

SAUSALITO- MARIN CITY SANITARY DISTRICT
CERTIFICATION/GRADE LEVEL FOR WHICH ADDITIONAL COMPENSATION IS PROVIDED - GENERAL UNIT
EFFECTIVE DATE: July 1, 2017

Classification	Mechanical Technologist	Laboratory Analyst	Operator	Collections	Electrical & Instrumentation	Environmental Compliance	HR Certification ⁸	Microsoft Software Applications ⁹	Incentive ⁶ (% Per Cert.)
Lead Operator ¹	III	I	IV	II	II				2.5
Lab Director ²			II			II			2.5
Lab Technician II ³									2.5
Lab Technician I ⁴									2.5
Elect/Main Tech III ⁵	III				III				2.5
O&M Tech III ¹	III	I	IV	II	II				2.5
O&M Tech II ¹	II	I	III	I	I				2.5
O&M Tech I (OIT) ¹	I	I	II	I					2.5
Office Mgr/Admin Assist.							PHR	MCAS	2.5

¹ - Operators are required to have a minimum level of Wastewater Treatment Operator Certification issued by the State Water Resource Control Board equal to their O & M Tech level, I, II, or III or job description. This certification is not eligible for incentive pay.

² - The Laboratory Director is required to hold a Laboratory Analyst Grade III certificate issued by the California Water Environment Association. This certification is not eligible for incentive pay.

³ - The Laboratory Technician II is required to hold a Laboratory Analyst Grade II certificate issued by the California Water Environment Association. This certification is not eligible for incentive pay.

⁴ - The Laboratory Technician is required to hold a Laboratory Analyst Grade I certificate issued by the California Water Environment Association. This certification is not eligible for incentive pay.

⁵ - The Electrical/Mechanical Maintenance Technician is required to hold a Grade II Electrical/Instrumentation Technician and Grade II Mechanical Maintenance Technologist certificate issued by the California Water Environment Association. This certification is not eligible for incentive pay.

⁶ - Incentive is in percent of monthly salary. 10 % total cap on combined incentives, as presented.

⁷ - Certification above stated levels not additionally compensated. Upon promotion to a higher level position, employees will be provided a six-month grace period to obtain the required higher level incentive certification. If after six-months the higher level certification is not obtained, the incentive will be removed until such time as the certification is obtained.

⁸ - Professional Human Resource Certification as administered by the HR Certification Institute.

⁹ - Microsoft Certified Application Specialist (MCAS) for Vista Business Worker, Word, Excel, PowerPoint, Access. Employee must demonstrate proficiency every four years by successfully passing Microsoft exams for each of the referenced applications in order to maintain the incentive.