



YOUR BEST PROTECTION

# PERSONNEL COMMITTEE MEETING

## AGENDA

2100 Professional Drive  
Roseville CA 95661  
916-786-5742  
Via Zoom

Join Zoom Meeting  
Meeting ID: 821 6013 3824  
Passcode: 997969

**Tuesday, September 15, 2020, 9:00 AM**

### **WELCOME**

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

### **EVACUATION PROCEDURES**

**PUBLIC COMMENT** Members of the public will be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chairman know.

### **INTRODUCTIONS**

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Presenter

Gladbach	* I.	Approve minutes of last meeting, July 28, 2020.	1
Sells	* II.	Review staffing status.	3
Slaven	* III.	Discuss CEO Appraisal.	4
Slaven	* IV.	Review Salary Schedule.	5
Gladbach	* V.	Discuss next meeting date.	

### **ADJOURN**

\*Related items enclosed.

Presenter

***Americans With Disabilities Act*** – The ACWA JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the ACWA JPIA, shall be made to: Patricia Slaven, Director of Human Resources and Administration, ACWA JPIA, P.O. Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)

Written materials relating to an item on this Agenda that are distributed to the ACWA JPIA Personnel Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.



YOUR BEST PROTECTION

**Personnel Committee Meeting**  
2100 Professional Drive  
Roseville CA 95661  
Zoom Meeting

July 28, 2020

---

### **MEMBERS PRESENT**

Chairman: E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency  
Vice-chair: Thomas Cuquet, South Sutter Water District  
Melody A. McDonald, San Bernardino Valley Water Conservation District

---

### **MEMBERS ABSENT**

None.

---

### **STAFF PRESENT**

Chief Executive Officer/Secretary: Walter "Andy" Sells  
Patricia Slaven, Director of Human Resources and Administration

---

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

Chairman Gladbach called the meeting to order at 9:03 AM.

---

### **PUBLIC COMMENT**

As the agenda stated, members of the public would be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

---

### **STAFFING STATUS**

Mr. Sells discussed staffing status, focusing on new staff members and updating the committee on ongoing staff development.

---

### **CEO APPRAISAL FORMAT AND TIMING**

Ms. Slaven presented the sample of the previous format for the CEO Appraisal. The committee determined the same format would be used and it would be handed out and instructions given at the August 25, 2020, Executive Committee Meeting.

---

### **STAFFING ACTIVITIES**

Ms. Slaven briefly reported on a few recent events. There was not much to report as committee had just been updated at the JPIA Board meeting on the prior day.

**NEXT MEETING DATE**

---

The next Personnel Committee meeting is yet to be determined.

The Personnel Committee meeting adjourned at 10:48 a.m.

---

E.G. "Jerry" Gladbach, President

---

Walter "Andy" Sells, Secretary

**ACWA JPIA**  
**Staffing Status**  
**September 15, 2020**

**BACKGROUND**

The Personnel Committee is to be kept apprised of staffing changes and will recommend any grade changes or new positions for approval by the Executive Committee.

**CURRENT SITUATION**

There have been no staffing changes which have occurred since last Personnel Committee meeting. Currently, interviews are being scheduled for the Executive Assistant to the CEO position, which will be open when Bobbette retires at the end of the year. Only internal applications are being taken at this point. No other recruitments are taking place at this time.

**RECOMMENDATIONS**

None, informational only.

**ACWA JPIA**  
**Chief Executive Officer Performance Appraisal**  
**September 15, 2020**

**BACKGROUND**

Each summer, a Performance Appraisal for the Chief Executive Officer (CEO) is conducted. Executive Committee members are asked to complete an individual appraisal of the CEO, along with suggested goals and submit it to Patricia Slaven, JPIA Director of Human Resources and Administration. Ms. Slaven works with Jerry Gladbach, JPIA President, to compile the results.

**CURRENT SITUATION**

The results have been compiled and follow this page. This information is provided to allow for the Personnel Committee to discuss ratings and goals to submit to the Executive Committee.

**RECOMMENDATION**

That the Personnel Committee review the materials provided for the Chief Executive Officer's appraisal, discuss changes, and make general recommendations to the Executive Committee on salary and incentive award, if desired.

**ACWA JPIA**  
**Salary Schedule for 2020-2021**  
**September 15, 2020**

**BACKGROUND**

The California Public Employees' Retirement System (CalPERS), California Code of Regulations 570.5 and 571, requires the approval of the employee Salary Schedule by the Executive Committee, after review by the Personnel Committee.

**CURRENT SITUATION**

The JPIA's annual employee Performance Appraisal process and subsequent merit increases and incentive awards takes place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2020-21 Salary Schedule requires approval prior to the October 1 date. Only change was the cost of living adjustment of 1.0 percent.

**RECOMMENDATION**

That the Personnel Committee recommend to the Executive Committee approval of the JPIA 2020/2021 Salary Schedule as presented.

# ACWA JPIA Staff

## Pay Schedule

Revision Date: October 01, 2020

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 218,421	\$ 327,632
Director of Finance	Exempt	68	143,545	215,318
Director of Human Resources & Administration	Exempt	68	143,545	215,318
Director of Insurance Services	Exempt	68	143,545	215,318
General Counsel	Exempt	68	143,545	215,318
Employee Benefits Manager	Exempt	58	112,137	168,206
Finance Manager	Exempt	52	96,696	145,044
Liability and Property Claims Manager	Exempt	52	96,696	145,044
Risk Control Manager	Exempt	52	96,696	145,044
Special Projects Manager	Exempt	52	96,696	145,044
Workers' Compensation Manager	Exempt	52	96,696	145,044
Lead Risk Control Advisor South	Exempt	48S	92,036	138,055
Senior Risk Control Advisor South	Exempt	45S	87,602	131,402
Cost Estimator Risk Control Advisor	Exempt	45	81,347	122,020
Senior Risk Control Advisor	Exempt	45	81,347	122,020
IT Solution Developer	Non-Exempt	44	79,363	119,044
Lead Accountant	Non-Exempt	42	75,539	113,308
Lead Benefits Analyst	Non-Exempt	42	75,539	113,308
Lead Member Services Representative	Non-Exempt	42	75,539	113,308
Lead Sr. Claims Adjuster	Exempt	42	75,539	113,308
Lead Sr. Workers' Compensation Examiner	Exempt	42	75,539	113,308
Senior Claims Examiner	Exempt	40	71,899	107,848
Senior Workers' Compensation Examiner	Exempt	40	71,899	107,848
System/Network Administrator	Non-Exempt	38	68,434	102,651
Training Specialist	Non-Exempt	38	68,434	102,651
Software Developer	Non-Exempt	36	65,137	97,705
Employee Benefits Account Manager	Non-Exempt	32S	63,548	95,322
Member Services Representative II	Non-Exempt	32	59,011	88,516
Risk Control Advisor	Non-Exempt	32	59,011	88,516
Executive Assistant	Non-Exempt	30	56,167	84,251
Publications & Web Editor	Non-Exempt	29	54,797	82,196
Benefits Analyst II	Non-Exempt	28	53,461	80,191
Benefits System Analyst	Non-Exempt	28	53,461	80,191
Human Resource Coordinator	Non-Exempt	28	53,461	80,191
Workers' Compensation Examiner	Non-Exempt	26	50,885	76,327
Administrative Assistant III	Non-Exempt	24	48,433	72,649
Benefits Administrator II	Non-Exempt	24	48,433	72,649
Benefits Analyst I	Non-Exempt	24	48,433	72,649
Claims Assistant	Non-Exempt	24	48,433	72,649
Accountant III	Non-Exempt	22	46,099	69,149
Benefits Administrator I	Non-Exempt	22	46,099	69,149
Accountant II	Non-Exempt	20	43,878	65,817
Administrative Assistant II	Non-Exempt	20	43,878	65,817
Administrative Assistant I	Non-Exempt	18	41,763	62,645
Office Assistant II	Non-Exempt	15	38,782	58,172
Receptionist/Office Assistant	Non-Exempt	11	35,134	52,701
Office Assistant	Non-Exempt	9	33,441	50,162
<b>Retired Annuitants</b>			<b>Hourly</b>	<b>Hourly</b>
Special Projects Advisor	Non-Exempt	Ret An	55	80