlines and evenings to attend meetings.

Exhibit B
MONTHLY SALARIES (in dollars) - Unrepresented Employees
Effective February 4, 2013 Resolution No. 974

STEPS	A	B	C	D	E
Office Manager	6313	6629	6960	7308	7673
Administrative Assistant II	5452	5725	6011	6311	6627
Administrative Assistant	4709	4945	5192	5452	5724
Associate Engineer	7780	8169	8578	9007	9457
Assistant Engineer	6542	6869	7212	7573	7952
Lab Director	6686	7021	7372	7740	8127
O&M Supervisor	6914	7260	7623	8004	8404
Lead Operator	6464	6787	7126	7483	7857
O & M Tech III	6012	6313	6629	6960	7308
O & M Tech II	5228	5490	5764	6053	6355
O & M Tech I	4752	4990	5240	5502	5777
Operator in Training	4211	4421	4642	4874	5118
Electrical/Mechanical Maintenance Technician III	6457	6779	7118	7474	7848

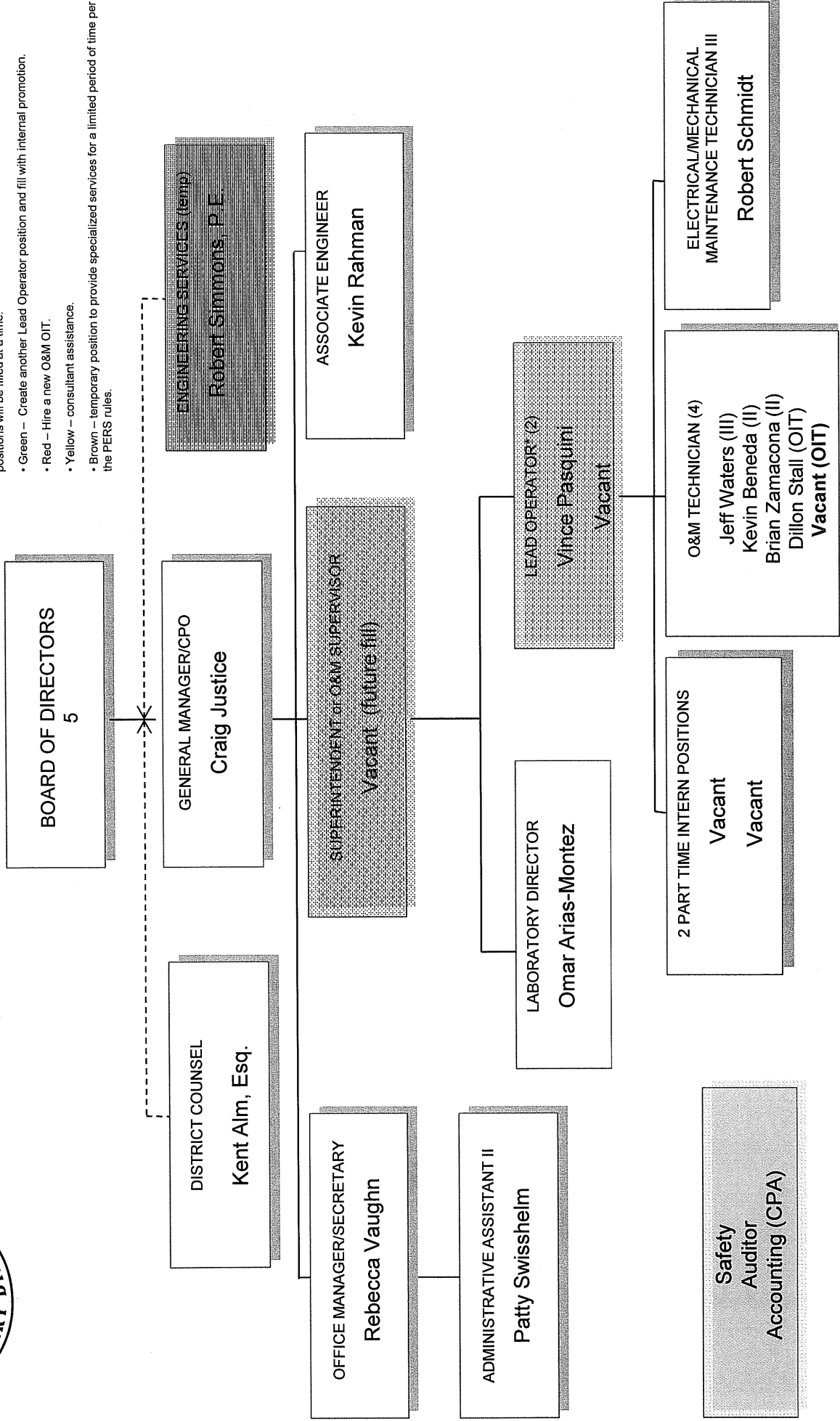


SAUSALITO-MARIN CITY SANITARY DISTRICT

ORG CHART NOTES

- 12 FTE Positions – same as existing staffing levels.
- 2 Part time, temporary non-benefited Intern positions (existing).
- The General Manager is assigned the Chief Plant Operator (CPO) SWRCB designation.
- Blue - Vacant positions to be filled in future with in-house appointment. Only one of the positions will be filled at a time.
- Green – Create another Lead Operator position and fill with internal promotion.
- Red – Hire a new O&M OIT.
- Yellow – consultant assistance.
- Brown – temporary position to provide specialized services for a limited period of time per the PERS rules.

ORGANIZATION CHART FEBRUARY 2013



*Under the general supervision of the General Manager or Superintendent/Supervisor the Lead Operator provides direct oversight of the day to day operation and maintenance of conveyance and treatment plant facilities, including ensuring is performed in compliance with District policy, procedures and safety requirements.

**SAUSALITO-MARIN CITY SANITARY DISTRICT
STANDARD PROCEDURE**

Effective: February 4, 2013

SUBJECT: RETIREE BENEFITS

- I. **PURPOSE.** To establish procedures for paying retiree benefits.
- II. **SCOPE.** This policy applies to all District employees and retirees.
- III. **POLICY.** The District will provide benefits according to contracts with Public Employee Retirement System (PERS) and this procedure.
- IV. **RESPONSIBILITY.** It shall be the responsibility of the General Manager to assure compliance with this procedure and the Office Manager/Secretary to implement the procedure.
- V. **PROCEDURE.** "Normal retirement age" is age 55. All employees belong to PERS are subject to all provisions of PERS law. Benefits available to all District employees who retire after the effective date of this procedure are as specified in the amendment to the contract between the District and PERS, dated October 6, 2003. Optional provisions include:
 - Government Code, Section 20024.2 (One Year Final Compensation)
 - Government Code, Section 21361.5 (Local System Service Credit Included in Basic Death Benefit)
 - Government Code, Section 20862.8 (Credit for Unused Sick Leave)
 - Government Code, Section 20615.5 (Employer Paid Member Contribution Converted to Payrate During the Final Compensation Period).

Medical Insurance After Retirement

For employees hired before July 2004, the District will continue to provide the employee and the employees' dependents with (100%) post-employment medical insurance under the PERS medical insurance program if the employee actively retires from SMCSO employment. Once the retiree is eligible for Medicare, the District will fund the supplemental medical insurance for the retiree and the retiree's spouse. Such benefits shall be integrated with Medicare for the rest of the retiree's lifetime. Retiree and spouse are responsible for payment of their Part A Medicare premium. Survivor's eligibility for benefits is governed by PERS law.

For employees hired after July 2004, the District will continue to provide the employee's PERS medical insurance as specified by the Public Employees Medical and Hospital Care Act (PEMHCA) if the employee actively retires from the District with PERS retirement, is at least 55 year of age, has been a full-time employee and has a minimum of five (5) continuous years of qualifying SMCSO employment. As indicated in the attached vesting schedule, the District will pay for both the employee and eligible dependents based on the PEMHCA program vesting schedule for credited years of PERS service. An employee will be eligible to receive 50% of health care costs covered

after 10 years of credited PERS service. The benefit will increase 5% per year, reaching 100% after 20 years of service.

The District contribution is prorated based on years of PERS service up to a maximum of one hundred percent (100%) of the health benefits plan premiums for employees plus ninety percent (90%) for eligible dependents. The District contribution amount is based on the PERS health benefits plans which have the largest number of enrollments during the year to which the formula is applied, but not more than one hundred percent (100%) of employees' premium.

Once the retiree is eligible for Medicare, the District will fund the supplemental medical insurance for the retiree and the retiree's spouse. Such benefits shall be integrated with Medicare for the rest of the retiree's lifetime. Retiree and spouse are responsible for payment of their Part A Medicare premium. Survivor's eligibility for benefits are governed by PERS law.