



RESOLUTION NO. _____

BOARD LETTER APPROVAL



Gregory Reed (Feb 12, 2024 12:39 PST)

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Office of Diversity, Equity and Inclusion



MARTIN L. ADAMS
General Manager and Chief Engineer

DATE: January 23, 2024

SUBJECT: Implementation of Salary Adjustments for Water Services Manager and Water Utility Superintendent Job Classes, Revised Duties Description Records, Adopt the Salaries, and Amend the Annual Personnel Resolution for the Expanded Classification of Water Services Manager

SUMMARY

The proposed Resolution will apply salary adjustments to Water Services Manager (WSM) "A" and "B" levels, Class Code 9602, Duties Description Record (DDR) Nos. 95-96021 and 95-96022, and to Water Utility Superintendent (WUS) "A" and "C" levels, Class Code 3980, DDR Nos. 95-39803 and 95-39801, back to January 1, 2022. The WUS "B" level, DDR No. 95-39802, is not utilized.

It also establishes an additional four (4) new DDRs for the WSM classification back to October 1, 2023: WSM "C", DDR No. 95-96023; WSM "D", DDR No. 95-96024; WSM "E", DDR No. 95-96025; and WSM "F", DDR No. 95-96026.

All WUS incumbents will transition to the WSM classification in the appropriate new WSM DDR level, and LADWP will no longer utilize the WUS Job Class.

The Los Angeles City Council (City Council) approved the salaries for the WSM and WUS classifications at its meeting on November 29, 2023 (Council File (CF) 23-1216). This recommendation adopts the salaries approved by the City Council and amends the Annual Personnel Resolution (APR) to reflect the new WSM and WUS DDRs and salaries.

No further City Council action is required.

RECOMMENDATION

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution, which has been approved as to form and legality by the City Attorney.

BACKGROUND

LADWP's Water Distribution Division is experiencing ongoing challenges in recruiting and retaining senior management-level employees in the WSM classification. This is now a critical matter as LADWP, like many organizations, has a 40 to 50 percent retirement eligibility rate across its organization. That vulnerability is particularly concerning in management-level ranks, with fewer employees and senior supervisors reluctant to replace them.

LADWP has seen a reduction of candidates for both the management-level WUS and the senior management-level WSM positions within the Water System. Due to an increased number of retirements and potential retirements, the current promotional structure, and other contributing factors, potential candidates choose not to apply for the WSM or WUS positions.

By establishing lower pay grades in the WSM classification, equalizing salaries with other similar LADWP management classes, such as Electrical Services Manager (ESM), and providing modest pay increases through the transition, LADWP will address a longstanding attraction and retention issue by drawing more employees into management-level positions.

The WSM classification is responsible for the planning, directing, and administering through field superintendents the construction, maintenance, installation, inspection, and system activities of a significant area within the Water System. ESMs conduct similar levels of responsibilities and duties within the Power System. In addition, the required skills, knowledge, and abilities are also comparable: therefore, the salary of WSM should be commensurate with the level of responsibilities and requirements of ESM. Currently, LADWP employs the WSM job classification, which only has two (2) DDR levels. The ESM classification now has six (6) DDR levels, and therefore, LADWP requests that four (4) lower WSM DDR levels be added to achieve parity with the ESM structure.

On December 14, 2023, the Civil Service Commission adopted the revised class specification for WSM.

All WUS incumbents will become legally employed as WSMs upon approval based on their appropriate DDR level. LADWP will no longer utilize the WUS job class, and the various Water supervisor job classes will be eligible to be examined for WSM based on three (3) years of experience within the appropriate DDRs.

FINANCIAL INFORMATION

On November 29, 2023, City Council approved (CF 23-1216) the salary adjustments for the classifications of WSM “A” through “F”, Class Code 9602, DDR Nos. 95-96021, 95-96022, 95-96023, 95-96024, 95-96025, and 95-96026; and WUS “A” and “C”, Class Code 3980, DDR Nos. 95-39803, 95-39801, including a salary footnote for two (2) WUS “As” in DDR No. 95-39803 to be compensated at the ESM III level when acting as General Superintendents.

City Council approved the salary increases for the WSM and WUS classifications to be effective January 1, 2022, with Cost of Living Adjustments effective October 1, 2022, and October 1, 2023, with the current WSM Step 5 monthly salaries reflected below:

- WSM “A” at \$29,299.86
- WSM “B” at \$27,751.26
- WSM “C” at \$24,918.54
- WSM “D” at \$23,615.28
- WSM “E” at \$22,385.10
- WSM “F” at \$20,556.36
- WUS 95-39803 at \$24,335.88
- WUS 95-39803 at \$22,385.10
- WUS 95-39801 at \$20,556.36

The fiscal impact of the proposed retroactive payments of January 1, 2022, through September 30, 2023 (21 months), is a one-time amount of approximately \$2,200,026. The annual fiscal impact associated with the approved salary adjustments ranges from roughly \$1,336,471 to \$1,398,592. Assumptions are based on a Cost-of-Living Adjustment (COLA) floor of 2.5 percent and a ceiling of 5.5 percent, which are based on the Consumer Price Index (CPI).

ALTERNATIVES CONSIDERED

The only alternative would be to continue the status quo. This would result in the continuing trend of highly qualified supervisors within the Water System choosing not to be promoted to these critical senior management-level classes.

ENVIRONMENTAL DETERMINATION

Determine item is exempt pursuant to CEQA Guidelines Section 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378(b)(5) states that organizational or administrative activities that will not result in direct or indirect physical changes in the environment do not meet that definition. Therefore, the establishment of Duties Description Records and salaries and the amendment of the APR is not an action subject to CEQA.

CITY ATTORNEY

The Office of the City Attorney reviewed and approved the Resolution as to form and legality.

ATTACHMENTS

- Resolution
- WSM "A" DDR No. 95-96021
- WSM "B" DDR No. 95-96022
- WSM "C" DDR No. 95-96023
- WSM "D" DDR No. 95-96024
- WSM "E" DDR No. 95-96025
- WSM "F" DDR No. 95-96026