



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

THURSDAY, SEPTEMBER 16, 2021
9:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

AGENDA

PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY THIS MEETING WILL BE CONDUCTED VIA WEB AND TELECONFERENCE USING THE BELOW INFORMATION. HOWEVER, MEMBERS OF THE PUBLIC MAY ALSO PARTICIPATE IN THIS MEETING BY ATTENDING IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON ARE ENCOURAGED TO PARTICIPATE IN THE BOARD MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION.

Join Zoom Meeting

<https://us06web.zoom.us/j/84416973979?pwd=bDFacmdyY2wyTHN3RGxOekk0ZTFUZz09>

MEETING ID: 844 1697 3979

AUDIO PASSCODE: 537667

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PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Acting Board Secretary at mavisc@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District’s Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Board President will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the “Participants List,” hover over your name and click on “raise hand.” This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

MAKE IN-PERSON COMMENTS DURING THE MEETING: The Board President will inquire prior to Board discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION -----(ITEM A)

A. UPDATED CERTIFICATION REQUIREMENTS FOR SYSTEMS OPERATOR II/III AND RECOMMENDED SALARY ADJUSTMENT TO SYSTEMS OPERATOR III

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

I, Mavis Canpinar, Acting Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mavis Canpinar, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

9/8/21
Dated / Fallbrook, CA

/s/ Mavis Canpinar
Acting Executive Assistant/Board Secretary

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: September 16, 2021
SUBJECT: Updated Certification Requirements for Systems Operator II/III and Recommended Salary Adjustment to Systems Operator III

Purpose

To obtain approval for the proposed salary adjustment to the Systems Operator III position.

Summary

The State of California requires that all public water systems have certified water operators. Systems Operators in direct charge of the operations of a water treatment facility or distribution system for a specified period of the day must be certified to a minimum of one level below the District's State-defined system classification. The District's system is currently classified as a level 4 distribution system (D4), and a level 3 treatment (T3) system, which means that Systems Operators on standby duty, or operating the system alone during holidays/weekends, must hold D3 and T2 operator certification. In July 2021, when the additional Systems Operator I/II/III position was added as part of the approved reorganization to address the operational and staffing needs of the Santa Margarita Groundwater Treatment Plant, the certification requirements for the II and III level position were a D3 and T2.

The State has since determined that when the Santa Margarita Groundwater Treatment Plant is in service, the District's classification will increase from a T3 to a T4 system. This means that all shift operators must hold T3 certification to work independently. Currently, all of District's Systems Operators meet or exceed this certification requirement and are able to work standby shifts. It is also important that incoming Systems Operators meet the certification requirement at hire, or are can obtain the necessary certifications within an agreed upon timeframe.

Since the opening of the initial recruitment in July, there have been a total of 1,047 site visits, but only 51 total applications, very few of which met the minimum certification and experience requirements. The individual selected following the first recruitment declined the employment offer to accept a promotion with his current employer, and the position remains unfilled. In addition, a second vacancy occurred recently when an employee accepted a position at Rainbow Municipal Water District. Since reopening the recruitment in August, there have only been 3 additional applications.

While the Systems Operator III position is included as a benchmark classification for the total compensation study currently underway, moving forward with the proposed increase now should help the District's recruitment efforts, including possibly attracting talent from other local districts.

Budgetary Impact

The proposed increase to the top salary range of Systems Operator III will result in an additional \$7,025 over 12 months; however, due to the length of the existing vacancies, the salary increase will stay within the current amount board adopted budgeted amount for labor.

Current Systems Operator III Max. Annual Salary	Proposed Systems Operator III - Max. Annual Salary	12-Month Net Salary Cost
\$91,291	\$98,316	\$7,025


Recommended Action

Staff recommends approving the proposed salary adjustment.

Fallbrook Public Utility District

Base Salary Data

August 2021

Systems Operator III					
Rank	Comparator Agency	Class Title	Certifications	Top Monthly Salary	
1	Rainbow Municipal Water District	Systems Operator III ¹	D3 T2	\$ 9,107	\$ 9,107
2	Western Municipal Water District	Operations Technician IV ²	D3 T2	\$ 8,958	\$ 8,958
3	Elsinore Valley Municipal Water District	Water Production Operator III	D3 T3	\$ 8,646	\$ 8,646  \$8,193
4	Ramona Municipal Water District	Systems Operator III ³	D3 T2	\$ 8,098	\$ 8,098
5	Vista Irrigation District	Systems Operator II ⁴	D3	\$ 7,812	\$ 7,812
8	Fallbrook Public Utility District	Systems Operator III (D3 & T3)		\$ 7,608	\$ 7,608
9	City of Escondido	N/C			
10	Encina Wastewater Authority	N/C			
11	Helix Water District	N/C			
12	Otay Water District	N/C			
13	Padre Dam Municipal Water District	N/C			
14	Vallecitos Water District	N/C			
15	Valley Center Municipal Water District	N/C			

Market Results		Top Monthly Salary	Top Monthly Salary + Incentive Pay
	Average of Comparators	\$8,524	\$8,524
	% Fallbrook PUD Above/Below	-12.0%	-12.0%
	Median of Comparators	\$8,646	\$8,646
	% Fallbrook PUD Above/Below	-13.6%	-13.6%

NOTE: All calculations exclude FPUD

N/C - Non Comparator

- 1 - Systems Operator III requires D3 Water Distribution Operator and T2 Water Treatment Operator certificates; if an employee obtains a job-related certification above and beyond the minimum requirements of the class, the employee will receive a one-time bonus of \$200.
- 2 - Operations Technician IV requires D3 Water Distribution Operator and T2 Water Treatment Operator certificates; WMWD does not offer certification incentive pay.
- 3 - Systems Operator III requires D3 Water Distribution Operator and T2 Water Treatment Operator certificates; RMWD does not offer certification incentive pay.
- 4 - Systems Operator II requires D2 or D3 Water Distribution Operator and T1 Water Treatment Operator certificates; VID does not offer certification incentive pay.