



Monterey Regional Waste Management District

Turning Waste Into Resources, Since 1951

Reviewed by: [Signature] Date: 1/15/21
General Manager

DATE: January 15, 2020
TO: Board of Directors
FROM: Berta R. Torres, Human Resources Manager
SUBJECT: Staffing Changes

RECOMMENDATION: That the Board: approve the Amended MRWMD Pay Schedules for the 1) OE3 Support Unit; 2) Unrepresented Positions; and 3) Management Unit, as amended January 22, 2021.

BACKGROUND & DISCUSSION

The MRWMD Amended Budget for fiscal year 2020/2021 includes the following staffing changes and related expenses, effective January 1, 2020:

1. The addition of one (1) Site & Facilities Assistant position to support landfill operations, traffic control support around the landfill and groundskeeping throughout the site, as well as basic building maintenance. The position was vacant at the end of the previous FY and was identified for reduction as part of the budget reduction efforts to offset the negative impacts of COVID-19. The need for the position remains and approval is requested to fill the position at this time. The position is classified in the LSC Unit and this change does not affect the currently-approved Pay Schedule.
2. The conversion of one (1) Compliance Support Assistant from part-time to full-time. This is a single position at the District and the incumbent's hours have been gradually increasing, due to an increasing need for safety training, compliance tracking and general operations support related, in part, to the current health crisis. We anticipate the need will continue beyond the current fiscal year. With the change to full-time status, the position will be reclassified from the Unrepresented Positions Unit to the OE3 Support Unit. Board approval of the Amended Pay Schedules is requested.
3. The addition of one (1) Weighmaster position to support the scales operations. This change increases the number of Weighmasters from three (3) to four (4), as there is a need for the additional headcount to ensure sufficient staff is available for efficient operation during all hours of operation: Monday through Friday, 6:00AM to 4:30 PM and Saturday 7:30 AM to 4:30 PM. This has been an ongoing need, which has been filled by flexing the hours of one part-time Deputy Weighmaster. The Weighmaster position is classified in the Operations Unit and no changes to that schedule are necessary at this time. The Deputy Weighmaster position will be unfilled through the remainder of the fiscal year, when vacated by the promotion to Weighmaster.

4. The Amended Budget for FY 2020/2021 also includes reversal of the wage concessions that were part of the original budget as follows:
 - a. A 3.5% COLA pay increase, retroactive to July 1, 2020 for confidential or unrepresented non-exempt employees: Human Resources Technician, Human Resources Assistant, and Compliance Support Assistant;
 - b. Reversal of 5% pay cuts by the Directors, retroactive to July 1, 2020.
 - c. Eligible Management Unit employees: A 1.5% COLA pay increase, to be paid in January 2021; The 1.5% COLA pay increase for the period July 1, 2020 through September 30, 2020 to be paid at FY-end, dependant upon pre-determined District performance.
 - d. Reversal of 5% pay cuts by the Directors, retroactive to July 1, 2020.
5. Position Reclassification – The Executive Assistant/Board Clerk position is reclassified from the OE3 Support Unit to the Unrepresented (Confidential) Positions Unit. This position is currently vacant and when filled, this change will enable the incumbent fulfill all essential duties related to confidential matters in support of the the General Manager and District Board of Directors. The respective pay schedules reflect this change.
6. The Amended Budget for fiscal year 2020/2021 also includes a lump sum for the addition of a new position intended to provide oversight for Environmental Health and Safety Compliance. The role definition is currently being developed and once finalized, the recommended pay schedule for the position will be presented to the board for approval.

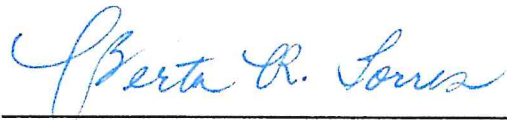
The pay changes discussed above are included in the ***Amended Support Unit Pay Schedule (Attachment A)***, ***Amended Unrepresented Position Pay Schedule (Attachment B)***, ***Amended Management Unit Pay Schedule (Attachment C)***. The staffing changes represent an addition of 3.25 FTEs to the original budget and are reflected on the Amended Organization Chart (***Attachment D***).

FINANCIAL IMPACT

These staffing and wage changes are estimated to add an estimated \$225,000 to the fiscal year budget.

CONCLUSION

Staff recommends Board approval of the staffing changes discussed above as they support operational needs and approval of the pay increases described herein to ensrue the District's employee compensation remains competitive with the market.



Berta R. Torres

MRWMD
Amended Pay Schedule
SUPPORT UNIT
Effective July 1, 2020, Amended 1/22/21

ATTACHMENT A

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LONGEVITY	
							10 Year	15 Year
Public Education & Outreach Coordinator								
Bi-weekly	2,863.43	3,005.63	3,156.27	3,314.05	3,479.63	3,654.28	3,745.64	3,839.28
Hourly	35.79	37.57	39.45	41.43	43.50	45.68	46.82	47.99
Accounting Technician								
Bi-weekly	2,726.43	2,863.43	3,005.63	3,156.27	3,314.05	3,479.63	3,566.62	3,655.79
Hourly	34.08	35.79	37.57	39.45	41.43	43.50	44.58	45.70
Accounting Assistant II								
Bi-weekly	2,243.35	2,355.03	2,473.20	2,596.57	2,726.43	2,863.43	2,935.02	3,008.40
Hourly	28.04	29.44	30.92	32.46	34.08	35.79	36.69	37.61
Administrative Support Specialist II								
Bi-weekly	2,243.35	2,355.03	2,473.20	2,596.57	2,726.43	2,863.43	2,935.02	3,008.40
Hourly	28.04	29.44	30.92	32.46	34.08	35.79	36.69	37.61
Public Education & Outreach Specialist								
Bi-weekly	2,243.35	2,355.03	2,473.20	2,596.57	2,726.43	2,863.43	2,935.02	3,008.40
Hourly	28.04	29.44	30.92	32.46	34.08	35.79	36.69	37.61
Operations Support Specialist								
Bi-weekly	2,243.35	2,355.03	2,473.20	2,596.57	2,726.43	2,863.43	2,935.02	3,008.40
Hourly	28.04	29.44	30.92	32.46	34.08	35.79	36.69	37.61
Accounting Assistant I								
Bi-weekly	2,034.92	2,136.86	2,243.35	2,355.03	2,473.20	2,596.57	2,661.48	2,728.02
Hourly	25.44	26.71	28.04	29.44	30.92	32.46	33.27	34.10
Administrative Support Specialist I								
Bi-weekly	2,034.92	2,136.86	2,243.35	2,355.03	2,473.20	2,596.57	2,661.48	2,728.02
Hourly	25.44	26.71	28.04	29.44	30.92	32.46	33.27	34.10
Compliance Support Assistant								
Bi-weekly	2,034.92	2,136.86	2,243.35	2,355.03	2,473.20	2,596.57		
Hourly	25.44	26.71	28.04	29.44	30.92	32.46		

Amended Pay Schedule
UNREPRESENTED POSITIONS
Effective July 1, 2020, Amended 1/22/21

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LONGEVITY	
							10 Year	15 Year
EXEMPT								
General Manager								
Bi-weekly				7,994.19	8,393.90	8,813.60	8,194.04	8,398.89
Hourly				99.93	104.92	110.17	112.92	115.68
Director of Operations								
Bi-weekly	5,953.35	6,251.02	6,563.57	6,891.75	7,236.34	7,598.16		
Hourly	74.42	78.14	82.04	86.15	90.45	94.98		
Director of Engineering & Compliance								
Bi-weekly	5,538.00	5,814.90	6,105.65	6,410.93	6,731.48	7,068.05		
Hourly	69.23	72.69	76.32	80.14	84.14	88.35		
Director of Finance & Administration								
Bi-weekly	5,537.84	5,814.73	6,105.47	6,410.74	6,731.28	7,067.84		
Hourly	68.20	71.61	75.19	78.95	82.90	87.05		
Director of Communications								
Bi-weekly	4,826.47	5,067.79	5,321.18	5,587.24	5,866.60	6,159.93		
Hourly	60.33	63.35	66.51	69.84	73.33	77.00		
Human Resources Manager								
Bi-weekly	5,019.53	5,270.51	5,534.04	5,810.74	6,101.28	6,406.34		
Hourly	62.74	65.88	69.18	72.63	76.27	80.08		
Accounting Manager (Confidential)								
Bi-weekly	3,933.59	4,130.27	4,336.78	4,553.62	4,781.30	5,020.37		
Hourly	49.17	51.63	54.21	56.92	59.77	62.75		
Assistant Accounting Manager (Conf.)								
Bi-weekly	3,561.43	3,739.50	3,926.48	4,122.80	4,328.94	4,545.39		
Hourly	44.52	46.74	49.08	51.54	54.11	56.82		
NON-EXEMPT								
Executive Assistant/Board Clerk (Conf)								
Bi-weekly	3,005.63	3,156.27	3,314.05	3,479.63	3,654.28	3,836.73	3,932.65	4,030.97
Hourly	37.57	39.45	41.43	43.50	45.68	47.96	49.16	50.39
Human Resources Technician (Conf.)								
Bi-weekly	2,325.10	2,440.85	2,563.33	2,691.20	2,825.79	2,967.79	3,041.98	3,116.18
Hourly	29.06	30.51	32.04	33.64	35.32	37.10	38.02	38.95
Hourly w/Bilingual Pay	30.52	32.04	33.64	35.32	37.09	38.95	39.93	40.90
Human Resources Assistant (Conf.)								
Bi-weekly	2,113.99	2,219.68	2,330.66	2,447.20	2,569.56	2,698.04		
Hourly	26.42	27.75	29.13	30.59	32.12	33.73		
Hourly w/Bilingual Pay	27.75	29.13	30.59	32.12	33.73	35.41		
Deputy Weighmaster (PT)								
Bi-weekly	2,022.77	2,123.52	2,229.44	2,340.53	2,457.64	2,581.64		
Hourly	25.28	26.54	27.87	29.26	30.72	32.27		
Hourly w/Bilingual Pay	26.55	27.87	29.26	30.72	32.26	33.88		

MRWMD
Amended Pay Schedule
MANAGEMENT UNIT

Effective July 1, 2020, Amended 1/22/21

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LONGEVITY	
							10 Year	15 Year
Senior Engineer								
Bi-weekly	4,993.56	5,244.58	5,505.23	5,780.28	6,070.34	6,373.62		
Hourly	62.42	65.56	68.82	72.25	75.88	79.67		
Site Operations Manager								
Bi-weekly	4,781.26	5,020.32	5,271.34	5,534.91	5,811.66	6,102.24		
Hourly	59.77	63.00	65.89	69.19	72.65	76.28		
MRF Manager								
Bi-weekly	4,553.58	4,781.26	5,020.32	5,271.34	5,534.91	5,811.66		
Hourly	56.92	59.77	62.75	65.89	69.19	72.65		
Equipment Maintenance Manager								
Bi-weekly	4,553.58	4,781.26	5,020.32	5,271.34	5,534.91	5,811.66	6,015.28	6,165.66
Hourly	56.92	59.77	62.75	65.89	69.19	72.65	75.19	77.07
Safety & Risk Manager								
Bi-weekly	3,933.59	4,130.27	4,336.78	4,553.62	4,781.30	5,020.37		
Hourly	49.17	51.63	54.21	56.92	59.77	62.75		
Assistant MRF Manager								
Bi-weekly	3,567.81	3,746.20	3,933.51	4,130.19	4,336.70	4,553.54		
Hourly	44.60	46.83	49.17	51.63	54.21	56.92		

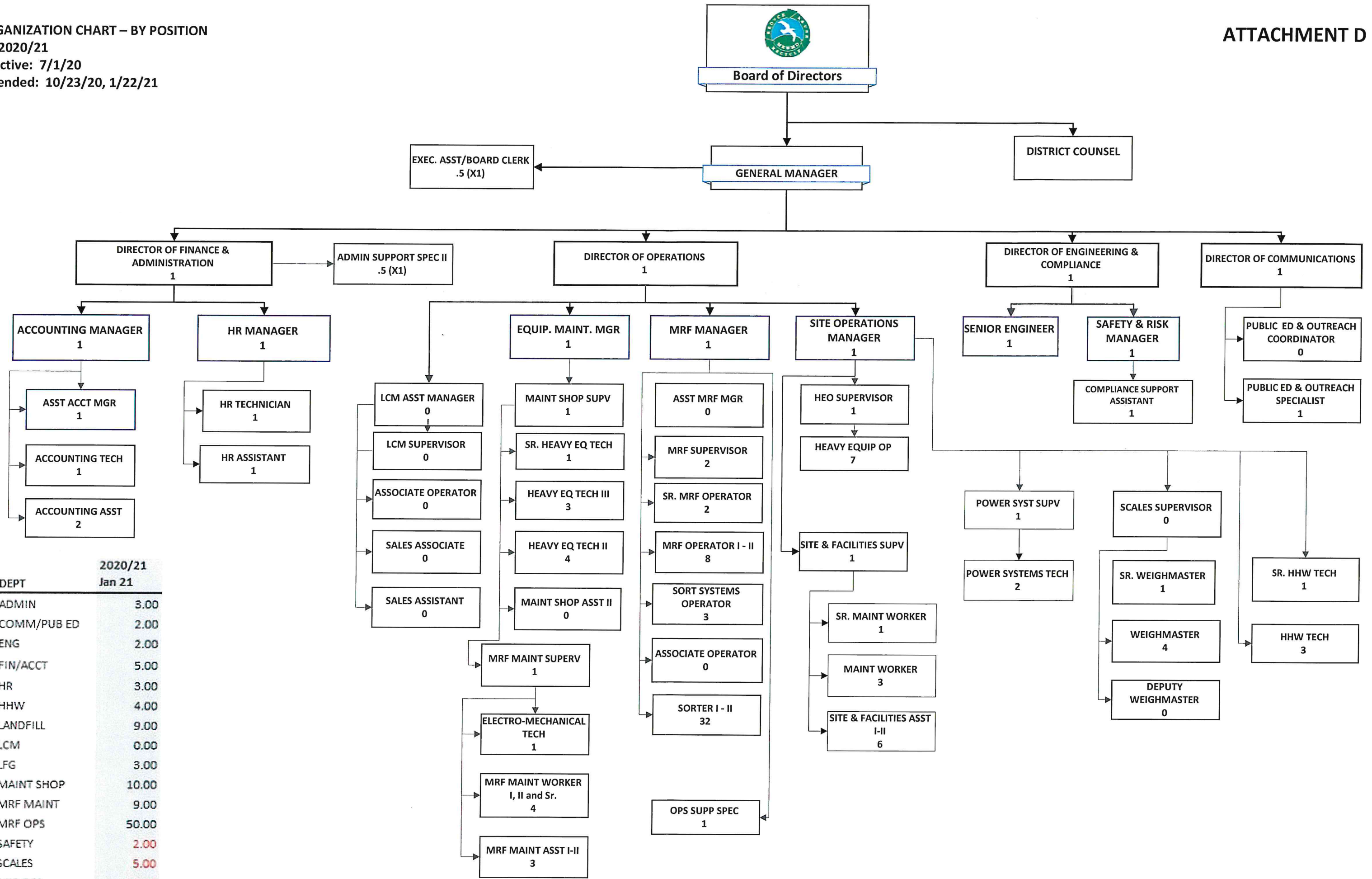
ORGANIZATION CHART – BY POSITION

FY: 2020/21

Effective: 7/1/20

Amended: 10/23/20, 1/22/21

ATTACHMENT D



DEPT	2020/21 Jan 21
ADMIN	3.00
COMM/PUB ED	2.00
ENG	2.00
FIN/ACCT	5.00
HR	3.00
HHW	4.00
LANDFILL	9.00
LCM	0.00
LFG	3.00
MAINT SHOP	10.00
MRF MAINT	9.00
MRF OPS	50.00
SAFETY	2.00
SCALES	5.00
SITE OPS	11.00
TOTAL	118.00