



Orlando Fuentes, President
Jim Luttrell, Vice President
Gil Albiaini, Director
Rod Brewer, Director
Jaclyn Moreno, Director

Joshua Green, General Manager
Michael McLaughlin, Fire Chief
Sigrid Asmundson, District Counsel
Nitish Sharma, Chief Administrative Officer
Paul Mewton, Chief of Planning,
Design and Construction

REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, MARCH 4, 2020

**REGULAR MEETING – 6:30 P.M.
Board Chambers
8820 Elk Grove Blvd.
Elk Grove, CA 95624**

AGENDA

Note: All items submitted for the Agenda must be in writing. The deadline for submitting these items is 4:00 P.M. on the Monday one week prior to the meeting. The Secretary of the Board receives all such items.

REGULAR BOARD MEETING – 6:30 P.M.

A. CALL TO ORDER

1. Session Roll Call
2. Pledge of Allegiance
3. Moment of Silence

B. ANNOUNCEMENTS/PRESENTATIONS

None

C. COMMUNICATIONS FROM THE PUBLIC (Non-agendized items)

This is the time and place for the general public to address the Board of Directors. State law prohibits the Board from addressing any items not previously included on the Agenda. The Board of Directors may receive testimony and set the matter for a subsequent meeting. Comments are to be limited to three minutes per individual at the discretion of the President. Individuals representing a group or an organization shall be permitted five minutes. Comments relating to similar issues should be brief, concise and non-repetitious. Speakers should state their home or business address when commenting to the Board.

C. COMMUNICATIONS FROM THE PUBLIC (Non-agendized items – Cont.)

Note: Under the provisions of the California Government Code, the Board is prohibited from discussing or taking immediate action on any non-agendized item unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

D. CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and non-controversial. They may be acted upon by the Board at one time without discussion. Any item may be removed by a Board Member for discussion or clarification. Members of the public wishing to comment on any Consent Calendar item may do so before Board action.

4. Approve the February 19 Regular Board Meeting Minutes.
5. Approve Resolution No. 2020-15, Intention to Annex Territory to Community Facilities District No. 1 (Elk Grove Fire Protection).

RECOMMENDATION: Approve the consent calendar as presented.

E. PUBLIC HEARINGS

None

F. STAFF REPORTS

The President will open the meeting for public input if the Board desires to take action on any item(s).

6. **SUBJECT:** Full-time Unrepresented Employee Classification and Compensation Study and Approval of Resolution Adopting Part-time and Full-time Salary Schedules. (J. Ambrosini)

RECOMMENDATIONS:

1. Approve the Final Classification Study by Koff and Associates, including job description updates and revisions, in Attachment A.
2. Approve the Final Compensation Study Report as recommended by Koff and Associates in Attachment B.
3. Adopt resolution 2020-16 authorizing revisions to the 2020 Full-Time Employee Salary Schedules effective March 16, 2020, and the Part-Time Employee Salary Schedules effective January 1, 2020.
4. Authorize staff to continue working with Koff and Associates on an as needed basis to conduct any outstanding desk audits.

G. INFORMATIONAL ITEMS

7. Note from resident thanking Park Operations Worker Al Sanchez for taking great care of the facility he was working at (Fales Park).
8. Note from resident thanking Park Operations Worker Billy Daniels for the continue support and great service offered when working with the Elk Grove Garden Club.
9. Note thanking Parks Operations for replacing the trash cans at Johnson Park.

H. BOARD OF DIRECTOR'S BUSINESS

10. City of Elk Grove Liaison
11. City of Elk Grove Two by Two
12. City of Galt Liaison
13. City of Galt Two by Two
14. Elk Grove Cosumnes Cemetery District Two by Two
15. Elk Grove USD Two by Two
16. Senior Center Board
17. Elk Grove Historical Society
18. Elk Grove Chamber of Commerce
19. Galt Chamber of Commerce
20. Diversity Work Group
21. Northern California Special Districts Insurance Authority
22. Fire Communications Center
23. Sacramento County Treasury Oversight Committee
24. Miscellaneous Reports
25. Meeting/Event Approval
26. Meeting/Event Report

I. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

This is the time for the Board of Directors to identify the items they wish to discuss at a future meeting. These items will not be discussed at this meeting, only identified for a future meeting. This is also the time for scheduling Board Workshops or special meetings.

J. ADJOURNMENT

Note: *Disabled Accommodations.*

The Cosumnes Community Services District will make reasonable accommodations for persons having special needs due to disabilities. Please contact Elenice Gomez, Assistant to the General Manager, at 8820 Elk Grove Blvd. Elk Grove, CA 95624, phone (916) 405-7169, at least 48 hours prior to the meeting, to allow time to provide for special accommodations.

Note: *Review and Copies of Agenda, Agenda Reports and Material.*

Prior to each Meeting, copies of the Agenda, Agenda Reports and other materials, as well as any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting, are available for public review at the Cosumnes Community Services District's Administrative Office during normal working hours. In addition, a limited supply will be available on a first come, first serve basis at the meeting.

Certificate of Posting of Agenda

I hereby declare that the foregoing Agenda for the March 4, 2020 Regular Meeting of the Cosumnes Community Services District Board of Directors was posted on February 27, 2020 at 8820 Elk Grove Blvd., Elk Grove, California, 95624, and was available for public review at that location.

Signed this 27th day of February 2020



**COSUMNES COMMUNITY SERVICES DISTRICT
EXECUTIVE SESSION – 5:30 PM
REGULAR BOARD MEETING – 6:30 PM
WEDNESDAY, FEBRUARY 19, 2020
MINUTES**

EXECUTIVE SESSION – 5:30 PM

1. CALL TO ORDER

President Fuentes called the meeting to order at 5:30 p.m.

2. COMMUNICATIONS FROM THE PUBLIC

None

3. RECESS TO EXECUTIVE SESSION

a. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representatives: General Manager Joshua Green, Chief Administrative Officer Nitish Sharma and Fire Chief Michael McLaughlin

Employee Organizations: Sacramento Area Fire Fighters Local 522 and Unrepresented employees

REGULAR BOARD MEETING – 6:30 PM

ATTENDANCE

Directors present included Gil Albiani, Rod Brewer, Orlando Fuentes, Jim Luttrell and Jaclyn Moreno.

General Manager Joshua Green, Fire Chief Michael McLaughlin, Chief Administrative Officer Nitish Sharma and CSD Legal Counsel Sigrid Asmundson were also present.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Fuentes had nothing to report out of Executive Session.
2. President Fuentes called the meeting to order at 6:39 p.m.
3. Community Members Ethan and Dillan, Leginade Children's Fund founders, led the Pledge of Allegiance.
4. A moment of silence was observed in honor of firefighters who lost their lives in Porterville Library fire, Captain Raymond Figueroa and Firefighter Patrick Jones.

B. ANNOUNCEMENTS/PRESENTATION

None

C. DEPARTMENT REPORTS

5. Administrative Services Department Report

Facilities Manager Justin Ellermeyer presented the report.

6. Parks and Recreation Department Report

Parks and Recreation Directors Kelly Gonzalez presented the report.

7. Fire Department Report

Fire Chief Mike McLaughlin presented the staff report.

D. COMMUNICATIONS FROM THE PUBLIC

None

E. CONSENT CALENDAR

8. Approve the February 5, 2020 Regular Board Meeting Minutes.
9. Approve Resolution No. 2020-12 Rejecting Claim.
10. Approve a Consultant Agreement for Investment Management Services.
11. Approve Golf Carts Lease Agreement.
12. Approve Quimby Appraisal Services Agreement with the City of Elk Grove.
13. Approve a 60-month Lease Agreement for Multi-Function Copier.
14. Approve the inclusion of a Foundation Development Staff or Consultant as an Add Package Item for the Fiscal Year 2020-2021 Budget.

Director Albiani moved to approve consent items 8 to 14; with the amendment of Item 8 to include that Director Brewer was present at the February 5, 2020 Board of Directors meeting, seconded by Director Brewer, vote was 4 yes and 1 abstention, Luttrell.

F. PUBLIC HEARINGS

None

G. STAFF REPORTS

15. SUBJECT: California Special District Association Call for Nominations

RECOMMENDATION:

- 1) The Board of Directors considers the California Special Districts Association request for nomination for Seat C Director for the 2021 – 2023 term.

Assistant to General Manager/Board Clerk Elenice Gomez presented the report.

After brief discussion the Board elected not to nominate anyone.

16. SUBJECT: Sacramento Local Agency Formation Commission Call for Nominations.

RECOMMENDATION:

- 1) The Board of Directors considers recommending a Board Member for membership in the Sacramento LAFCo Special District Advisory Committee.

Assistant to General Manager/Board Clerk Elenice Gomez presented the report.

After brief discussion the Board nominated Director Brewer, President Fuentes moved to accept the Board's recommendation, seconded by Director Albiani, vote was unanimous.

17. SUBJECT: Naming of East Elk Grove Recreation Center

RECOMMENDATION:

- 1) The Board President appoints two Board Directors to serve on a Naming Committee, a sub-committee of the Board, for the naming of the recreation facility at Beeman Park.

Chief of Planning, Design and Construction Paul Mewton presented the report.

After brief discussion President Fuentes appointed Directors Albiani and Brewer.

H. INFORMATIONAL ITEMS

18. Notes from Elk Grove Unified School District Office of Family and Community Engagement thanking Parks and Recreation Director Kelly Gonzalez for partnering with them and making their Human Trafficking Presentation at Wackford possible.
19. District Programs and Events – February/March 2020

I. BOARD OF DIRECTORS BUSINESS

20. Miscellaneous Reports - Director Moreno commended the staff for the amazing Father Daughter Experience
21. Meeting/Event Approval
22. Meeting/Event Report

J. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

Director Albiani asked staff to prepare a presentation on the long term financial outlook for the District and also asked if they can bring back a sidewalk CPR presentation to the Board.

K. ADJOURNMENT

With no further business, the meeting was adjourned at 7:24 p.m.

Approved: _____
Board President

Attest: _____
Secretary to the Board

STAFF REPORT



DATE: March 4, 2020
TO: Board of Directors
FROM: Michael W. McLaughlin, Fire Chief
BY: John Ebner, Senior Management Analyst
SUBJECT: RESOLUTION 2020-15, INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 1 (ELK GROVE FIRE PROTECTION)

RECOMMENDATION

The Board of Directors:

- Approves Resolution 2020-15, A Resolution Declaring Intention to Annex Territory to Community Facilities District No. 1 and to Authorize the Levy of Special Taxes Therein. (Attachment A)
- Schedule a public hearing for April 15, 2020 at 6:30 pm for the purpose of annexing territory to Community Facilities District No. 1 (Elk Grove Fire Protection).
- Order staff to advertise a notice of public hearing for the annexation of territory to CFD No. 1 (Elk Grove Fire Protection).

BACKGROUND/ANALYSIS

The CSD created CFD No. 1 (Elk Grove Fire Protection) in June of 2012 for the purpose of offsetting the financial impact of providing services to new development. From time to time, it will be necessary to annex projects into CFD No. 1 using the normal CFD resolution process. Resolution 2020-15, A Resolution Declaring Intention to Annex Territory to Community Facilities District No. 1 and to authorize the Levy of Special Taxes Therein is designed to do just that.

This is the 26th annexation to the CFD. The project has a condition of approval which requires that the property owner(s) participate in a funding mechanism for emergency mitigation and fire prevention services. The condition will be satisfied by the annexation of the project to the CFD which is the subject of tonight's action.

The next steps in the process of annexing these projects into CFD No. 1 in Elk Grove are as follows:

- Adopt a resolution of intention to annex territory to the CFD and approving the proposed annexation boundary map.

- Set a Public Hearing date to consider the annexation of these projects into CFD No. 1 (Elk Grove Fire Protection)
- Advertise a notice of the Public Hearing for the annexation of territory into the CFD.

Should the Board approve these actions tonight, additional steps in the process would need to be taken:

- The annexation map is recorded with the County Recorder.
- The CFD election ballot is mailed to the property owner, who will be asked to vote on whether they approve or disapprove of the annexation of their property into CFD No. 1 (must occur at least 10 days before the date of the Public Hearing).
- The Public Hearing is scheduled to be held on April 15, 2020, at approximately 6:30 pm.
- The Board adopts a Resolution Calling a Special Tax Election for the Annexation.
- The election is held at approximately 6:30 pm on April 15, 2020, at which time the Canvassing Board opens the ballots, tallies the vote, and announces the results of the election.
- The Board adopts a Resolution of Annexation of Territory to the CFD.
- Board adopts a Resolution Declaring Results of the Special Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien.
- Notice of Special Tax Lien is Recorded by the Clerk (must be recorded within 15 days of the date of the public hearing and election).

With these actions, the Board is being asked to consider annexing additional territory into CFD No. 1 (Elk Grove Fire Protection).

The Mello Roos Community Facilities Act provides that a public hearing must be held on the annexation of territory into a CFD. At the close of the public hearing, absent any objections by the property owners in the proposed CFD, the Board may determine that there was no majority protest, as defined by the Act. In order to expedite the annexation process, all property owners within the proposed CFD have signed a waiver and consent form waiving their right to protest at the public hearing and waiving any minimum time periods relative to the landowner election.

Accordingly, all property owners have agreed to submit their election ballots prior to April 15, 2020, so that the election results will be available at that meeting.

Upon the approval of the CFD annexation, a notice of special tax lien will be recorded with the Sacramento County Recorder, resulting in a permanent lien on the parcels. The lien continues in perpetuity unless the Board terminates the special tax obligation by later Board actions in accordance with the Act.

As the local agency establishing the CFD, the District will have the obligation of providing annually the calculation of the special tax levy for a timely submission to the Sacramento County Auditor-Controller of the information required for posting the special tax levy to the secured property tax roll of the county.

Staff is requesting that the Board adopt the Resolution Declaring Intention to Annex Territory to Community Facilities District No. 1 and to authorize the Levy of Special Taxes Therein; approve scheduling a public hearing on the formation of Community Facilities District No. 1 for April 15, 2020; and allow staff to advertise a notice of public hearing for the annexation of territory to CFD No. 1 (Elk Grove Fire Protection).

FINANCIAL ANALYSIS

The CFD is fully supported by an annual special tax levied exclusively on the real property within the CFD. The cost of the annexation proceedings has been funded by the participating developers. The District's administrative costs related to the CFD are reimbursed from the special tax proceeds and there is no impact on the District's finances or on the General Fund.

SUSTAINABILITY ANALYSIS

There is no environmental impact related to the annexation of properties into Community Facilities District No. 1 (Elk Grove Fire Protection).

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Michael W. McLaughlin
Fire Chief

Attachment 1 – Resolution No. 2020-15

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



General Counsel

Attachment 1

RESOLUTION NO. 2020-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COSUMNES COMMUNITY SERVICES DISTRICT DECLARING INTENTION
TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 1 AND TO
AUTHORIZE THE LEVY OF THE SPECIAL TAX THEREIN**

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1
(Elk Grove Fire Protection)
Annexation No. 26**

RESOLVED by the Board of Directors (the "Board") of the Cosumnes Community Services District (the "District"), County of Sacramento, State of California, that:

WHEREAS, the Board has conducted proceedings to establish Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code; and

WHEREAS, under the Act, the Board is the legislative body for the CFD and is empowered with the authority to annex territory to the CFD, and now desires to undertake proceedings to annex territory to the CFD.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. Findings. The Board hereby finds and determines that public convenience and necessity require that territory be added to the CFD.

Section 2. Territory Described. The name of the existing CFD is "Cosumnes Community Services District Community Facilities District No. 1 (Elk Grove Fire Protection)." The territory included in the existing CFD is set forth in the map of the CFD recorded in the office of the County Recorder of the County of Sacramento in Book 113 at Page 0026 of Maps of Assessment and Community Facilities Districts, to which map reference is hereby made. The territory now proposed to be annexed to the CFD is as shown on Annexation Map No. 26 to the CFD, on file with the Clerk of the Board ("Board Clerk"), the boundaries of which territory are hereby preliminarily approved and attached hereto as Exhibit A and incorporated herein by reference. The Board Clerk is hereby directed to endorse the certificates set forth on said map and to record said map in the office of the County Recorder of the County of Sacramento ("County") within fifteen days of the date of adoption of this Resolution.

Section 3. Services and Facilities; Plan for Providing Services. The services and facilities to be financed by the CFD (the "Services and Facilities") and pursuant to the Act are described in Exhibit A of Resolution No. 2012-25 of the District, adopted on June 6, 2012 (the "Resolution of Formation") which is incorporated herein by reference. The services and facilities described in Exhibit A to Resolution No. 2012-25 shall be provided,

as needed, throughout the CFD and the territory proposed to be annexed thereto for the benefit of all owners of property and residents of the CFD and the territory proposed to be annexed thereto.

Section 4. Special Tax. If the annexation is approved, a special tax (the "Special Tax") will be levied annually consistent with the Rate and Method of Apportionment of Special Tax ("RMA") described in Exhibit B of the Resolution of Formation which is incorporated herein by reference.

Section 5. Public Hearing. On April 15, 2020 at 6:30 p.m. or as soon as possible thereafter, at the District's Administration Building, located at 8820 Elk Grove Blvd, Elk Grove, California, this Board, as legislative body for the CFD, will conduct a public hearing on the annexation of the territory to the CFD and consider and finally determine whether the public interest, convenience and necessity require the annexation of the Property to the CFD and the levy of the Special Tax thereon.

Section 6. Notice of Hearing. The Board Clerk is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD. The publication shall be completed at least thirty days before the date of the public hearing referenced in Section 5. The notice shall be substantially in the form specified in Section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

Section 7. Election. In anticipation of its action on April 15, 2020, to call the election on the annexation for the same date, pursuant to waiver of election time limits from the landowner, the Board hereby authorizes the Board Clerk to mail or hand-deliver a ballot to the landowner in the territory proposed to be annexed to the CFD. A copy of the Petition, Consent and Waiver Form, signed by the property owner, is attached hereto as Exhibit B and incorporated herein by reference.

Section 8. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the Board of Directors of Cosumnes Community Services District at a regular meeting of said Board held on the 4th day of March 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Orlando Fuentes, President

ATTEST:

Clerk of the Board

EXHIBIT A



Legend

- Annex 26 - LMI Logistics REIT
- Sacramento County Parcels

SCI Consulting Group
 4745 Mangrove Blvd.
 Sacramento, CA 95834
 (916) 436-4300

CLERK'S MAP FILING STATEMENT
 FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF THE COSUMES
 COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, THIS _____ DAY
 OF _____, 2020.

CLERK OF THE BOARD _____

CLERK'S MAP - CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITH MAP SHOWING TERRITORY
 MAP NO. 1
 DISTRICT, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, WAS
 APPROVED BY THE BOARD OF DIRECTORS OF THE COSUMES COMMUNITY
 SERVICES DISTRICT AT A MEETING HELD ON THE _____ DAY
 OF _____, 2020, BY ITS RESOLUTION NO. _____

CLERK OF THE BOARD _____

RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2020 AT THE HOUR OF _____
 IN THE _____ OFFICE OF ASSESSOR _____ AND
 COUNTY FACILITIES DISTRICTS AT PAGE _____ IN THE OFFICE OF THE
 COUNTY RECORDER IN THE COUNTY OF SACRAMENTO, STATE OF
 CALIFORNIA.

COUNTY CLERK/RECORDER, COUNTY OF SACRAMENTO

DEPUTY, COUNTY OF SACRAMENTO

NOTE
 REFERENCE IS HEREBY MADE TO THE MAPS AND BOOKS OF RECORD IN THE
 OFFICE OF THE ASSESSOR OF THE COUNTY OF SACRAMENTO FOR A
 DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS
 SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS
 PERTAINING TO THE BOUNDARIES OF ANY PARCEL. EACH
 PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S
 PARCEL NUMBER.

ANNEXATION MAP NO. 26 OF
 COUNTY FACILITIES DISTRICT NO. 1
 CLERK OF THE BOARD OF THE
 COSUMES COMMUNITY SERVICES DISTRICT
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

EXHIBIT A



EXHIBIT A

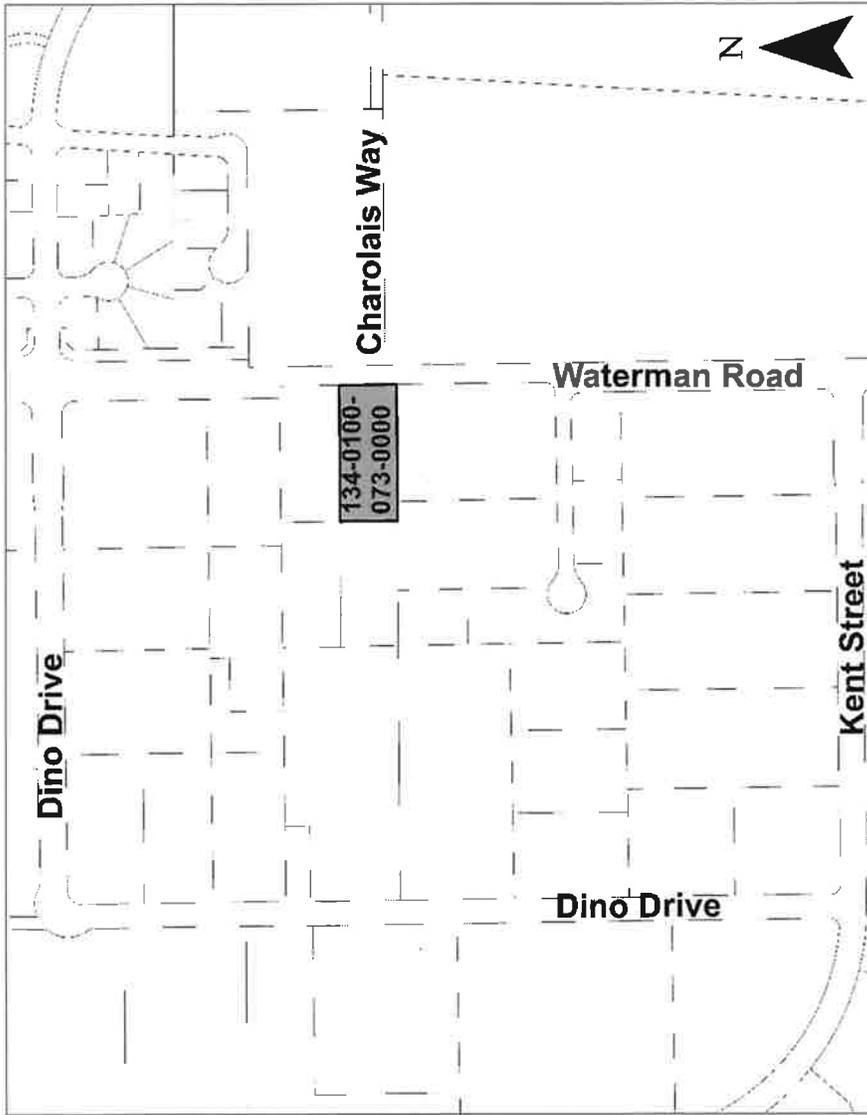
CLERK'S MAP FILING STATEMENT
 FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF THE COSUMNES
 COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, THIS _____ DAY
 OF _____, 2020.

CLERK OF THE BOARD _____
 CLERK'S MAP CERTIFICATE
 I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY
 PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1
 (ELK GROVE FIRE PROTECTION) COSUMNES COMMUNITY SERVICES
 DISTRICT, COUNTY OF SACRAMENTO, IS THE PROPERTY OF THE
 DISTRICT AND HAS BEEN APPROVED BY THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY
 SERVICES DISTRICT AT A MEETING THEREOF HELD ON THE _____ DAY
 OF _____, 2020, BY ITS RESOLUTION NO. _____

CLERK OF THE BOARD _____
 RECORDER'S CERTIFICATE
 FILED THIS _____ DAY OF _____, 2020 AT THE HOUR OF _____
 O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND
 COMMUNITY FACILITIES DISTRICTS AT PAGE _____ IN THE OFFICE OF THE
 COUNTY CLERK/RECORDER IN THE COUNTY OF SACRAMENTO, STATE OF
 CALIFORNIA.

COUNTY CLERK/RECORDER, COUNTY OF SACRAMENTO _____
 DEPUTY, COUNTY OF SACRAMENTO _____

NOTE:
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 SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS
 CONCERNING THE BOUNDARIES OF ANY PARCELS. THE
 PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S
 PARCEL NUMBER.



Legend

- Annex 26 - S C Sanabria Drywall
- Sacramento County Parcels

SCI Consulting Group
 2745 Mangrove Blvd.
 Sacramento, CA 95834
 (916) 450-4300

ANNEXATION MAP NO. 26 OF
 COMMUNITY FACILITIES DISTRICT NO. 1
 (ELK GROVE FIRE PROTECTION) OF THE
 COSUMNES COMMUNITY SERVICES DISTRICT
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA



EXHIBIT A

CLERK'S MAP FILING STATEMENT
 FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF THE COSUMNES
 COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, THIS _____ DAY
 OF _____, 2020.

CLERK OF THE BOARD _____

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING TERRITORY
 PROPOSED TO BE ANNEXED INTO COMMUNITY FACILITIES DISTRICT NO. 1
 (ELK GROVE FIRE PROTECTION) OF THE COSUMNES COMMUNITY SERVICES
 DISTRICT, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, WAS
 APPROVED BY THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY
 SERVICES DISTRICT AT A MEETING THEREOF HELD ON THE _____ DAY
 OF _____, 2020, BY ITS RESOLUTION NO. _____

CLERK OF THE BOARD _____

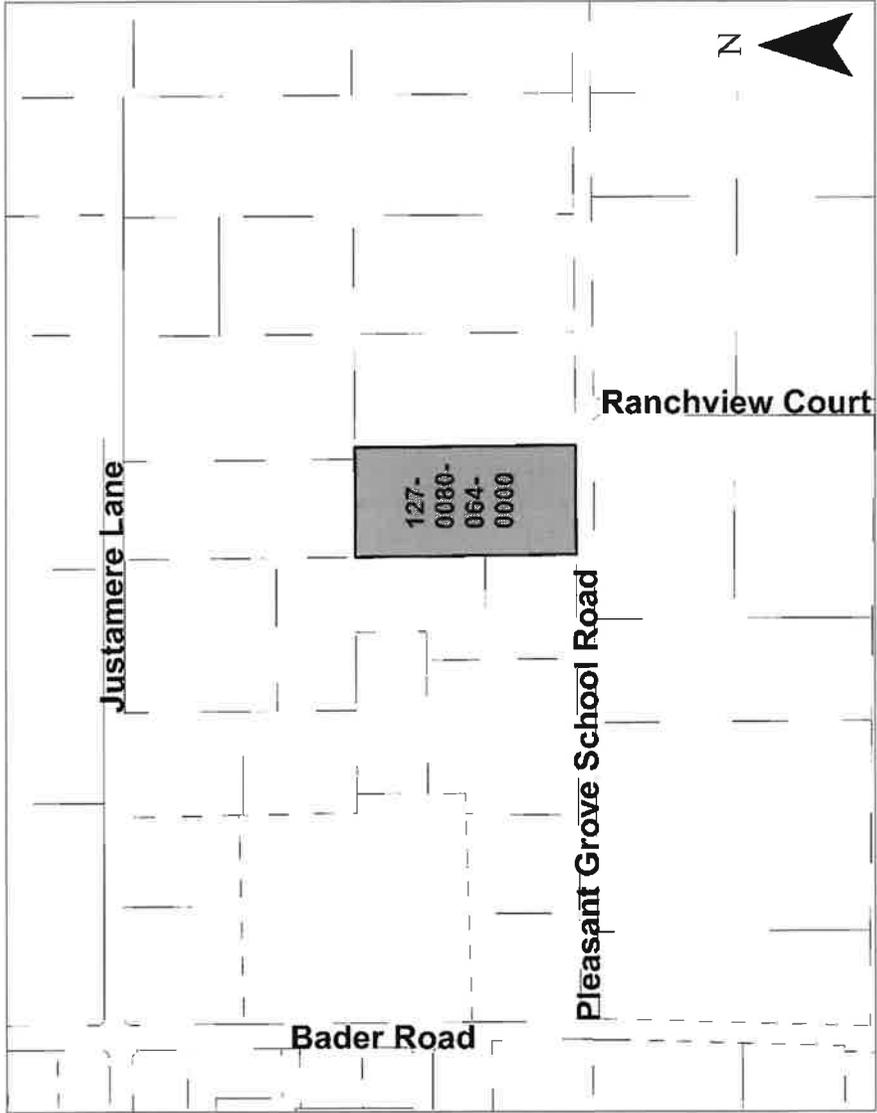
RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2020 AT THE HOUR OF _____
 O'CLOCK _____ M IN BOOK _____ OF MAPS OF ASSESSMENT AND
 CYCLOCK _____ BY ME _____ IN THE OFFICE OF THE
 COUNTY RECORDER IN THE COUNTY OF SACRAMENTO, STATE OF
 CALIFORNIA.

COUNTY CLERK/RECORDER, COUNTY OF SACRAMENTO

DEPUTY, COUNTY OF SACRAMENTO _____

NOTE:
 REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE
 OFFICE OF THE ASSESSOR OF THE COUNTY OF SACRAMENTO FOR A
 DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS
 IDENTIFIED IN SAID MAPS. THE LINES AND DIMENSIONS OF SUCH PARCELS, EACH
 CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS, EACH
 PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S
 PARCEL NUMBER.



Legend

- Annex 26 - Tankersley
- Sacramento County Parcels

SCI Consulting Group
 10000 Folsom Blvd.
 Folsom, CA 94524
 (916) 430-4300

ANNEXATION MAP NO. 26 OF
 COMMUNITY FACILITIES DISTRICT NO. 1
 (ELK GROVE FIRE PROTECTION) OF THE
 COSUMNES COMMUNITY SERVICES DISTRICT,
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

Sheet 3 of 3



Justimere Lane

Pleasant Grove School Road

Sanctus Court

EXHIBIT A

EXHIBIT B

Consent and Waiver Forms

PETITION, CONSENT AND WAIVER

PETITION, CONSENT AND WAIVER OF OWNERS OF PROPERTY REGARDING PROPOSED ANNEXATION OF TERRITORY TO COSUMNES COMMUNITY SERVICES DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 REGARDING CERTAIN TIME LIMITS AND PROCEDURAL REQUIREMENTS WITH RESPECT TO A SPECIAL LANDOWNER'S ELECTION

To: Honorable Board of Directors
Cosumnes Community Services District
10573 E Stockton Blvd.
Elk Grove, CA 95624
Attn: Michael W. McLaughlin, Fire Chief

Members of the Board:

The undersigned is the owner (or duly authorized representative thereof) of all of the real property identified in Exhibit A and hereby requests that the Cosumnes Community Services District (the "District") initiate proceedings to annex the territory to Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (Sections 53311, et seq., California Government Code) (the "Act"), and hereby respectfully petitions and shows as follows:

1. The undersigned requests that the property identified in Exhibit A be annexed to the CFD as shown on a map of the proposed boundaries of the annexation territory to be filed with the Secretary of the Board, and that the District take all steps necessary to complete the annexation to the CFD and to levy a special tax therein for the purpose of financing the facilities and the public services (the "Services and Facilities") described in Exhibit B of Resolution No. 2012-25 of the District, adopted June 6, 2012 (the "Resolution of Formation") and incorporated herein by reference.
2. The undersigned hereby certifies that as of the date indicated above his/her signature, the landowner listed herein is the owner of the property within the proposed boundaries of the annexation territory of the CFD described in Exhibit A hereto (the "Property"). The undersigned further certifies that there have been no persons residing and registered to vote within the Property for each of the ninety (90) days preceding the date of this Petition, Consent and Waiver.
3. The undersigned acknowledges that inclusion of the Property in the formation of the CFD is voluntary, and expressly waives the option available to landowner to deposit a sum of money, as determined by the District, equivalent to the present value of funding sufficient for the District to finance the cost of the Services and Facilities attributable to the Property, in perpetuity.
4. In accordance with the provisions of the Act, and specifically Sections 53326(a) and 53327(b) thereof allowing certain time and conduct requirements relative to a special landowner election to be waived with the unanimous consent of all the landowners to be included in a community facilities district and concurrence of the election official conducting the election, the undersigned (i) expressly consents to the conduct of the special election at the earliest possible time following the adoption by the Board of a resolution of intention to form the CFD and (ii) expressly waives any requirement to have the special election conducted within the time periods specified in Section 53326 of the Act or in the California Elections Code.

5. The undersigned waives any requirements for the mailing of the ballot for the special election and expressly agrees that said election may be conducted by mailed or hand-delivered ballot to be returned as quickly as possible to the designated election official, being the office of the Board Secretary, at the same meeting of the Board as the public hearing of the formation of the CFD.
6. The undersigned expressly waives all applicable waiting periods for the election and waives the requirement for analysis and arguments relating to the special election, as set forth in Section 53327 of the Act, and consents to not having such materials provided to the landowner in the ballot packet, and expressly waives any requirements as to the form of the ballot.
7. The undersigned expressly waives all notice requirements relating to hearings and special elections, whether by posting, publishing or mailing, and whether such requirements are found in the California Elections Code, the California Government Code or other laws or procedures, including, but limited to any notice provided for by compliance with the provisions of Section 4101 of the California Elections Code.
8. The undersigned hereby consents to and expressly waives any and all claims based on any irregularity, error, mistake or departure from the provisions of the Act or other laws of the State and any and all laws and requirements incorporated therein, and no step or action in any proceedings relative to the CFD or the special election therein shall be invalidated or affected by any such irregularity, error, mistake or departure.
9. The undersigned hereby declares under penalty of perjury to be the owner of record or the authorized representative of the landowner.

Respectfully submitted as of this day of 27 of December 2019.

By: S.C. SANABRIA DRYWALL, INC

Signature: 

Title: OWNER

The address of the above owner for purposes of receiving all notices and ballots is:

PO BOX 636
WILTON, CA 95693

Filed in the Office of the Secretary of the Board of Directors of the Cosumnes Community Services District
 this day of _____ 20__.

 Secretary of the Board

EXHIBIT A

DESCRIPTION OF LANDOWNER'S PROPERTIES

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1 (Elk Grove Fire Protection)
Annexation No. 26**

Assessor's Parcel Number	Acres	Property Owner
134-0100-073-0000	0.694	S C SANABRIA DRYWALL INC

PETITION, CONSENT AND WAIVER

PETITION, CONSENT AND WAIVER OF OWNERS OF PROPERTY REGARDING PROPOSED ANNEXATION OF TERRITORY TO COSUMNES COMMUNITY SERVICES DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 REGARDING CERTAIN TIME LIMITS AND PROCEDURAL REQUIREMENTS WITH RESPECT TO A SPECIAL LANDOWNER'S ELECTION

To: Honorable Board of Directors
Cosumnes Community Services District
10573 E. Stockton Blvd.
Elk Grove, CA 95624
Attn: Michael W. McLaughlin, Fire Chief

Members of the Board:

The undersigned is the owner (or duly authorized representative thereof) of all of the real property identified in Exhibit A and hereby requests that the Cosumnes Community Services District (the "District") initiate proceedings to annex the territory to Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (Sections 53311, et seq., California Government Code) (the "Act"), and hereby respectfully petitions and shows as follows:

1. The undersigned requests that the property identified in Exhibit A be annexed to the CFD as shown on a map of the proposed boundaries of the annexation territory to be filed with the Secretary of the Board, and that the District take all steps necessary to complete the annexation to the CFD and to levy a special tax therein for the purpose of financing the facilities and the public services (the "Services and Facilities") described in Exhibit B of Resolution No. 2012-25 of the District, adopted June 6, 2012 (the "Resolution of Formation") and incorporated herein by reference.
2. The undersigned hereby certifies that as of the date indicated above his/her signature, the landowner listed herein is the owner of the property within the proposed boundaries of the annexation territory of the CFD described in Exhibit A hereto (the "Property"). The undersigned further certifies that there have been no persons residing and registered to vote within the Property for each of the ninety (90) days preceding the date of this Petition, Consent and Waiver.
3. The undersigned acknowledges that inclusion of the Property in the formation of the CFD is voluntary, and expressly waives the option available to landowner to deposit a sum of money, as determined by the District, equivalent to the present value of funding sufficient for the District to finance the cost of the Services and Facilities attributable to the Property, in perpetuity.
4. In accordance with the provisions of the Act, and specifically Sections 53326(a) and 53327(b) thereof allowing certain time and conduct requirements relative to a special landowner election to be waived with the unanimous consent of all the landowners to be included in a community facilities district and concurrence of the election official conducting the election, the undersigned (i) expressly consents to the conduct of the special election at the earliest possible time following the adoption by the Board of a resolution of intention to form the CFD and (ii) expressly waives any requirement to have the special election conducted within the time periods specified in Section 53326 of the Act or in the California Elections Code.

5. The undersigned waives any requirements for the mailing of the ballot for the special election and expressly agrees that said election may be conducted by mailed or hand-delivered ballot to be returned as quickly as possible to the designated election official, being the office of the Board Secretary, at the same meeting of the Board as the public hearing of the formation of the CFD.
6. The undersigned expressly waives all applicable waiting periods for the election and waives the requirement for analysis and arguments relating to the special election, as set forth in Section 53327 of the Act, and consents to not having such materials provided to the landowner in the ballot packet, and expressly waives any requirements as to the form of the ballot.
7. The undersigned expressly waives all notice requirements relating to hearings and special elections, whether by posting, publishing or mailing, and whether such requirements are found in the California Elections Code, the California Government Code or other laws or procedures, including, but limited to any notice provided for by compliance with the provisions of Section 4101 of the California Elections Code.
8. The undersigned hereby consents to and expressly waives any and all claims based on any irregularity, error, mistake or departure from the provisions of the Act or other laws of the State and any and all laws and requirements incorporated therein, and no step or action in any proceedings relative to the CFD or the special election therein shall be invalidated or affected by any such irregularity, error, mistake or departure.
9. The undersigned hereby declares under penalty of perjury to be the owner of record or the authorized representative of the landowner.

Respectfully submitted as of this day of February 10th 2020.

By: STEVE BISHOP

Signature: [Handwritten Signature]

Title: Sr. Dev. Manager

The address of the above owner for purposes of receiving all notices and ballots is:

8775 Folsom Blvd., Suite 200
Sacramento, CA 95826

Filed in the Office of the Secretary of the Board of Directors of the Cosumnes Community Services District
 this day of _____ 20__.

 Secretary of the Board

EXHIBIT A

DESCRIPTION OF LANDOWNER'S PROPERTIES

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1 (Elk Grove Fire Protection)
Annexation No. 26**

Assessor's Parcel Number	Acres	Property Owner
134-0620-019-0000	4.96	LM Logistics REIT
134-0620-020-0000	4.96	LM Logistics REIT
134-0630-026-0000	7.56	LM Logistics REIT

PETITION, CONSENT AND WAIVER

PETITION, CONSENT AND WAIVER OF OWNERS OF PROPERTY REGARDING PROPOSED ANNEXATION OF TERRITORY TO COSUMNES COMMUNITY SERVICES DISTRICT COMMUNITY FACILITIES DISTRICT NO. 1 REGARDING CERTAIN TIME LIMITS AND PROCEDURAL REQUIREMENTS WITH RESPECT TO A SPECIAL LANDOWNER'S ELECTION

To: Honorable Board of Directors
Cosumnes Community Services District
10573 E Stockton Blvd.
Elk Grove, CA 95624
Attn: Michael W. McLaughlin, Fire Chief

Members of the Board:

The undersigned is the owner (or duly authorized representative thereof) of all of the real property identified in Exhibit A and hereby requests that the Cosumnes Community Services District (the "District") initiate proceedings to annex the territory to Community Facilities District No. 1 (Elk Grove Fire Protection) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (Sections 53311, et seq., California Government Code) (the "Act"), and hereby respectfully petitions and shows as follows:

1. The undersigned requests that the property identified in Exhibit A be annexed to the CFD as shown on a map of the proposed boundaries of the annexation territory to be filed with the Secretary of the Board, and that the District take all steps necessary to complete the annexation to the CFD and to levy a special tax therein for the purpose of financing the facilities and the public services (the "Services and Facilities") described in Exhibit B of Resolution No. 2012-25 of the District, adopted June 6, 2012 (the "Resolution of Formation") and incorporated herein by reference.
2. The undersigned hereby certifies that as of the date indicated above his/her signature, the landowner listed herein is the owner of the property within the proposed boundaries of the annexation territory of the CFD described in Exhibit A hereto (the "Property"). The undersigned further certifies that there have been no persons residing and registered to vote within the Property for each of the ninety (90) days preceding the date of this Petition, Consent and Waiver.
3. The undersigned acknowledges that inclusion of the Property in the formation of the CFD is voluntary, and expressly waives the option available to landowner to deposit a sum of money, as determined by the District, equivalent to the present value of funding sufficient for the District to finance the cost of the Services and Facilities attributable to the Property, in perpetuity.
4. In accordance with the provisions of the Act, and specifically Sections 53326(a) and 53327(b) thereof allowing certain time and conduct requirements relative to a special landowner election to be waived with the unanimous consent of all the landowners to be included in a community facilities district and concurrence of the election official conducting the election, the undersigned (i) expressly consents to the conduct of the special election at the earliest possible time following the adoption by the Board of a resolution of intention to form the CFD and (ii) expressly waives any requirement to have the special election conducted within the time periods specified in Section 53326 of the Act or in the California Elections Code.

5. The undersigned waives any requirements for the mailing of the ballot for the special election and expressly agrees that said election may be conducted by mailed or hand-delivered ballot to be returned as quickly as possible to the designated election official, being the office of the Board Secretary, at the same meeting of the Board as the public hearing of the formation of the CFD.
6. The undersigned expressly waives all applicable waiting periods for the election and waives the requirement for analysis and arguments relating to the special election, as set forth in Section 53327 of the Act, and consents to not having such materials provided to the landowner in the ballot packet, and expressly waives any requirements as to the form of the ballot.
7. The undersigned expressly waives all notice requirements relating to hearings and special elections, whether by posting, publishing or mailing, and whether such requirements are found in the California Elections Code, the California Government Code or other laws or procedures, including, but limited to any notice provided for by compliance with the provisions of Section 4101 of the California Elections Code.
8. The undersigned hereby consents to and expressly waives any and all claims based on any irregularity, error, mistake or departure from the provisions of the Act or other laws of the State and any and all laws and requirements incorporated therein, and no step or action in any proceedings relative to the CFD or the special election therein shall be invalidated or affected by any such irregularity, error, mistake or departure.
9. The undersigned hereby declares under penalty of perjury to be the owner of record or the authorized representative of the landowner.

Respectfully submitted as of this day of _____ 20__.

By: GUY TANKERSLEY

Signature: _____

Title: OWNER

The address of the above owner for purposes of receiving all notices and ballots is:

10005 PLEASANT GROVE SCHOOL ROAD

ELK GROVE, CA 95624

Filed in the Office of the Secretary of the Board of Directors of the Cosumnes Community Services District
 this day of _____ 20__.

 Secretary of the Board

EXHIBIT A

DESCRIPTION OF LANDOWNER'S PROPERTIES

**COSUMNES COMMUNITY SERVICES DISTRICT
Community Facilities District No. 1 (Elk Grove Fire Protection)
Annexation No. 26**

Assessor's Parcel Number	Acres	Property Owner
127-0080-064-0000	4.39	TANKERSLEY GUY KAREN

STAFF REPORT



DATE: March 4, 2020
TO: Board of Directors
FROM: Nitish Sharma, Chief Administrative Officer
BY: Joe Ambrosini, Human Resources Director

SUBJECT: FULL-TIME, NON-REPRESENTED EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY AND ADOPTION OF RESOLUTION 2020-16 ADOPTING PART-TIME AND FULL-TIME SALARY SCHEDULES

RECOMMENDATION

The Board of Directors:

1. Approves the Final Classification Study by Koff and Associates, including job description updates and revisions, in Attachment A.
2. Approves the Final Compensation Study Report as recommended by Koff and Associates in Attachment B.
3. Adopts resolution 2020-16 authorizing revisions to the 2020 Full-Time Employee Salary Schedules effective March 16, 2020, and the Part-Time Employee Salary Schedules effective January 1, 2020.
4. Authorizes staff to continue working with Koff and Associates on an as needed basis to conduct any outstanding desk audits.

BACKGROUND/ANALYSIS

On May 15, 2019 the Board of Directors approved the revised Full-Time, Non-Represented Employee Handbook. The handbook states that a classification and compensation study will be performed every three years for employees covered by the handbook. Following a competitive selection process, the District entered into a consultant agreement with Koff and Associates (K&A) to perform the study. The first step in the classification and compensation study was to identify the agencies to be used for comparison with the Cosumnes Community Services District. In an effort to increase transparency and collaboration, the Employee Handbook Committee, District Administration/Human Resources, and the District's labor partners made recommendations to K&A of desired comparator agencies. K&A's evaluated these recommendations based on several comparative indicators commonly used in the classification/compensation industry, as well as their own expertise. On August 7, 2019, the Board of Directors approved K&A's recommendation to use 14 comparator agencies to perform the study.

Following the August 7, 2019 Board of Directors' approval of comparator agencies, K&A initiated the classification portion of the study on ten District classifications. Six of the classification reviews resulted in a "no change" recommendation and four of the

classification reviews resulted in a “reclassification” recommendation. All classification findings are included in Table 1 “Reclassification Recommendations” as prepared by K&A:

Table 1. Reclassification Recommendations

Current Classification Title	Proposed Classification Title	Recommendation
Administrative Assistant	Administrative Assistant	No Change
Facilities Manager	Facilities Manager	No Change
Building Maintenance Worker II	Building Maintenance Worker, Senior	Reclassification
Building Maintenance Worker II	Maintenance Lead	Reclassification
General Equipment Mechanic III	Fleet Manager	Reclassification
Human Resources Specialist	Human Resources Specialist	No Change
Human Resources Specialist	Human Resources Specialist	No Change
Maintenance Lead	Maintenance Lead	No Change
Recreation Supervisor	Maintenance Supervisor	Reclassification
Sponsorship and Marketing Specialist	Sponsorship and Marketing Specialist	No Change

Concurrently with K&A’s classification review of the ten positions, District Human Resources along with individual Managers and Supervisors worked together with Koff to revise and update 14 job classifications. Below is a summary of the revisions or updates made to these classifications.

Current Classification Title	Proposed Classification Title	Recommended Action
Accounting Specialist	No Change	Revise Job Description
Administrative Specialist	No Change	Revise Job Description
Administrative Assistant	No Change	Revise Job Description
Building Maintenance Supervisor	No Change	Revise Job Description
Chief of Planning, Design, and Construction	No Change	Revise Job Description
Graphics Specialist	No Change	Revise Job Description
Maintenance Lead	Facilities Operations Technician	Revise Job Description
Maintenance Supervisor	No Change	Revise Job Description
Maintenance Worker I (Facilities)	Facilities Operations Technician, Sr.	Revise Job Description
Recreation Supervisor (Facilities)	Facilities Operations Supervisor	Revise Job Description

Staff Report: Full-Time, Non-Represented Employee Classification and Compensation Study and Adoption of Resolution 2020-16 Adopting Part-Time and Full-Time Employee Salary Schedules

Date: March 4, 2020

Marketing & Communications Supervisor	Public Relations Manager	Revise Job Description
Information Systems Manager	Information Technology Manager	Title Change Only
Information Systems Business Systems Analyst	Information Technology Business Systems Analyst	Title Change Only
Information Systems Technician	Information Technology Technician	Title Change Only

Following completion of the classification study, K&A initiated the compensation portion of the study. The study included 52 classifications and, of those 52, 36 classifications were selected as benchmark classifications to survey.

Compensation Study Summary of Results:

- K&A found that 17 positions were more than 5% below the median of comparators.
- 10 positions were below the median of comparators up to 5%.
- Six positions were more than 5% above the median of comparators.
- Three positions were above the median of comparators up to 5%.
- K&A recommended a strategy of grouping positions requiring similar knowledge, skills, abilities, qualifications, and duties into groups/grades known in the classification and compensation industry as “banding” (an industry methodology was then applied to the “bands” to identify the median market compensation).

Staff held two meetings held on February 6th at which all Non-Representative employees were invited to attend. At these meetings, non-represented employees were provided the results of the compensation study and asked to provide feedback to Human Resources. Based on feedback, there were a few adjustments made to the compensation results for positions that were determined to be not grouped properly. For example, the Recreation Coordinators and Plan Intake Coordinator were moved from General Employee Grade 2 to 3.

K&A Recommendation and District Proposed Action:

- Work towards bringing employees to the market median as quickly as feasible.
- A new eight step salary schedule was developed based on a methodology of applying a 2.8% (February 2020 Western Region CPI) increase over the bands determined median as step 7 and creating 5% steps between step one through seven. Step eight was then added at 2.5% to represent an estimated cost of living adjustment for 2021.
- Adjustments will be made effective on the next pay period (March 16-31) for staff to move to the step on the new salary schedule that is closest to their current step yet provides an increase in pay. Employees in classifications that are greater than 10% below the market median, or whose new step will result in less than a \$100 per month increase, will receive an additional extra step increase. Staff will continue to receive step increases on their anniversary date per CSD policy and procedure.

- Those classifications that have salaries that are greater than the revised salary schedule will retain their salary until the market numbers “catch up” with their current salary. Under this methodology, staff will move to the market median of pay during the term of the study. Attachment B shows the full report and methodology used by K&A.

With the creation of a new salary schedule as a result of this classification and compensation study for Full-Time, Non-Represented Employees, staff are recommending the Board of Directors to formally approve and adopt the salary schedules for all full-time and part-time positions in accordance with CalPERS /Government Code requirements as listed below. Additionally, since the Board of Directors last approved the salary schedules in August 2019 for all classifications there have been a number of updates to the salary schedules for part-time classifications (i.e. minimum wage updates) and represented full-time classifications (i.e. cost of living adjustments) necessitating an update to the salary schedules for those classifications.

California Code of Regulations Title 2, Section 570.5 outlines elements necessary to meet the definition for a publicly available pay schedule. CalPERS uses these publicly available pay schedules as one component of the calculation of employee compensation for pension purposes. “Compensation earnable” pursuant to Government Code Sections 20630, 20636, and 20636.1 is limited to the amount listed on the pay schedule that meets all of the following requirements:

- 1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of the applicable public meeting laws;
- 2) Identifies the position title for every employee position;
- 3) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts with a range;
- 4) Indicates the time base, including but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- 5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website;
- 6) Indicates an effective date, and date of any revisions;
- 7) Is retained by the employer and available for public inspection for not less than five years; and
- 8) Does not reference another document in lieu of disclosing the pay rate.

All eight of the requirements above must be met in one salary schedule for each member’s pay in order for CalPERS to approve the amount as pay rate and reportable compensation earnable.

Next Steps:

Staff will work with K&A to review a few positions that warranted further review after the compensation results were released to employees. Staff will also have K&A review two current contract positions (Human Resource Director and Chief Administrative Officer) to determine if these positions are compacted by the new salary schedule.

Exhibit 1- Full-Time Salary Schedule, includes changes for all full-time, represented, and non-represented, classifications.

Exhibit 2- Part-Time Salary Schedule, includes changes for the part-time classifications.

FINANCIAL ANALYSIS

Current Fiscal Year (FY 2019-2020) cost estimates are approximately \$107,000. Fiscal Year 2020-2021 cost estimates are \$222,000. The current fiscal year cost will be paid from the \$680,000 carryover of funds from the closing of the prior fiscal year. The costs for FY 2020-21 and onwards shall be part of the mandatory cost adjustment in the next budget process.

SUSTAINABILITY ANALYSIS

There is no sustainability analysis applicable to what is being requested in this report.

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Nitish Sharma,
Chief Administrative Officer

Attachment A- Classification Study Recommendations and Job Description Updates and Revisions

Attachment B- Final Compensation Study Report as Prepared by Koff and Associates

Attachment C- Resolution 2020-16

Exhibit 1-Updated Full-Time Salary Schedule

Exhibit 2- Updated Part-Time Salary Schedule

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



District Counsel

COSUMNES COMMUNITY SERVICES DISTRICT

ACCOUNTING SPECIALIST

DEFINITION

Under general supervision, performs a variety of routine to complex technical and administrative account support duties involving independent decision and judgment in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable and payroll in addition to balancing and maintaining manual and computerized accounting and financial records; and performs related work as required.

This position is used throughout the District and may be assigned to the Parks and Recreation, Administrative Services, or Fire Departments. Functions and responsibilities expected to be performed may vary by department and area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager or higher level position as assigned in the department organizational chart. This position may provide technical and functional direction to less experienced fiscal support personnel.

CLASS CHARACTERISTICS

This position performs the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class differs from the Accounting Assistant in the latter receives lead direction from this position. This position may also be assigned payroll functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Provides lead direction to staff in the area to which assigned;
- Performs complex financial, clerical, and technical duties including, but not limited to, accounts payable, accounts receivable, payroll, fiscal accounting systems, and customer service;
- May perform payroll duties that include, but are not limited to, preparing IRS and State quarterly reports;
- Ensures that the District meets State and Federal legal requirements in regard to payroll, payroll taxes and wage garnishments;
- Performs data entry, verification, reconciliation, and posting of batches for accounts payable, accounts receivable and/or payroll transactions;
- Auditing of various claims for payment including, but not limited to, those for travel, SMUD, telephone, wage garnishments, health, dental, vision, etc.;
- Prepares, maintains, and/or verifies a variety of accounting, financial and statistical records, spreadsheets, logs and files;
- Codes, verifies, and posts various financial documentation according to established accounting procedures including, but not limited to, confirming budget codes and verifying claim and/or timesheet submittals for accuracy;
- Communicates with general and governmental agencies to discuss billing transactions;

- Processes incoming mail and payments received by mail, which includes checking and copying supporting documentation, sending receipts to responsible parties and filing related reports;
- Reviews, assembles, tabulates, enters, balances, and/or adjusts information to ensure accurate reporting; research and resolves discrepancies and maintains various files and records;
- Processes or assists with the processing of files and documents such as invoices, purchase orders, forms, and other records;
- Operates automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms;
- Provides courteous and professional service to CSD personnel and the public; Assists internal and external customers by phone, electronic mail, and in person with District and department specific information, and refers to appropriate staff;
- Performs a variety of general clerical duties including, but not limited to, typing, maintaining files and records, customer service, copying and answering phones.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma, GED or Equivalent Certification. Completion of 30 semester units from an accredited university or college with course work in Accounting or closely related field desirable.

Experience:

- Two (2) years increasing responsible experience in financial and statistical record keeping work.

Special Requirements:

- Must possess a valid California class "C" driver's license, with a satisfactory driving record as determined by the District and maintain it throughout employment.

Knowledge of:

- Methods, practices, and procedures used in payroll and financial record keeping;
- Federal and State regulations, procedures and practices as they relate to the area of assignment;
- Basic auditing and financial reconciliation procedures and techniques;
- Cash handling, balancing, and checkbook maintenance procedures;
- Modern office practices, methods, and computer equipment and computer applications related to the work, including word processing, spreadsheets, and database software;
- Basic operation of automated office machines including calculator, computer, keyboard, printers and other peripherals, copier, and fax machine;
- Business arithmetic and basic financial and statistical techniques;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assign, review and supervise the work of other employees;
- Provide clear instruction and guidance on a day to day basis;
- Analyze problems that arise and recommend or implement solutions;
- Make accurate arithmetic, financial, and statistical computations with speed and accuracy;
- Transfer/post financial data accurately into automated system;
- Compare, transcribe, track and reconcile information between documents, accounts, and ledgers;
- Locate, identify, and correct inaccurate or incomplete information;
- Operate modern office equipment including computer equipment and specialized software applications or programs;
- Prepare and maintain accurate reports and records;
- Communicate effectively orally and in writing using all communications mediums;
- Use tact, initiative, prudence and independent judgement with general policy, procedural, and legal guidelines;
- Understand and follow oral and written direction;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment and instruments;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving

Typical Working Conditions

Work is typically performed in an indoor office environment. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. Work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	05/16/2011, 1/06/2015, 05/26/2016, 10/2019
Created:	01/28/1994
Previous Title:	Administrative Specialist II, Accounting Specialist II

COSUMNES COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of administrative, secretarial, reception and office support duties requiring thorough knowledge of the assigned department, its procedures, and operational details; may provide front line customer service at various District facilities or administrative support to management and departmental staff; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides assistance for a wide variety of assignments related to administrative support of budgets, contracts, research projects, and department programs; and performs related work as required.

This position is used throughout the District and may be assigned to the Parks and Recreation, Administrative Services or the Fire Departments. Functions and responsibilities expected to be performed may vary by department and area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial personnel in the department organizational chart. Depending on the area of assignment, this position may provide lead director or indirect supervision to lower-level clerical support staff.

CLASS CHARACTERISTICS

This is an administrative support classification. Incumbents at this level are capable of performing a variety of administrative and office support duties, and assisting in department-related projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with independent judgment, tact, and initiative.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Provides administrative support to managers and departmental staff by assisting with duties related to assigned operations; acts as a liaison between management and other staff or the public, coordinating resolutions when appropriate;
- Maintains calendars and schedules and/or coordinates meetings, seminars, conference registration, and training sessions for department staff; acts as meeting secretary including preparing agendas and informational packets, setting up the room, and taking and transcribing notes or minutes;
- Assists or administers department projects and/or programs as assigned by management staff; provides assistance to department staff in various research and department-related projects;
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials;
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for

COSUMNES CSD: ADMINISTRATIVE ASSISTANT

department staff from rough draft, handwritten copy, verbal instructions, or from other material using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections;

- Prepares and processes reports, forms, and records, such as requests for payments, purchase orders, and invoices;
- Screens calls, visitors, and incoming mail; provides information to the public, by phone or in person; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to staff inquiries and complaints; refers parties to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate;
- Performs various bookkeeping tasks including calculating monies due, collecting and receipting monies, processing reimbursements, and preparing bank deposits; Maintains accurate and up to date data files, records, and logs by utilizing and monitoring various file management systems;
- Provides lead direction to part time staff including assigning tasks and training;
- Develops and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to inquiries from internal and external customers;
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files;
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval;
- Coordinates and integrates department services and activities with other District departments and outside agencies;
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, and multi-line telephones; may operate other department-specific equipment.
- May coordinate facility and reception staff schedules; including collecting and reviewing timesheets, arranging shift based coverage as needed, and interpreting fiscal effects of work product;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma, GED or Equivalent Certification. Advanced training or college-level coursework in business administration or secretarial science or a related field is desirable.

Experience:

- Two (2) years of increasingly responsible administrative and/or secretarial support experience.

COSUMNES CSD: ADMINISTRATIVE ASSISTANT

Special Requirements:

Some positions may require occasional driving, and when specified those positions will include the following requirements:

- Possession of, or ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained throughout employment;
- Must possess and maintain a valid California class "C" driver's license, with a satisfactory driving record as determined by the District.

Knowledge of:

- Organization and function of public agencies, including the role of an elected governing board.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform varied and responsible administrative and secretarial support work with accuracy, speed, tact, and discretion under general supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

COSUMNES CSD: ADMINISTRATIVE ASSISTANT

- Mobility: frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and coworker contact;, ability to remain calm in emergency situations; occasionally works alone;
- Driving: in designated positions - ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. In designated positions, work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	09/2012, 05/26/2016
Created:	01/28/1994
Previous Title:	Administrative Specialist I

COSUMNES COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, this classification performs advanced and complex support to District staff; performs a variety of routine to complex and/or confidential administrative, secretarial, and office support duties requiring thorough knowledge of the assigned department, its procedures, and operational details; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides assistance for a wide variety of assignments related to administrative support of budgets, contracts, research projects, and department programs; performs related work as required.

This position is used throughout the District. The functions and responsibilities expected to be performed may vary by department in the area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial personnel in the department organizational chart. Depending on the department and area of assignment, this position may provide lead direction or indirect supervision to lower level clerical support staff.

CLASS CHARACTERISTICS

This is an administrative support classification that only requires occasional instruction or assistance as unusual or unique situations arise. Incumbents at this level perform the most difficult and responsible types of duties assigned to the administrative series. This class differs from the Administrative Assistant in the nature, scope and diversity of responsibilities which have the capability of relieving upper management or a department head of day-to-day administrative duties for the department assigned.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Assists or administers department projects and/or programs as assigned by management staff; provides assistance to department staff in various research and department-related projects such as, but not limited to, preparation of the department budget, reports and/or presentations;
- Provides administrative support to District staff by organizing and carrying out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to projects or programs in assigned area;
- Provides assistance to executive and/or upper management on special projects or programs as assigned;
- Maintains/manages calendars and schedules and/or coordinates meetings, seminars, conference registration, and training sessions for department staff;
- Attend meetings including, but not limited to, community outreach and Board Meetings; takes minutes via shorthand or recorded dictation; acts as meeting secretary including preparing agendas and informational packets, setting up the room, and taking and transcribing notes or minutes;
- Reviews and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials;

COSUMNES CSD-ADMINISTRATIVE SPECIALIST

- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department staff from rough draft, handwritten copy, verbal instructions, or from other material using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections;
- Prepares and processes reports, forms, and records, such as requests for payments, purchase orders, and invoices;
- Follows District cash handling procedures; maintains petty cash account and distribution;
- Verifies, records, codes, and reconciles financial transactions;
- Provides general information on District facilities; distributes required documents, may collect fees, and assist with reservation process;
- Maintains accurate and up to date office files, records and logs by developing, preparing and monitoring various file management systems;
- Researches, enters and maintains account information in department software and prints reports; ensures all information is accounted for in a timely and accurate manner for all assigned projects;
- Provides courteous and professional service to all facility users, District personnel and the public; Assists the public by phone and in person with District and department specific information, and refers to appropriate staff;
- Purchases, maintains, and tracks usage of supplies and equipment;
- May assign, schedule, and review the work of lower level workers; ensures department standards for safety are met;
- May recommend and provide feedback to supervisory staff regarding hiring, training, evaluation, discipline and salary of lower level workers;
- May be required to assist in setting up or taking down equipment and/or decorations for special events within assigned area;
- May perform other office functions in the absence of senior staff.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- An Associate's degree from an accredited college or university with course work in office practices, management, business administration, accounting or a closely related field.

Experience:

- Four (4) years full-time experience performing administrative clerical, financial and/or statistical record keeping that can be directly related to the essential duties and responsibilities prescribed for the class of Administrative Specialist.

Special Requirements:

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained throughout employment;
- Must possess a valid California class "C" driver's license, with a satisfactory driving record as determined by the District and maintain it throughout employment.

COSUMNES CSD-ADMINISTRATIVE SPECIALIST

Knowledge of:

- Organization and function of public agencies, including the role of an elected governing board;
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment;
- Business letter writing and the standard format for reports and correspondence;
- Principles and practices of data collection and report preparation;
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications;
- Business mathematics and basic statistical techniques;
- Record keeping principles and procedures;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform varied administrative support work with accuracy, speed, tact, and discretion under general supervision;
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities;
- Interpret, apply, and explain administrative and departmental policies and procedures;
- Respond to and effectively prioritize multiple phone calls and other requests for service;
- Compose correspondence and reports independently or from brief instructions;
- Make accurate mathematical, financial, and statistical computations;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Establish and maintain a variety of filing, record-keeping, and tracking systems;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Communicate effectively orally and in writing using all communications mediums;
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- **Mobility:** frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- **Vision:** constant use of overall vision; frequent computer use; occasional color and depth vision;
- **Dexterity:** frequent repetitive motion; frequent writing and typing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- **Hearing/Talking:** frequent hearing and talking in person and on the phone;

COSUMNES CSD-ADMINISTRATIVE SPECIALIST

- **Emotional/Psychological:** frequent public and/or coworker contact; ability to remain calm in emergency situations; occasionally works alone;
- **Driving:** in designated positions - ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. Work may require travel to and from off-site locations throughout the District.

Information Block	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	11/13/2015, 05/26/2016, 10/2019
Created:	03/21/1994
Previous Title:	Administrative Specialist II

COSUMNES COMMUNITY SERVICES DISTRICT

BUILDING MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, supervises and assists crew members in the day to day general and routine maintenance, construction and repair of District buildings and facilities; performs a wide variety of manual labor and maintenance tasks involving carpentry, masonry, plumbing, electrical, landscaping, heating, and cooling, and general construction. Schedules, assigns and evaluates performance of crew members. Incumbents are responsible for performing the more complex or difficult work, including training new employees; troubleshooting and problem-solving when necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Facilities Manager or assigned department management personnel. This position exercises direct supervision over lower level workers assigned to the Building Maintenance crew.

DISTINGUISHING CHARACTERISTICS

This is a working supervisory-level class in the Building Maintenance series. Incumbents are responsible for directly planning, organizing, supervising, reviewing, and evaluating the work of building maintenance staff. Incumbents are expected to independently perform the full range of building maintenance duties. This position is distinguished from the Building Maintenance Worker, Sr. in that this position regularly leads a field crew, performs and supervises the technically complex tasks in the assigned area, and is required to operate, as well as train, others in the operation of a variety of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Supervises and coordinates the day to day work assignments of a crew on assigned projects including assigning and reviewing work, recommending selection, discipline and conducting performance evaluations;
- Conducts work tasks safely and in compliance with department safety standards and the CSD Injury and Illness Prevention Program; ensures safe work methods and safety precautions are observed by staff; may make recommendations to enhance employee safety program;
- Plans and conducts staff meetings and trainings on aspects of equipment use and safety;
- Uses written and verbal instructions to ensure prescribed work standards and procedures are met;
- Inspects District buildings and identifies construction needs; estimates the cost and timeline for construction projects;
- Oversees the monitoring and development of the cost and timeline of assigned construction projects.
- Oversees and performs requisition, receipt and payment of invoices for materials and supplies;

COSUMNES CSD- BUILDING MAINTENANCE SUPERVISOR

- Uses a computer to complete, maintain, and retrieve information on work assignments, keep records, prepare reports, and communicate electronically as necessary;
- Receives and prioritizes work order requests for maintenance or repair needs; evaluates the maintenance needs of assigned areas; initiate responsive actions;
- Maintains performs and supervises more complex repairs to District facilities, equipment, and buildings including carpentry, masonry, electrical, painting, plumbing, landscaping, general construction, dry wall, texture and welding duties at journey level;
- Required to work a variety of shifts including, but not limited to early mornings, weekends, holidays, after hour calls, or other needs of the department;
- Responds to public inquiries and complaints;
- Works with, oversees and inspects the work of contractors related to building maintenance and construction and renovation services.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Completion of thirty (30) units from an accredited college or university with major course work in construction, business or public administration or other closely related field.

Experience:

- Three (3) years of full-time experience performing the duties prescribed for the class of Building Maintenance Worker, Senior assigned to a municipal or local government agency Facilities or Building Maintenance Division;

Or

- Five (5) years of full-time, paid experience performing at a journey level in construction trades that can be directly related to the essential duties and responsibilities prescribed for the class of Building Maintenance Supervisor.

Special Requirements:

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained throughout employment;
- Must possess a valid California class "C" driver's license, and a satisfactory driving record as determined by the District and maintain it throughout employment;
- May be required to obtain a State of California General Contractor's License within one (1) year of appointment.

COSUMNES CSD- BUILDING MAINTENANCE SUPERVISOR

Knowledge of:

- Principles and practices used in the performance of a variety of skilled building trades work, involving carpentry, masonry, plumbing, electrical, landscaping, heating and cooling, general construction, and repair;
- Basic operations, tools, materials, and equipment used in grounds, building and facilities maintenance and repair;
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals;
- Applicable federal, state, and local laws, codes, and regulations;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Principles and practices of project management including, estimated project costs and project timelines;
- Current methods, techniques, principles, and procedures used in the planning, organizing, scheduling, coordinating, and evaluating building maintenance and repair projects and activities;
- Principles and techniques of supervision, training, performance evaluation and discipline;
- Modern office equipment including computer equipment and specialized software applications and programs;
- Safe work practices including, but not limited to, safe and effective use of hand and power tools, toxic chemicals, light and heavy equipment;
- Basic arithmetic including addition, subtraction, multiplication, and division; calculation of decimals, ratios, percentages, and fractions.

Ability to:

- Assign, review and supervise the work of other employees; provide clear instruction and guidance on a day to day basis;
- Analyze problems that arise; recommend or implement solutions;
- Identify and determine the nature of potential safety hazards and correct or institute corrective courses of action;
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work;
- Perform highly repetitive tasks such as manual labor including, but not limited to, breaking concrete, loading trucks, and janitorial activities;
- Understand carpentry, masonry, plumbing and irrigation maintenance at a level sufficient to complete assigned tasks;
- Communicate effectively orally and in writing with user groups, CSD personnel and the public using all communications mediums;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics; Proficiently operate modern office equipment including computer equipment and specialized software applications and programs;
- Identify and determine the nature of potential safety hazards and institute corrective courses of action;
- Analyze problem equipment; identify and locate equipment; interpret work orders and explain jobs to others;

COSUMNES CSD- BUILDING MAINTENANCE SUPERVISOR

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- Proficiently operate computer programs such as those in Microsoft Office Suite; learn and use District maintenance database software.

Physical Requirements:

- Mobility: occasional sitting and use of keyboard; frequent standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting, while performing field work; frequent pushing, pulling or lifting objects up to fifty (50) pounds while performing maintenance and repairs, loading trucks with materials, supplies and equipment, and assisting with special events; occasional walking on various types of surfaces including slippery or uneven surfaces
- Vision: constant use of overall vision; occasional computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing and occasional typing; frequent grasping, holding and reaching; frequent operation of equipment such as, but not limited to, power hand and shop tools, mechanic, plumbing, and carpentry hand and power tools, shovel, compressors, hoists, ladders, glazing and drafting tools, and pressure washer;
- Hearing/Talking: frequent hearing and talking in person and on the phone or radio;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, equipment trailer, mowers, tractors, tillers, skip loader, front-end loader and trencher.

Typical Working Conditions

Work is performed in both an indoor and outdoor environment on a year-round basis in various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Frequent exposure to loud noise, vibration, dust, dirt, chemicals, grease, smoke, fumes, and other environmental substances. Depending upon the assignment, positions in this classification may be required to travel to multiple sites daily in a CSD vehicle. Some work is accomplished in an indoor office setting.

<u>Information Block</u>	
Safety-Sensitive	Yes
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	02/2020
Created:	03/23/2011, 08/28/2018, 10/2019
Previous Title:	

COSUMNES COMMUNITY SERVICES DISTRICT

BUILDING MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of skilled maintenance work in the construction, modification, maintenance, repair and operation of District buildings and facilities; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Building Maintenance Supervisor or assigned department management personnel. This position exercises no direct supervision over staff. May provide technical direction or assistance to lower level staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the Building Maintenance series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Incumbents at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative receiving only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Building Maintenance Worker, Sr. in that the latter is an advanced journey-level/specialized classification, and is capable of performing the most complex duties assigned. Time spent in class does not guarantee advancement to a higher class within the series.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Performs inspection and maintenance activities of municipal buildings and facilities to ensure facilities are safe and properly maintained for public use;
- Performs basic repairs to buildings and fixtures including electrical fixtures, wood surfaces, plumbing, drywall, and painting; replaces light bulbs; cleans tables, chairs, and other furniture;
- Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate;
- Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority;
- Inspects assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired;
- Performs routine maintenance activities to equipment such as HVAC units, generators, compressors, and small power tools;
- Assists senior staff with work related to new construction, modification, and restoration of facilities;

COSUMNES CSD: BUILDING MAINTENANCE WORKER

- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of assigned systems and facilities;
- Operates a variety of hand and power tools and equipment related to work assignment as instructed;
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Maintains accurate logs and records of work performed and materials and equipment used;
- Responds to emergency calls for repairs particularly in instances which involve public safety;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

High School Diploma, GED or Equivalent Certification.

Experience:

- Two (2) years of increasingly responsible experience performing facilities maintenance duties in a municipal or similar setting.

Special Requirements:

- Possession of, or ability to obtain First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained throughout employment;
- Must possess a valid California class "C" driver's license with a satisfactory driving record as determined by the District and maintain it throughout employment.

Knowledge of:

- Principles, practices, tools, and materials for maintaining and repairing buildings, facilities, and appurtenances;
- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions;
- Safe driving rules and work practices including, but not limited to, safe and effective use of hand and power tools, toxic chemicals, light and heavy equipment;
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment;
- Operational characteristics of specialized maintenance and repair equipment;
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals;
- Applicable federal, state, and local laws, codes, and regulations;
- English usage, spelling, vocabulary, grammar, and punctuation;

COSUMNES CSD: BUILDING MAINTENANCE WORKER

- Modern office equipment including computer equipment and specialized software applications and programs;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Perform construction, modification, maintenance and repair work on recreation buildings, facilities, and appurtenances;
- Troubleshoot maintenance problems and determine materials and supplies required for repair;
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision;
- Operate specialized maintenance and repair equipment;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics;
- Make accurate arithmetic calculations;
- Move and arrange furniture and equipment; prepare rooms and other facilities for special events or meetings as assigned; set up and assemble chairs, tables, and other furniture and equipment; clean up furniture, equipment, and debris following events;
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work;
- Perform routine equipment maintenance;
- Maintain accurate logs, records, and basic written records of work performed;
- Understand and follow oral and written instructions;
- Organize own work, set priorities, and meet critical time deadlines;
- Communicate effectively orally and in writing using all communications mediums;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- Follow department policies and procedures related to assigned duties;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Physical Requirements:

- **Mobility:** occasional sitting and use of keyboard; frequent standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting while performing field work; frequent pushing, pulling or lifting objects weighing up to fifty (50) pounds while performing maintenance and repairs, loading trucks with supplies and equipment, and assisting with special events; occasional walking on various types of surfaces including slippery or uneven surfaces;
- **Vision:** constant use of overall vision; occasional computer use; occasional color and depth vision;
- **Dexterity:** frequent repetitive motion; frequent writing and occasional typing; frequent grasping, holding and reaching; frequent operation of equipment such as, but not limited to, hand and shop tools, mechanic, plumbing, and carpentry hand and power tools, shovel, compressors, hoists, ladders, glazing and drafting tools, and pressure washer;
- **Hearing/Talking:** frequent hearing and talking in person, on the phone, and on a radio;
- **Emotional/Psychological:** frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;

COSUMNES CSD: BUILDING MAINTENANCE WORKER

- Driving: ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, and equipment trailer.

Typical Working Conditions

Work is performed in both indoor and outdoor environment on a year-round basis in various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Frequent exposure to loud noise, vibration, dust, dirt, chemicals, grease, smoke, fumes, and other environmental substances. Depending upon assignment, positions in this classification may require travel to multiple work sites daily in a CSD vehicle. Some work is accomplished in an indoor office setting.

<u>Information Block</u>	
Safety-Sensitive	Yes
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	03/23/2011, 07/13/2016, 08/28/2018, 10/2019
Created:	07/01/2003
JCN:	Building Maintenance Worker I

COSUMNES COMMUNITY SERVICES DISTRICT

BUILDING MAINTENANCE WORKER, SENIOR

DEFINITION

Under general supervision, performs the more complex, difficult, and specialized work of a wide variety of manual labor and maintenance tasks involving carpentry, masonry, plumbing, electrical, landscaping, heating and cooling, and general construction of District buildings and facilities. Incumbents are expected to perform the entire range of moderate to difficult building maintenance tasks; and perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Building Maintenance Supervisor or assigned department management personnel. This position may provide lead direction or indirect supervision to lower-level staff. This position does not exercise supervisory responsibilities.

CLASS CHARACTERISTICS

This is the advanced journey-level/specialized class in the Building Maintenance series that performs the most complex duties required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting, documenting, and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Incumbents at this level perform the full range of moderate to difficult duties as assigned, working independently and exercising judgment and initiative receiving only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Building Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations. Time spent in class does not guarantee advancement to a higher class within the series.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Constructs, maintains, and repairs District buildings, equipment and associated facilities by performing tasks such as, but not limited to, demolition, carpentry, electrical, painting, plumbing, flooring, framing, sheetrock, texture, painting and welding;
- Maintains and repairs building fixtures such as, but not limited to, light bulbs, tubes and ballasts, locks, gates, windows, doors, various flooring, window blinds, shelving systems, furniture, cabinetry and lockers;
- Inspects District buildings and identifies construction needs related to repair work and preventative maintenance activities; researches and estimates the cost and timeline for construction projects;
- Conducts work tasks safely and in compliance with department safety standards and the CSD Injury and Illness Prevention Program;
- Uses and maintains a wide variety of hand-operated and power-operated tools and equipment;

COSUMNES CSD- BUILDING MAINTENANCE WORKER, SENIOR

- Repairs and maintains appliances such as, but not limited to, ice machines, high pressure wash systems and pumps, stoves, refrigerators, dishwashers, laundry washers/dryers and related small appliances;
- Performs complex repairs to roof, ceiling, brick, asphalt, drywall, texture, tile, stucco, plaster and concrete;
- Maintains and performs installations and complex repairs to plumbing and adjacent landscaping, irrigation, sprinklers, water lines, drains, faucets, drinking fountains and associated facilities;
- Required to work a variety of shifts including, but not limited to, early mornings, weekends, holidays, after hour calls, or other needs of the department;
- Uses and maintains automotive equipment including, but not limited to, checking wires, batteries, maintaining vehicle exhaust systems, and documents the status thereof;
- Performs routine maintenance to HVAC units, including but not limited to, replacing filters, programming for heating, ventilating, air conditioning, electronic controls, and basic troubleshooting;
- Receives, purchases and maintains supplies and equipment in accordance with policy;
- Performs inspection of facilities for vandalism and maintenance standards; repairs vandalism including performing graffiti removal activities;
- Repairs, installs, and constructs tables, shelves, cabinets, counter tops, lockers and other wood equipment and fixtures;
- Fabricates, using metal and wood materials, in order to build and repair brackets, braces, and fasteners;
- Performs rough and finish carpentry and concrete work such as, but not limited to, barricades and guardrails, etc.;
- May provide lead and/or technical and functional direction to assigned staff when working on a construction project; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that work is performed in accordance with District standards and specifications;
- Completes and maintains reports and forms as necessary;
- May train employees in work methods, use of tools and equipment, and relevant safety precautions;
- Maintains work areas in a clean and orderly condition, including securing equipment at close of the workday.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma, GED or Equivalent Certification. Completion of course work, or training from an accredited college or university in one or more building trade or other closely related field is desirable.

Certain assignments may require certifications. When specified, the certifications must be obtained by time of appointment and must be retained throughout employment as a condition of employment.

COSUMNES CSD- BUILDING MAINTENANCE WORKER, SENIOR

Experience:

- Two (2) years of full-time experience performing the duties of a Building Maintenance Worker assigned to a municipal or local government agency Facilities or Building Maintenance Division;

Or

- Three (3) years of full-time experience performing building maintenance work in one or more of the following areas: carpentry, painting, plumbing, electrical, landscaping, and concrete, and general construction that can be directly related to the duties and responsibilities prescribed for the class of Building Maintenance Worker.

Special Requirements:

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained through employment;
- Must possess a valid California class "C" driver's license, with a satisfactory driving record as determined by the District and maintain it throughout employment.

Knowledge of:

- Principles and practices used in the performance of a variety of skilled building trades work, involving carpentry, masonry, plumbing, electrical, landscaping, heating and cooling, general construction, and repair;
- Basic operations, tools, materials, and equipment used in grounds, building and facilities maintenance and repair;
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals;
- Principles of providing functional direction and training;
- Safe driving rules and work practices including, but not limited to, safe and effective use of hand and power tools, toxic chemicals, light and heavy equipment;
- Applicable federal, state, and local laws, codes, and regulations;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions;
- Proficiency operating modern office equipment including computer equipment and specialized software applications and programs;
- Techniques for providing high level of customer service by effectively dealing with the public, vendors, contractors and District staff;
- Organizational and planning techniques used to develop and complete various building maintenance projects.

Ability to:

- Perform construction, modification, maintenance and repair work on District buildings, facilities, and appurtenances;
- Coordinate, monitor, and oversee assigned construction projects; adheres to project schedule and costs;

COSUMNES CSD- BUILDING MAINTENANCE WORKER, SENIOR

- Troubleshoot maintenance problems and determine materials and supplies required for repair;
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision;
- Operate specialized maintenance and repair equipment;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics;
- Make accurate arithmetic calculations;
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work;
- Perform routine equipment maintenance;
- Maintain accurate logs, records, and basic written records of work performed;
- Understand and follow oral and written instructions;
- Organize own work, set priorities, and meet critical time deadlines;
- Communicate effectively orally and in writing with user groups, CSD personnel and the public using all communications mediums;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- Follow department policies and procedures related to assigned duties;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Physical Requirements:

- Mobility: occasional sitting and use of keyboard; frequent standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting, while performing field work; frequent pushing, pulling or lifting objects up to fifty (50) pounds while performing maintenance and repairs, loading trucks with materials, supplies and equipment, and assisting with special events; occasional walking on various types of surfaces including slippery or uneven surfaces;
- Vision: constant use of overall vision; occasional computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing and occasional typing; frequent grasping, holding and reaching; frequent operation of equipment such as, but not limited to, power hand and shop tools, mechanic, plumbing, and carpentry hand and power tools, shovel, compressors, hoists, ladders, glazing and drafting tools, and pressure washer;
- Hearing/Talking: frequent hearing and talking in person and on the phone or radio;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, equipment trailer.

Typical Working Conditions

Work is performed in both an indoor and outdoor environment on a year-round basis in various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Frequent exposure to loud noise, vibration, dust, dirt, chemicals, grease, smoke, fumes, and other environmental substances. Depending upon the

COSUMNES CSD- BUILDING MAINTENANCE WORKER, SENIOR

assignment, positions in this classification may be required to travel to multiple sites daily in a CSD vehicle. Some work is accomplished in an indoor office setting.

<u>Information Block</u>	
Safety Sensitive:	Yes
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	03/23/2011, 01/2020
Created:	07/01/2003
Previous Title:	Building Maintenance Worker II

COSUMNES COMMUNITY SERVICES DISTRICT
FACILITIES MANAGER

DEFINITION

Under general direction, develops, administers and plans District building capital improvements, development, and replacement projects; prepares annual Capital Improvement and capital outlay budget related to District facilities; plans, organizes, directs, and controls all or part of highly complex projects from concept through design and construction to closeout, serving as the District's point of contact to consultants and contractors while managing all phases of a project including budget, scheduling, controls, and customer relations; organizes, plans, coordinates and supervises building maintenance operations of District buildings and performs a variety of technical tasks related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Planning, Design, and Construction and/or higher level management personnel. This position provides direct supervision to building maintenance personnel assigned to the Building Maintenance Division.

CLASS CHARACTERISTICS

This is a single-incumbent classification that exists only within the Planning, Design, and Consturcition Division. The Facilities Manager position involves significant planning, including budgeting and forecasting for capital improvement projects, as well as, program management including multiple projects, managing projects of a more complex nature, and supervision of a building maintenance and repair team engaged in small- and large-scale capital improvement construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Plans, organizes, directs and controls all or part of a highly complex architectural projects from concept through design and construction to closeout of the project contract; serves as the District's primary point of contact to consultants and contractors, project stakeholders and the public while managing all phases of a project including budget, scheduling, controls, customer relations;
- Plans, organizes, directs, and controls building maintenance activities including a wide variety of manual labor and maintenance tasks involving carpentry, masonry, plumbing, electrical, landscaping, heating and cooling, and general construction, as well as building capital improvements, development, and replacement projects;
- Provides professional project management for District facility design, renovation and construction projects, including the development of the Capital Improvement Program.
- Develops goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for Building Maintenance operations;
- Monitors activities of Building Maintenance operations; identifies opportunities for improving service delivery and procedures; provides recommendations concerning

COSUMNES CSD- FACILITIES MANAGER

process changes; reviews with appropriate management staff; implements improvements;

- Supervises staff assigned to Building Maintenance including selecting, training, assigning work, evaluating performance, and enacting discipline when appropriate;
- Performs project management for building capital improvement, development and replacement projects; outlines the scope of work for projects and coordinates project management;
- Manages construction contracts and ensures work is completed in compliance with contract documents, health and safety and environmental requirements including regulatory permit requirements, and legal statutes (such as subcontracting, stop notices, labor compliance, retention, and utility protection); evaluates and determines contractor default, termination, and/or suspension of work;
- Prepares and processes construction contract correspondence and documentation in response to contractor requests for information, submittals, and design issues; manages contract changes and issues change orders; provides claims management to reduce District exposure;
- Coordinates Division activities with other District Divisions, Departments and outside agencies and organizations;
- Administers the bid process, awards, and presentation of recommendations, milestones, objectives, and progress reports for District Wide Capital Improvement, development and replacement projects, and provides recommendations to the Board of Directors;
- Oversees and participates in preparing policy and guidelines for energy utilization for District owned and leased equipment and facilities;
- Oversees the acquisition, disposal, utilization, service and maintenance of all District owned and leased buildings;
- Recommends and prepares budget for District facilities improvements, new construction, and maintenance projects;
- Analyzes proposed capital improvement projects for compliance with adopted District plans, District design/architectural guidelines and standards, applicable codes and ordinances, and other regulations.
- Oversees and purchases supplies in accordance with District purchasing policies; approves and processes bills and payments for services, materials and supplies;
- Uses a computer to complete, maintain, and retrieve information on work assignments, keep records, prepare reports, and communicate electronically as necessary;
- Prepares or reviews and maintains a wide variety of reports and records, including personnel records, periodic progress reports, maintenance and repair requests, requisitions and accident reports;
- Oversees work order requests for building maintenance or repair needs; evaluates the maintenance needs of assigned areas; initiates responsive actions;
- Investigates complaints and recommends appropriate actions;
- Conducts work tasks safely and in compliance with department safety standards and the CSD Injury and Illness Prevention Program; trains and directs staff in safety practices and procedures;
- Monitors staff and contractor compliance with plans and specifications related to assigned landscape maintenance, new construction, and renovation projects;
- Conducts field inspections of assigned areas; evaluates field problems; recommends appropriate course of action and assigns tasks as necessary;
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service;

COSUMNES CSD- FACILITIES MANAGER

- Required to work a variety of shifts including, but not limited to weekends, holidays and after hour emergency calls.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Completion of sixty (60) units from an accredited college or university with major course work in construction, business or public administration, project or contract management or other closely related field.

Experience:

- Five (5) years of increasingly responsible experience in skilled building maintenance/trade activities, facilities or property management, including two (2) years in a management or supervisory capacity.

Special Requirements:

- Must possess a valid California class "C" driver's license, with a satisfactory driving record as determined by the District and maintain it throughout employment.
- Project Management Professional (PMP) Certification is preferred.

Knowledge of:

- Architectural and engineering principles as applied to capital improvement projects including planning, design development, specifications, cost estimates, and construction;
- Principles, practices, theories, and concepts of construction management and project management;
- Principles and practices of project budget development and administration, contract preparation, negotiation, and management, and sound financial management policies and procedures;
- CEQA environmental process, statutes, regulations and internal standards as applied to public projects;
- Basic methods, terminology, principals, techniques, and materials used in the construction, maintenance and repair of buildings and landscaping including: horticulture, carpentry, masonry, plumbing, electrical, and concrete;
- Community outreach strategies, including techniques for effectively representing the District in contracts with governmental agencies, community groups, various business professionals, educational and regulatory organizations and with property owners, developers, contractors, and the public;
- Current methods, techniques, principles, and procedures used in planning, organizing, scheduling, coordinating, and evaluating building maintenance and repair projects and activities;

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- Public park, recreation, fire, EMS, building and facility systems, including but not limited to mechanical, plumbing, electrical, security, communications and data, parking, public access, planting and irrigation, ADA and disabled access improvements;
- Safe work practices including, but not limited to, safe and effective use of hand and power tools, toxic chemicals, light and heavy equipment;
- Principles and techniques of supervision, training, discipline, and performance evaluation;
- Basic methods, principals and techniques of budget, contract, and program administration;
- Pertinent Federal, State, and Local policies, codes, laws, and regulations affecting building construction;
- Modern office equipment including computer equipment and specialized software applications or programs;
- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

Ability to:

- Organize and direct the building maintenance operations; develop and recommend policies and procedures related to assigned operations;
- Manage, plan, assign, and review and assess the work of a diverse staff in the accomplishment of multiple projects;
- Analyze problems that arise in the areas under supervision and exercise independent judgment and initiative; manage projects and multiple priorities effectively;
- Effectively and tactfully communicate both orally and in writing with facility users, independent contractors, vendors, CSD personnel and the public;
- Comprehend and prepare reports and forms such as accident and incident reports, inventory lists, e-mail, and calendars using a prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Identify and determine the nature of potential safety hazards and correct or institute corrective courses of action;
- Prepare and develop cost estimates related to work orders and various projects;
- Read, interpret, and apply information from blueprints or drawings related to construction documents, building plans and/or specifications;
- Coordinate, monitor, and oversee construction projects including project schedule, costs, and contracted services;
- Apply administrative and technical knowledge to assure compliance with contracts; follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard construction practices;
- Proficiently operate computer programs such as those in Microsoft Office Suite;
- Comprehend and correctly use a variety of informational documents such as, but not limited to, time sheets, blue prints, safety manuals, instruction manuals, personnel handbook, policies and procedures.

Physical Requirements:

- Mobility: occasional sitting and use of keyboard; frequent standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting, while performing field work; occasional pushing, pulling or lifting objects up to twenty (20) pounds;

COSUMNES CSD- FACILITIES MANAGER

- Vision: constant use of overall vision; occasional computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing and typing; frequent grasping, holding and reaching;
- Hearing/Talking: frequent hearing and talking in person and on the phone or radio;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, and equipment trailer.

Typical Working Conditions

Work is performed in a typical indoor office environment. Frequent work is accomplished outdoors in various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Frequent exposure to loud noise, vibration, dust, dirt, chemicals, fumes, and other environmental substances. This position requires travel to and from multiple sites in a CSD vehicle.

<u>Information Block</u>	
Employment Type:	Full-time
FLSA Status:	Exempt
PERS Group:	Miscellaneous
Revised:	09/23/2019
Created:	03/23/2011
JCN:	

COSUMNES COMMUNITY SERVICES DISTRICT

FACILITIES OPERATIONS SUPERVISOR

DEFINITION

Under general supervision, plans, schedules, assigns, and reviews the work of custodial and operational support staff; supervises, plans, and coordinates maintenance and repair of a variety of assigned recreational facilities; develops, implements, and monitors comprehensive facilities monitoring program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

This position reports to a Recreation Manager or higher level position as assigned in the department organizational chart. This position regularly provides supervision directly and indirectly to both full-time and part-time staff in the assigned program area(s).

CLASS CHARACTERISTICS

This is the full supervisory level class in the facility operations class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of facilities custodial and operational support staff either directly or through lead workers. Incumbents are expected to independently perform the full range of facility operations duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Recreation Manager and Parks Maintenance Manager classes in that the latter two have management responsibility for all functions and activities of the area of assignment within the Parks and Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff providing custodial maintenance and operational support of District recreational facilities;
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; ensures assigned staff in assigned are informed of CSD and department policies and reports all incidents to superiors in accordance with established policy;
- Develops, plans, promotes, implements, schedules, and evaluates on-going facility repairs and improvements of recreation facilities;
- Oversees and manages contract services of contractors engaged in the operations and security of District facilities; coordinates services with other District staff, Departments or Division;
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications;
- Participates in the development and implementation of goals, objectives, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies, procedures, and work standards;
- Monitors operations and activities of the assigned work units; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements;

COSUMNES CSD – Facilities Operations Supervisor

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; prepares and monitors the facilities budget; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance;
- Acts as liaison between CSD and the local law enforcement regarding security concerns; creates work schedules and coordinates staffing for events; oversees the citation processing contract and issuance processes including tracking and monitoring citation claims and coordinating hearings and appeal processes;
- Develops, implements, and monitors assigned facility monitoring programs including oversight of program performance, public education and outreach, compliance, and/or reporting;
- Supervises and provides training in the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use;
- Ensures that safety trainings and resources are provided to staff, safety procedures are followed, and that safety equipment is worn; makes periodic safety presentations to assigned staff; prepares, logs, files, and submits accident and incident reports;
- Coordinates the maintenance and assignment of vehicles including cleaning, maintenance and repair, regular inspections, and vehicle procurement and disposal;
- Inspects assigned District recreation facilities for safety violations, repairs, and improvements; makes recommendations and requests for repairs and improvements of these recreation areas and facilities;
- Conducts work tasks safely and in compliance with department safety standards and the CSD Injury and Illness Prevention Program;
- Coordinates set up and break down of events;
- Provides courteous and professional service to all facility users, CSD personnel, and the public; ensures subordinate staff provide a high degree of service to both internal and external customers; acts as a liaison to the public; answers questions and handles customer complaints not resolved at lower levels;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Bachelor's degree from an accredited college or university in Recreation or other closely related field to the program area(s) assigned;

Certain assignments may require certifications. When certifications are listed as being required in the job announcement, those certifications must be obtained by time of appointment and must be retained throughout employment as a condition of employment.

Experience:

- Three (3) years of increasingly responsible experience in the recreation, recreation facility or closely related field including at least one year working in a lead capacity;

Special Requirements:

COSUMNES CSD – Facilities Operations Supervisor

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained through employment;
- Must possess a valid California class “C” driver’s license, with a satisfactory driving record as determined by the District insurance carrier and maintain it throughout employment.

Knowledge of:

- Principles and techniques of supervision including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures;
- Principles and practices of custodial maintenance and facility operational support program development and administration related to the area of assignment;
- Principles and practices related to recreation facility supervision, including custodial maintenance, facilities operational support, and security;
- Principles, practices, equipment, tools, and materials used in the work;
- Applicable federal, state, and local laws, regulations, and guidelines and District policies, procedures, and work standards;
- Basic principles and practices of budget development and administration, contract administration, purchasing, and inventory control;
- Safety principles, practices, and procedures relative to the area of assignment, including related equipment and materials;
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment;
- Modern office practices, methods, computer equipment and computer applications;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff; provide clear instruction and guidance on a day-to-day basis and plan work schedules;
- Organize, implement, and direct assigned custodial maintenance and facilities operational support activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulations, and guidelines and District policies, procedures, and work standards;
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution;
- Administer and monitor budgets and contracts;
- Develop cost estimates for supplies and equipment;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Prepare clear and concise reports, correspondence, procedures, and other written materials;
- Make sound, independent decisions within established policy and procedural guidelines;

COSUMNES CSD – Facilities Operations Supervisor

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and software programs;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- **Mobility:** occasional sitting and use of keyboard; frequent standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting, while performing field work; frequent pushing, pulling or lifting objects of twenty-five (25) pounds frequently and up to thirty-five (35) pounds occasionally while loading supplies, equipment, and assisting with the set up of sports and/or special events;
- **Vision:** constant use of overall vision; frequent computer use; occasional color and depth vision;
- **Dexterity:** frequent repetitive motion; frequent writing and typing; frequent grasping, holding and reaching; frequent operation of hand tools, clerical, and special event and/or sports equipment;
- **Hearing/Talking:** frequent hearing and talking in person and on the phone or radio;
- **Emotional/Psychological:** frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- **Driving:** ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, and equipment trailer.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather; Incumbents may be exposed to noise, moisture, dust, vibrations, heat, cold, and moisture. Work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	7/20/2012, 10/2019
Created:	
Previous Title	Recreation Supervisor

COSUMNES COMMUNITY SERVICES DISTRICT

FACILITIES OPERATIONS TECHNICIAN

DEFINITION

Under general supervision, the Facilities Operations Technician performs a wide variety of duties, including: general and routine custodial duties; set-up and tear down of tables, chairs, equipment and supplies; providing operational support for use of District facilities or scheduled events, classes, and programs; and performing minor maintenance and repairs; and performs related work as required.

This position may be assigned to work at various facilities and may be required to work evenings and weekends.

SUPERVISION RECEIVED AND EXERISED

This position reports to the Facilities Operations Supervisor. The Facilities Operations Technician provides technical and functional direction to all facility attendants; this position may provide indirect supervision of part-time staff.

CLASS CHARACTERISTICS

Incumbents in this position perform the full range of routine custodial duties or tasks identified by the Facilities Operations Supervisor. The Facilities Operations Technician may provide lead direction and/or act as the crew leader in the absence of senior staff. Incumbents receive only occasional instruction or assistance as new or unusual situations arise.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Performs general and routine cleaning of District facilities including but not limited to, offices, public restrooms, pools and locker rooms, kitchens, walkways, parking lots, and other adjacent areas;
- Mops and vacuums floors; removes cob webs, dust, and debris from walls, floors, and ceilings; cleans mirrors and windows; and disposes of trash;
- Maintains and repairs building fixtures and related equipment including basic carpentry, plumbing, landscaping, painting and electrical tasks;
- Operates and maintains equipment such as vacuum, floor buffer, pressure washer, trailers, vehicles, and hand and power tools;
- Conducts work tasks safely and in compliance with department safety standards and the District Injury and Illness Prevention Program;
- Inspects CSD facilities and vehicles and surrounding property for vandalism and maintenance standards;
- Reports any accidents, incidents, or potentially unsafe conditions to supervisor;
- Enforces rules and regulations of programs and facilities as mandated by District policies including in and around the pool, deck, locker rooms, and turf areas;
- Provides courteous and professional service to all facility users, District personnel, and the public; resolves furniture arrangements or problems as necessary;
- Assists with events and rentals including set-up, clean-up, and monitoring of event/rental;
- Assists in the monitoring and updating of material data sheet (MDS) in conjunction with assigned supervisor;
- Completes appropriate reports and forms as necessary;

COSUMNES CSD- FACILITIES OPERATIONS TECHNICIAN

- Monitors completion of daily task sheets by lower level workers; collects and reviews timesheets of lower level workers;
- Ensures department standards for safety, facility and event operations are met;
- Maintains facility supplies and equipment in accordance with policy; orders supplies, maintains inventory, and distributes stock;
- Provides assistance to lower-level workers as required;
- Required to work shifts, weekends, and holidays;
- Attends and participates at staff meetings and trainings;
- May perform duties in the absence of higher-level workers;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma, GED or Equivalent Certification.

Experience:

- One (1) year of experience in the maintenance and repair of facilities and grounds or a specialized trade that can be directly related to the duties and responsibilities prescribed for the class of Facilities Operations Technician.

Special Requirements:

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; Certification must be maintained throughout employment;
- Must possess a valid California class "C" driver's license, with a satisfactory driving record as determined by the District and maintain it throughout employment.

Knowledge of:

- Current methods, techniques, and procedures in cleaning, maintaining and making minor repairs of indoor and outdoor facilities;
- Basic principles of good customer service;
- Basic operation of equipment used in cleaning, maintenance and minor repairs such as, but not limited to, mop, vacuum, floor buffer, pressure washer, hand and power tools;
- Safe work practices including, but not limited to, safe and effective use of hand and power tools, light and/or heavy equipment;
- Computer database programs, desktop publishing and word processing in currently used programs such as Microsoft Outlook, Word, and Excel;
- Basic operation of automated office machines including calculator, computer, keyboard, printers and other peripherals, copier, and fax machine;
- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

Ability to:

- Properly operate hand and power tools, equipment and vehicles such as, but not limited to, car, pick-up, and equipment trailer;
- Perform highly repetitive tasks such as manual labor;

COSUMNES CSD- FACILITIES OPERATIONS TECHNICIAN

- Understand plumbing at a level sufficient to clear plugged drains;
- Effectively and tactfully communicate both orally and in writing with, user groups CSD personnel and the public;
- Proficiently operate computer programs such as those in the Microsoft Office Suite;
- Comprehend and prepare reports and forms such as accident reports, incident reports, and inventory lists; reservation agreements, room and set up charts/schematics, and calendars using a prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Comprehend and correctly use a variety of informational documents such as, but not limited to, time sheets, blueprints, Material Safety Data Sheets, and Safety Manuals, policy manuals, and instruction manuals.

Physical Requirements:

- Mobility: occasional use of keyboard; frequent sitting or standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, crawling and twisting, while performing field work; frequent pushing, pulling or lifting objects up to fifty (50) pounds while performing maintenance and repairs, and setting up programs or special events;
- Vision: constant use of overall vision; occasional computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing and occasional typing; frequent grasping, holding and reaching; frequent operation of equipment such as, but not limited to, mop, vacuum, floor buffer, pressure washer, trailers, vehicles, hand and power tools;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, and equipment trailer.

Typical Working Conditions

Work is typically performed in both indoor and outdoor environments. Incumbents are exposed to various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Basic facility cleaning includes frequent exposure to loud noise, vibration, dust, dirt, chemicals, fumes, and other environmental substances. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the District.

Information Block	
Safety Sensitive:	Yes
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	02/2020
Created:	07/01/2001
Previous Title:	Maintenance Lead

COSUMNES COMMUNITY SERVICES DISTRICT

FACILITIES OPERATIONS TECHNICIAN SENIOR

DEFINITION

Under general supervision, the Senior Facilities Operations Technician performs a wide variety of duties, including: general and routine custodial duties; set-up and tear down of tables, chairs, equipment and supplies; providing operational support for use of District facilities or scheduled events, classes, and programs; and performing minor maintenance and repairs and perform related work as required. This position may be assigned to work at various facilities, may be required to work evenings and weekends.

SUPERVISION RECEIVED AND EXERISED

This position reports to the Facilities Operations Supervisor. The Senior Facilities Operations Technician provides technical and functional direction to all facility attendants; this position also acts as a crew leader, provides lead direction, or indirect supervision of full and part-time staff.

CLASS CHARACTERISTICS

The Senior Facilities Operations Technician is the lead-level classification in the series. Incumbents perform the full range of complex duties as assigned, working independently and exercising judgement and initiative, receiving only occasional instruction or assistance as new or unusual situations arise.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Performs general and routine cleaning of District facilities including but not limited to, offices, public restrooms, pools and locker rooms, kitchens, walkways, parking lots, and other adjacent areas;
- Mops and vacuums floors; removes cob webs, dust, and debris from walls, floors, and ceilings; cleans mirrors and windows; and disposes of trash;
- Maintains and repairs building fixtures and related equipment including basic carpentry, plumbing, landscaping, painting and electrical tasks;
- Operates and maintains equipment such as vacuum, floor buffer, pressure washer, trailers, vehicles, and hand and power tools;
- Conducts work tasks safely and in compliance with department safety standards and the District Injury and Illness Prevention Program;
- Inspects CSD facilities and vehicles and surrounding property for vandalism and maintenance standards;
- Reports any accidents, incidents, or potentially unsafe conditions to supervisor;
- Enforces rules and regulations of programs and facilities as mandated by District policies including in and around the pool, deck, locker rooms, and turf areas;
- Provides courteous and professional service to all facility users, District personnel, and the public; resolves furniture arrangements or problems as necessary;
- Assists with events and rentals including set-up, clean-up, and monitoring of event/rental;
- Assists in the monitoring and updating of material data sheet (MDS) in conjunction with assigned supervisor;
- Completes appropriate reports and forms as necessary;
- Monitors completion of daily task sheets by lower level workers; collects and reviews timesheets of lower level workers;
- Plans, organizes, assigns, and reviews the work of part-time staff; evaluates performance and effectively recommends disciplinary action;

COSUMNES CSD – FACILITIES OPERATIONS TECHNICIAN, SR.

- Creates and maintains staffing schedules;
- Ensures District and department standards for safety, facility and event operations are met and staff are adhering to policies;
- Directs lower level workers in on-site communication with facility users and the public; provides solutions and/or refers to supervisor when appropriate;
- Documents and reports all incidents and accidents to superiors in accordance with established District policy;
- Conducts and tracks safety and operational training based on OSHA standards;
- Maintains and purchases facility supplies and equipment in accordance with policy; orders supplies, maintains inventory, and distributes stock;
- Provides assistance to supervisor and lower-level workers as required;
- Required to work shifts, weekends, and holidays;
- Attends and participates at staff meetings and trainings;
- May perform duties in the absence of higher-level workers;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma, GED or Equivalent Certification.

Experience:

- Three (3) year of experience in the maintenance and repair of facilities and grounds or a specialized trade that can be directly related to the duties and responsibilities prescribed for the class of Facilities Operations Technician.

Special Requirements:

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; Certification must be maintained throughout employment;
- Must possess a valid California class “C” driver’s license, with a satisfactory driving record as determined by the District and maintain it throughout employment.

Knowledge of:

- Current methods, techniques, and procedures in cleaning, maintaining and making minor repairs of indoor and outdoor facilities;
- Basic principles of good customer service;
- Basic operation of equipment used in cleaning, maintenance and minor repairs such as, but not limited to, mop, vacuum, floor buffer, pressure washer, hand and power tools;
- Safe work practices including, but not limited to, safe and effective use of hand and power tools, light and/or heavy equipment;
- Computer database programs, desktop publishing and word processing in currently used programs such as Microsoft Outlook, Word, and Excel;
- Basic operation of automated office machines including calculator, computer, keyboard, printers and other peripherals, copier, and fax machine;
- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

Ability to:

- Properly operate hand and power tools, equipment and vehicles such as, but not limited to, car, pick-up, and equipment trailer;
- Perform highly repetitive tasks such as manual labor;
- Understand plumbing at a level sufficient to clear plugged drains;
- Effectively and tactfully communicate both orally and in writing with, user groups CSD personnel and the public;
- Proficiently operate computer programs such as those in the Microsoft Office Suite;
- Comprehend and prepare reports and forms such as accident reports, incident reports, and inventory lists; reservation agreements, room and set up charts/schematics, and calendars using a prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Comprehend and correctly use a variety of informational documents such as, but not limited to, time sheets, blueprints, Material Safety Data Sheets, and Safety Manuals, policy manuals, and instruction manuals.

Physical Requirements:

- Mobility: occasional use of keyboard; frequent sitting or standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, crawling and twisting, while performing field work; frequent pushing, pulling or lifting objects up to fifty (50) pounds while performing maintenance and repairs, and setting up programs or special events;
- Vision: constant use of overall vision; occasional computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing and occasional typing; frequent grasping, holding and reaching; frequent operation of equipment such as, but not limited to, mop, vacuum, floor buffer, pressure washer, trailers, vehicles, hand and power tools;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, and equipment trailer.

Typical Working Conditions

Work is typically performed in both indoor and outdoor environments. Incumbents are exposed to various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Basic facility cleaning includes frequent exposure to loud noise, vibration, dust, dirt, chemicals, fumes, and other environmental substances. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the District.

Information Block	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	
Created:	02/2020
Previous Title:	

COSUMNES COMMUNITY SERVICES DISTRICT

FLEET MANAGER

DEFINITION

Under general direction, develops, administers, and plans the repair, maintenance, inspection, and testing of fire apparatus, equipment, and vehicles; organizes, plans, coordinates, and supervises the staff responsible for fleet maintenance and performs a variety of technical tasks related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Deputy Chief-Operations. This position provides direct supervision to fleet maintenance personnel assigned to Fleet Maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Plans, organizes, and directs fleet maintenance activities including a wide variety of labor and maintenance tasks involving vehicle and equipment maintenance and repair, fabrication, and preventative maintenance work;
- Develops goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for fleet maintenance operations;
- Monitors activities of fleet maintenance operations; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements;
- Develops and manages the annual budget; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures;
- Supervises staff assigned to the fleet maintenance, including selecting, allocating, training, assigning work, evaluating performance, and enacting discipline when appropriate;
- Authors and recommends for approval appropriate Standard Operating Procedures relative to the fleet maintenance operations;
- Performs project management for fleet maintenance and replacement projects; outlines scope of work for projects, manages projects from planning through implementation, and administers contracts;
- Oversees and diagnoses difficult and complex repair problems on specialized fire equipment;
- Oversees and performs repairs and fabrication work using acetylene and arc welding tools and other fabrication tools and equipment;
- Maintains records and prepares reports of work performed and parts and materials used;
- Prepares specifications for new equipment, apparatus and instruction manuals;
- Orders parts and materials and ensures maintenance of the parts room; determines type and quantity of parts to be stocked;
- Instructs shop personnel and fire suppression personnel in the proper techniques for starting, operating, securing, and maintaining mechanized fire equipment;
- Maintains proficiency and trains employees in shop procedures, new and advanced methods of vehicle maintenance and repair, and new state and National Fire Protection Agency (NFPA) automotive, heavy truck, and fire apparatus standards;

COSUMNES CSD- FLEET MANAGER

- Builds and maintains positive working relationships with co-workers and other District employees using principles of good customer service;
- Maintains relationships and attends meetings with agencies active in fleet maintenance technologies such as the California Fire Mechanics Association;
- Participates as a member of department committees related to activities of the Fleet Maintenance operation (e.g., Apparatus Committee);
- Maintains knowledge required to carry out essential duties and responsibilities including knowledge of changing technologies and equipment;
- Completes other mechanical, fabrication, maintenance, and repair work on a variety of Fire Department equipment such as, but not limited to, self contained breathing apparatus, radios, tools, and equipment;
- Ensures a clean, orderly, and safe environment in the work area;
- Performs after hours, weekends, and holiday shop duty as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma or equivalent.

Experience:

- Five (5) years of increasingly responsible experience in skilled fleet maintenance including two (2) years in a supervisory capacity. .

Special Requirements:

- Possession of or the ability to obtain a valid California Class B drivers' license within six (6) months of appointment and maintain it in good standing throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures;
- Principles and practices of budget development and administration, contract administration, and project management;
- Methods, materials, tools and equipment of the trade and their use in the maintenance and repair of heavy and other mechanical equipment;
- Theory, care, and methods used in maintaining, overhauling, and repairing a wide variety of heavy gasoline and diesel-powered fire apparatus, internal combustion engines, and related components;
- Installation and maintenance of radios, mobile data terminals (MDT's), and other communication systems;
- Emergency and warning lighting system installation and maintenance;
- Mechanical components and their operation, use and limitations related to fire apparatus, heavy equipment, vehicles, and other motorized equipment used in fire fighting;
- Principles, methods and practices pertaining to the operation of an equipment maintenance and repair shop and a program of preventive maintenance;
- Proficiency in computer aided diagnostic programs, spreadsheets and word processing in programs such as Microsoft Outlook, Word, and Excel;

COSUMNES CSD- FLEET MANAGER

- Basic operation of automated office machines including calculator, computer, keyboard, printers and other peripherals, copier, and fax machine;
- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions;

Ability to:

- Manage, plan, assign, and review and assess the work of a diverse staff in the accomplishment of multiple projects.
- Develops and implements goals, objectives, practices, policies, procedures, and work standards;
- Organize and direct fleet maintenance operations;
- Diagnose trouble in motorized vehicles and equipment and determine the extent of repairs needed;
- Plan, layout, perform and inspect mechanical repair work;
- Instruct and train fire suppression personnel and peers in the operation and repair of equipment providing clear instruction and guidance;
- Prepare and develop cost estimates related to work orders and various projects;
- Coordinate, monitor, and oversee fleet maintenance projects including project schedule, costs, and contracted services;
- Comprehend and prepare comprehensive and accurate reports, records and forms using a prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Analyze problems that arise and recommend or implement solutions;
- Effectively and tactfully communicate both orally and in writing with vendors, District personnel and the public.

Physical Requirements:

- Mobility: frequent use of keyboard; occasional sitting at desk or in meetings; frequent reaching and twisting to reach equipment surrounding work space; occasional walking, standing, bending, stooping, squatting, kneeling, crawling, twisting and climbing ladders while performing maintenance and repair work; frequent pushing, pulling or lifting up to sixty (60) pounds;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision; frequent reading of blueprints, specifications, fine print and visual display terminals (VDT's);
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent handling of electrical wiring and mechanical parts; frequent operation of office equipment hand tools, and power tools required to troubleshoot and repair heavy and specialized fire equipment and peripherals;
- Hearing/Talking: frequent hearing and talking in person, on the radio and phone, over vehicle and shop noise; ability to hear well enough to identify mechanical noise;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasional work alone;
- Driving: ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in a modern fleet maintenance facility with drive through maintenance bays for heavy equipment and vehicles of all sizes and types. Modern power tools, lifts, and cranes are present, with a full welding and fabrication shop on site. Typical materials associated with fleet maintenance are commonly used, such as oils and lubricants, solvents,

COSUMNES CSD- FLEET MANAGER

and assorted cleaning fluids. Exposure to dust, noise, and machinery, moving objects or other vehicles is common. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the District.

<u>Information Block</u>	
Safety Sensitive:	Yes
Employment Type:	Full-time
FLSA Status:	Exempt
PERS Group:	Miscellaneous
Revised:	10/2019
Created:	
Previous Title:	General Equipment Mechanic III

COSUMNES COMMUNITY SERVICES DISTRICT

GOLF MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of golf maintenance staff; supervises, plans, and coordinates maintenance of golf course and infrastructure; administers, monitors, and provides technical input for assigned maintenance, operations, and related projects and programs; provides responsible technical assistance to the assigned division manager; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial personnel in the department organizational chart. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is a working supervisory level position in the maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of golf maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the maintenance and repair of District facilities including golf course grounds; administers specialized projects and programs in area of assignment;
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned areas;
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion;
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards;
- Monitors operations and activities of the assigned maintenance work units; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements;
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance;

COSUMNES CSD: GOLF MAINTENANCE SUPERVISOR

- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects;
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment;
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications;
- Ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff;
- Performs the most complex and difficult golf course grounds maintenance duties and provides technical assistance to crews;
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems;
- Coordinates assigned services and activities with those of other divisions and outside agencies;
- Provides staff assistance to the assigned manager; prepares and presents staff reports and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of operations and activities;
- Provides input to the annual departmental budget; monitors and approves expenditures;
- Stays current on the status of new and pending regulatory legislation relative to the area of assignment; recommends changes to current policies and procedures in order to comply with changes in legislation;
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues;
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues;
- Responds to emergency situations as necessary;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- High School Diploma, GED or Equivalent Certification. College-level coursework or advanced training in business or public administration, contract management, horticulture, construction technology, or trades work is desirable.

Experience:

- Three (3) years of increasingly responsible experience comparable to an Assistant Golf Course Superintendent or Senior Maintenance Worker performing maintenance duties in a similar setting as the area of responsibility.

Special Requirements:

- Must possess a valid California class "C" driver's license with a satisfactory driving record as determined by the District and maintain it throughout employment.

COSUMNES CSD: GOLF MAINTENANCE SUPERVISOR

- Possession of, or the ability to obtain, a Qualified Applicators Certificate or License (QAC, QAL) within sixty (60) days of employment.
- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first sixty (60) days of employment; certification must be maintained throughout employment;
- Some positions may require pesticide applicator or other closely related certification or license at the time of appointment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of turfgrass fertility including fertilizer selection and application, spreader and sprayer calibration, visual diagnosis, and fertilizing golf course putting greens.
- Principles and practices of common turfgrass pesticides including fungicides, herbicides, insecticides, growth regulators, and wetting agents.
- Principles and practices of irrigation systems including a familiarity to pump systems, central control systems, sprinkler spacing and adjustments, valve operation, pipe sizing and troubleshooting.
- Principles and practices related to the installation, construction, and repair of infrastructure specific to the assigned area of responsibility.
- Principles, practices, equipment, tools, and materials used in the work.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines.
- Basic principles and practices of budget and capital improvement program development, administration and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures relative to the area of assignment, including related equipment and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.

COSUMNES CSD: GOLF MAINTENANCE SUPERVISOR

- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read and interpret drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Requirements:

- **Mobility:** occasional sitting and use of keyboard; frequent standing for long periods of time; frequent walking, standing, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting while performing field work; frequent pushing, pulling or lifting objects weighing up to fifty (50) pounds while performing maintenance and repairs, loading trucks with supplies and equipment, and assisting with special events; occasional walking on various types of surfaces including slippery or uneven surfaces;
- **Vision:** constant use of overall vision; occasional computer use; occasional color and depth vision;
- **Dexterity:** frequent repetitive motion; frequent writing and occasional typing; frequent grasping, holding and reaching; frequent operation of equipment such as, but not limited to, hand and power tools, compressors, hoists, ladders, drafting tools, lawn mower, hedge trimmer, pressure washer, and irrigation controls;
- **Hearing/Talking:** frequent hearing and talking in person, on the phone, and on a radio;
- **Emotional/Psychological:** frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- **Driving:** ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, equipment trailer, mowers, tractors, tillers, skip loader, front-end loader, and trencher.

Typical Working Conditions

Work is performed in a typical outdoor environment on a year-round basis in various types of weather and temperature including seasonal conditions such as extreme weather conditions including heat, cold, and moisture. Frequent exposure to loud noise, vibration, dust, dirt, chemicals, grease, smoke, fumes, and other environmental substances. Depending upon assignment, positions in this classification may require travel to multiple work sites daily in a CSD vehicle. Some work is accomplished in an indoor office setting.

<u>Information Block</u>	
Employment Type:	Full-time
FLSA Status:	Non-exempt
PERS Group:	Miscellaneous
Revised:	June, 2016, Oct, 2019
Created:	
Previous Title	Park Maintenance Supervisor

COSUMNES COMMUNITY SERVICES DISTRICT

GRAPHIC SPECIALIST

DEFINITION

Under supervision, performs a variety of creative and technical duties exercising design and implementation of marketing materials and campaigns that include; creation and implementation of graphic materials for print collateral, social media and web content, motion graphics, and assisting with video projects, to promote District programs or events.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned department management personnel. This position may provide lead direction or indirect supervision to part-time staff or interns.

CLASS CHARACTERISTICS

The Graphic Specialist is responsible for assisting departments in the development of promotional material for District programs and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Conceptualize, design and produce print and digital-ready artwork for fliers, brochures, social media, website, invitations, postcards, banners, signage, apparel, promotional items, logos, illustrations, maps and other relevant materials for District facilities, programs and events;
- Collaborate and maintain positive relationships with staff, vendors and other constituents to design effective visual communications aligning with the District's branding standards, mission, vision and goals;
- Consult on design aspects for marketing and communication plans;
- Proofread materials for spelling, punctuation and grammatical accuracy;
- Manage and implement the District's brand identity on publications, environmental graphics, website, apparel, and marketing collateral;
- Coordinate with printers and other vendors to complete projects within budget and timeline constraints;
- Research and provide other assistance on special projects;
- Design and leads the production of seasonal activity guide for the Parks & Recreation Department and maintain online editions;
- Assist in maintaining a variety of files, art, and photo libraries;
- Assist with photography as needed;
- Produces graphic content for and helps maintain the District's social media channels, CMS website and third-party embeds like Issuu;
- May secure advertising, sponsorships and donations for special events, facilities and programs and for the Activity Guide;

COSUMNES CSD-GRAPHICS SPECIALIST

- Assist with preparing presentations which may include PowerPoint presentations and handouts;
- Assist with purchase orders, contract management and bids;
- Assist with District special events and community outreach efforts, as needed;
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Bachelor's degree in graphic design, fine arts, marketing, communications or a closely related field is preferred;
- Experience may be used as an equivalent to education.

Experience:

- One (1) year of full-time experience as a Graphic Specialist or other closely related field that can be directly related to the duties and responsibilities prescribed for the class of Graphics Specialist.

Special Requirements:

- Must possess a valid California class "C" driver's license, with a satisfactory driving record as determined by the District and maintain it throughout employment.

Knowledge of:

- Procedures, equipment, and supplies necessary for the preparation of illustrative materials for publications, displays, and other printed materials;
- Commercial and other printing processes, including format, layout, paper stocks, type faces and sizes, binding systems, and multi-color reproduction;
- Methods and principles of photography and photographic processes;
- Principles and practices of marketing and promotion;
- Methods and principles of art design and exhibit design and production, commercial and other printing processes;
- Principles and methods of project management;
- Design trends in user-experience design, pop-culture, creative technology, and digital marketing;
- The English language and proper use of grammar, spelling and punctuation;

Ability to:

- Use current desktop publishing software, including Adobe Creative Applications;
- Create web pages and use web-development software;
- Interpret, understand, and accomplish complicated oral or written instructions;
- Create drawings, tracings, charts, maps, and other illustrative materials;

COSUMNES CSD-GRAPHICS SPECIALIST

- Maintain existing file management process;
- Develop and organize concepts of design and presentation;
- Work independently under general direction, take initiative, and make decisions as required;
- Assess and select qualified vendors;
- Organize, schedule and prioritize work assignments while meeting critical deadlines;
- Write and edit copy for graphic materials and exhibits;
- Develop cost estimates for labor and materials;
- Establish and maintain effective relationships with those contacted in the course of work;
- Art direct and develop creative solutions to problems of graphic presentation based on best practices;
- Be flexible and adaptable to change;
- Be organized, detail-oriented, and team driven;
- Communicate effectively in both oral and written form.

Physical Requirements:

- Mobility: frequent use of keyboard; frequent sitting at desk for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting objects up to twenty (20) pounds for setting up special events;
- Vision: constant use of overall vision; frequent computer use; occasional color and depth vision;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching; frequent operation of office equipment and graphic arts instruments;
- Hearing/Talking: frequent hearing and talking in person and on the phone;
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone;
- Driving: ability to use fine and gross motor coordination for driving.

Typical Working Conditions

Work is typically performed in an indoor office environment. Occasional work is performed outside in various types of weather; Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. Work may require travel to and from off-site locations throughout the District.

<u>Information Block</u>	
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Non-Exempt
PERS Group:	Miscellaneous
Revised:	07/01/2005,10/27/2010, 10/2019
Created:	08/01/2002
Previous Title	

COSUMNES COMMUNITY SERVICES DISTRICT

PUBLIC RELATIONS MANAGER

DEFINITION

Under general supervision, the Public Relations Manager, performs a variety of duties involved in overseeing and participating in the development, implementation, and coordination of communication plans, media strategies, and community outreach activities and programs within the District; coordinates major press events, crisis communication, media management, and public outreach; develops and utilizes marketing strategies to inform and promote District programs and activities to customers and the general public; develops web site education and information programs; performs a variety of administrative tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned department senior management personnel. This position regularly provides direct or indirect supervision to staff in the assigned area of responsibility.

CLASS CHARACTERISTICS

This is a supervisory class responsible for a variety of complex administrative, supervisory, and promotional duties including the development of diversified outreach and general management programs throughout the District. This position provides support to management staff in a variety of areas including all phases of public information programs designed to keep the public aware of the operations and objectives of the District. This position provides oversight of staff and resources related to communications and marketing activities, projects, and programs as well as for providing support to management staff in a variety of areas.

TYPICAL DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Oversees and participates in the development, implementation, and coordination of community outreach activities.
- Responds to community inquiries in writing and in person; provides information to the public, the media, and outside agencies and organizations; resolves complaints in a timely manner.
- Develops, implements, and evaluates effective strategic communication and marketing plans; recommends and assists in the implementation of goals and objectives; monitors program performance; recommends and implements modifications to systems and procedures.
- Participates in the development and implementation of District equity goals and action plans.
- Participates in the development, research, and implementation of District communication policies and priorities.
- Provides supervision, oversight, and guidance to assigned staff; directs, assigns, monitors, and reviews work activities; determines work priorities; oversees quantity and quality of work and ensures adherence to established policies and procedures.

COSUMNES CSD: PUBLIC RELATIONS MANAGER

- Prepares and develops clear and effective narratives for a variety of written materials for internal and external audiences including informational and educational reports, presentations, social media posts, customer communications, fact sheets, brochures, feature articles, media releases, and other materials for magazines and Internet postings.
- Oversees the development of annual and regular reports; works collaboratively with divisions and outside entities to obtain information; coordinates District publications such as the Activity Guide and newsletters.
- Plans, initiates, coordinates, and participates in the development and production of a variety of publications, slide shows, videos, exhibits, websites, photographs, and/or marketing materials.
- Develops, coordinates, and participates in news conferences, public outreach, special events, and other areas of public interest.
- Advises executive staff, management staff, and elected officials in the communication of District priorities; assist executive staff and board members with communications or presentations for various community groups and other organizations.
- Writes scripts for slide and video presentations; compose speeches, radio, and television scripts.
- Works with District departments and project coordinators to define specifications and layout requirements; recommends creative alternatives to convey the desired effect; selects appropriate techniques; develops job schedules for review and revision of materials; establishes budget parameters; interfaces with project coordinators at critical steps of the project for review and revisions.
- Assists with the District's website; identifies needs including navigation changes and site improvements; participates in determining the strategic direction of the website in coordination with designers and technical staff; evaluates user feedback; monitors usage trends and web analytics; develops content that is in line with the District's messaging priorities; creates content and works with staff/managers to develop and update content.
- Participates in the selection of consultants and vendors; coordinates, monitors, and manages outside resources; assesses contract performance.
- Provides responsible customer services functions to include developing appropriate communications methods and techniques for a variety of on-going community outreach activities, public education programs, and special projects.
- Creates and produces media that visually communicates District information or services in a manner that will appeal to the target audience; creates and produces material under established time and budget constraints.
- Plans, organizes, promotes, and coordinates the marketing aspects of community and special events.
- Participates in the development and implementation of the District's short- and long-range communication approach to issues; plans strategies to disseminate information to customers and the public in an effective and positive manner; designs programs and materials to enhance the District's image and maximizes public awareness of programs and services.
- Performs communications audits to maintain consistency of presentation, accessibility, optimal functionality.
- Maintains awareness of new developments in the field of marketing and community outreach; incorporates new developments as appropriate into programs.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, graphics design, marketing, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in the development of marketing and community outreach programs.

Knowledge of:

- Principles of marketing and communication industry best practices as it applies to government and specific to Special Districts, Parks and Recreation and Fire Departments;
- Operations, services, and activities of a public information and community outreach program;
- Principles and practices of marketing program development and implementation;
- Operational characteristics of computer aided graphic design software and programs;
- Computer database programs, desktop publishing, and word processing in currently used programs such as Microsoft and Adobe, Photoshop, Illustrator, In Design, and PowerPoint.
- Concepts, practices, procedures, methods, and techniques used in community outreach.
- Standard and accepted methods and practices related to the preparation, publication, and distribution of communications and marketing materials;
- Methods and techniques used in developing communications for internal and external audiences;
- Advance principles of project management;
- Procedures and practices of graphic design;
- Reproduction of printing processes and requirements;
- Principals of photography and videography;
- Modern office practices, methods, and computer equipment and applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Establish and maintain effective relationships and maintain regular communication with local media and community advisory groups on District programs and activities;
- Act as the District representative for public information; represent the District to outside agencies and organizations;
- Assist in the development of effective customer outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds;
- Recommend and implement goals and objectives for providing marketing and community outreach programs;
- Research, design, plan, and implement public information or educational campaigns;
- Identify target audiences and develop pertinent messages;

COSUMNES CSD: PUBLIC RELATIONS MANAGER

- Maintain awareness of new developments in the field of public communication and image;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Perform a variety of routine to complex duties in support of the development and production of a variety of visual communication, graphic design, and print production materials;
- Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities;
- Utilizes a wide variety of graphic software, graphic techniques, desktop publishing techniques, production equipment, and supplies to prepare and/or design layouts and produce graphic materials; determines composition, views, and perspective necessary for functional and aesthetic presentation;
- Interpret, explain, and apply pertinent federal, state, and local laws, codes, and regulations as well as District policies and procedures;
- Prepare clear and effective narrative, informational, and educational reports, correspondence, and other written material independently or from brief instructions.
- Collect, evaluate, and interpret information and data from multiple sources;
- Perform with a wide degree of creativity innovative solutions to design and communications problems;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- Proficiency operating modern office equipment including computer equipment and specialized software applications and programs.

Physical Requirements:

- **Mobility:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites.
- **Vision:** vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- **Dexterity:** This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification frequently lift and carry materials that typically weigh less than 20 pounds.

Typical Working Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

	<u>Information Block</u>
Safety-Sensitive	No
Employment Type:	Full-time
FLSA Status:	Exempt
PERS Group:	Miscellaneous
Revised:	06/2016; 10/2019
Created:	
JCN:	Marketing and Communications Supervisor



February 26, 2020

Compensation Study Final Report

Cosumnes Community Services District

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February 26, 2020

Joe Ambrosini
Director of Human Resources
Cosumnes Community Services District
8820 Elk Grove Boulevard
Elk Grove, CA 95624

Dear Mr. Ambrosini:

Koff & Associates is pleased to present the Compensation Study Final Report to Cosumnes Community Services District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Cosumnes Community Services District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Georg Krammer
Chief Executive Officer



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APPENDICES

Appendix I: Results Summary

Appendix II: Market Compensation Findings



EXECUTIVE SUMMARY

Background

In November 2019, Koff & Associates (“K&A”) conducted a comprehensive Compensation Study for Cosumnes Community Services District (Cosumnes CSD). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows Cosumnes CSD to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of Cosumnes CSD; and
- The desire to ensure that internal relationships of salaries are based upon objective evaluation factors, resulting in equity across Cosumnes CSD.

The goals of the compensation study are to assist Cosumnes CSD in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of Cosumnes CSD with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the compensation (base salary) survey findings. The results of the compensation study showed that in comparison to the **market median**, Cosumnes CSD is **2.8% below the market**. Recommendations are based on market base salary results.

K&A also conducted a general review of the benefits offered at each agency. Although the specific cost to the employer for the benefits offered varied by agency, generally, because all of the comparator agencies are public sector agencies, the benefit packages offered were comparable. For example, all of the comparator agencies, except one, offered a defined benefit pension plan, such as Public Employees’ Retirement System (PERS). In summary, K&A recommends that Cosumnes CSD review benefits separately to assess if any changes are necessary.

STUDY PROCESS

Benchmark Classifications

The study included 52 classifications, and of those 36 classifications were selected as benchmark classifications to survey within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to



build the compensation plan. Benchmark classifications are used as a means of anchoring Cosumnes CSD’s overall compensation plan to the market. Other classifications not surveyed are included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classification

Classification Title
1. Accounting Assistant
2. Administrative Assistant
3. Assistant to the Fire Chief
4. Assistant to the General Manager
5. Building Maintenance Supervisor
6. Building Maintenance Worker II
7. Chief of Planning, Design, and Construction
8. Communication Specialist
9. EMS Division Performance and Development Coordinator
10. Facilities Manager
11. Finance Manager
12. Fleet Manager
13. General Equipment Mechanic I
14. Golf Course Manager
15. Golf Professional
16. Human Resources Analyst
17. Human Resources Specialist
18. Information Systems Manager
19. IS Business Systems Analyst
20. Landscape Architect - Associate
21. Landscape Assistant
22. Logistics Technician



Classification Title
23. Maintenance Supervisor (Golf Course)
24. Maintenance Worker II (Golf Course)
25. Management Analyst
26. Park Maintenance Manager
27. Parks and Recreation Director
28. Plan Intake Coordinator
29. Preschool Teacher
30. Project Manager
31. Public Education Officer
32. Public Relations Manager
33. Recreation Coordinator
34. Recreation Manager
35. Recreation Supervisor
36. Sponsorship and Marketing Specialist

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, K&A first started with agencies that Cosumnes CSD used in the 2016 total compensation study. Other agencies were then added to the potential list of comparator agencies based on feedback received from management (Cosumnes CSD Administration and Non-Represented/Employee Handbook Committee) and the represented employee groups (Local 522 and Teamsters) and the following factors:

- 1. Organizational type and structure:** K&A generally recommends that agencies of a similar size and structure providing similar services to that of Cosumnes CSD be used as comparators.

Because technical job classifications perform similar work across agencies, organizational size is not critical. The difference in size of an organization becomes more important when comparing management classes. Factors such as management of a large staff, consequence of error, the political nature of the job and its visibility all increase with organizational size. When it is difficult to find agencies that are similar in size, a good balance of smaller and larger agencies is used instead.



2. **Staff, and operational budgets, and scope of services and population:** Staff and operational budget size determine the amount of resources available for the agencies to provide services, and population size accounts for the ratio of resources to constituents served. Organizations providing the same services are ideal for comparison; therefore, most of the agencies provide similar services to Cosumnes CSD.
3. **Labor market and geographic location:** Today’s labor market reality is that many agencies are in competition for the same pool of qualified employees because large portions of the workforce don’t live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Therefore, the geographic labor market area where Cosumnes CSD may be recruiting from or losing employees to, is taken into consideration when selecting comparator organizations.

Identifying appropriate comparator agencies to include in the compensation study was challenging due to the scope of fire, parks, and recreation services provided, as well as the size, resources, and organization of Cosumnes CSD. For example, agencies that typically provide fire and parks and recreation services are cities and/or counties (whereas Cosumnes CSD is a special district); however, cities and counties typically do not have the diversity of training and operations, service area, and community engagement in relation to fire services and the variety and number of facilities and programs, service area, and community engagement in relation to parks and recreation services. Special districts, on the other hand, typically provide only fire or parks and recreation services, and not both.

Thus, K&A separated out the analysis based on services provided: 1) comparing all agencies that provide fire services; and 2) comparing all agencies that provide parks and recreation services. Based on the analysis, K&A developed separate lists of recommended comparator agencies by functional area. Table 2 shows the 14 agencies Cosumnes CSD agreed to include in the compensation study.

Table 2. Comparator Agencies

Agency	Fire	Parks and Recreation	All Others	Cost of Labor Differential
City of Davis	X	X	X	N/A
City of Elk Grove	X	X	X	N/A
City of Folsom	X	X	X	N/A
City of Roseville	X	X	X	N/A
City of Sacramento	X	X	X	N/A
City of Vacaville	X	X	X	N/A



Agency	Fire	Parks and Recreation	All Others	Cost of Labor Differential
Cordova Recreation and Park District		X	X	N/A
El Dorado Hills Fire Department	X		X	N/A
Hayward Area Recreation and Park District		X	X	11.7%
Livermore Area Recreation and Park District		X	X	11.4%
Livermore-Pleasanton Fire Department	X		X	11.4%
Sacramento Metropolitan Fire District	X		X	N/A
San Ramon Valley Fire Protection District	X		X	11.0%
Southgate Recreation and Park District		X	X	N/A
Total	10	10	14	

Finally, for those agencies that are outside of Cosumnes CSD’s local geographic market, K&A applied a cost of labor differential to adjust salaries (see Cost of Labor data reported in Table 2). The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

The cost of labor adjustment was applied for those agencies that are more than 5% above or below Cosumnes CSD. The agencies with a cost of labor differential reported in the table above are those agencies that are more than 5% above or below Cosumnes CSD’s cost of labor and the percentage reported was applied to adjust the top step salaries. For example, Hayward Area Recreation and Park District’s salaries were adjusted down by 11.7% to reflect Cosumnes CSD’s cost of labor.

Data Collection

Data was collected during the months of October and November 2019, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.



Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on Cosumnes CSD’s classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at Cosumnes CSD. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A’s methodology is to analyze each class description and the whole job by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrids” which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at Cosumnes CSD is performed by two or more classifications at a comparator agency. A “hybrid” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where Cosumnes CSD’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).



Base Salary Data

The top of the salary range and/or control point was collected. All figures are presented on a monthly basis. Note: Cost of labor differentials were applied to the top monthly salaries reported for Hayward Area Recreation and Park District, Livermore Area Recreation and Park District, Livermore-Pleasanton Fire Department, and San Ramon Valley Fire Protection District.

For each benchmark classification, the top monthly base salary data spreadsheets report the average (mean) and median (midpoint) of the comparator agencies. The % above or below that Cosumnes CSD is compared to the average and median is also reported.

The mean is the sum of the comparator agencies' salaries divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

Cosumnes CSD may consider using an alternative percentile such as the 60th percentile of the market. The 60th percentile of the market represents that 60% of the data points are below and 40% are above. The percentile Cosumnes CSD wants to position themselves to in the market depends on various factors such as recruitment and retention factors, alternative compensation programs/benefits, availability of resources, and related factors.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 27 of the 36 benchmark classifications.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market).

Detailed base salary data sheets are included in Appendix II.



Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly Salary % Above or Below
Maintenance Worker II (Golf Course)	8	12.3%
EMS Division Performance and Development Coordinator	4	11.2%
Landscape Assistant	4	6.8%
Communication Specialist	6	5.4%
Landscape Architect - Associate	5	5.2%
Logistics Technician	4	4.3%
Maintenance Supervisor (Golf Course)	6	1.9%
IS Business Systems Analyst	9	1.2%
Management Analyst	9	1.0%
Human Resources Analyst	10	0.8%
Information Systems Manager	7	0.7%
Plan Intake Coordinator	4	0.2%
General Equipment Mechanic I	10	-0.1%
Accounting Assistant	10	-0.3%
Assistant to the Fire Chief	7	-0.5%
Administrative Assistant	13	-0.9%
Building Maintenance Worker II	11	-3.6%
Assistant to the General Manager	6	-4.7%
Building Maintenance Supervisor	9	-6.3%
Human Resources Specialist	10	-6.5%
Recreation Coordinator	9	-6.9%
Recreation Manager	6	-8.6%
Recreation Supervisor	9	-8.9%
Park Maintenance Manager	9	-9.7%
Facilities Manager	8	-9.9%



Classification Title	# of Matches	Top Monthly Salary % Above or Below
Parks and Recreation Director	6	-10.6%
Public Relations Manager	4	-13.6%
Fleet Manager	4	-19.1%
Finance Manager	12	-21.5%
Chief of Planning, Design, and Construction	2	ISD*
Golf Course Manager	3	ISD*
Golf Professional	1	ISD*
Preschool Teacher	1	ISD*
Project Manager	3	ISD*
Public Education Officer	3	ISD*

*ISD = Insufficient data collected (i.e., less than 4 matches identified) to do analysis. For these classifications where we did not find a sufficient number of comparable, internal salary relationships were analyzed to develop salary range recommendations.

Market Results

Base salary market results show that 17 classifications are paid below the market median and 12 classifications are paid above the market median.

# of Classifications	<5%	5-10%	10-15%	15-20%	20%+	Total
Below the Market Median	6	7	2	1	1	17
Above the Market Median	7	3	2	0	0	12

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, Cosumnes CSD can adopt a different standard.

RECOMMENDATIONS

Pay Philosophy

Cosumnes CSD has many options regarding what type of compensation plan it wants to implement. This decision will be based on Cosumnes CSD’s pay philosophy, at which level



Cosumnes CSD desires to pay employees compared to the market, whether Cosumnes CSD is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce.

Proposed Salary Structure

Currently, Cosumnes CSD has a salary structure with seven steps set 5% apart in each salary range. It is recommended that Cosumnes CSD maintain a similar salary structure in terms of number of steps in each range and a 5% difference between steps.

In addition, per the employee handbook (established in collaboration with the Non-Represented/Employee Handbook Committee), Cosumnes CSD agreed to conducting a classification and compensation study every three years. In lieu of market equity adjustments (until the next compensation study), Cosumnes CSD is adding an eighth step to each range of the salary structure. The eighth step is set 2.5% above the seventh step and the 2.5% differential is based on the estimated Consumer Price Index, West Region, February to February change.

Internal Salary Relationships

Internal relationships between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

Using the whole job evaluation factors (the same factors used to identify matches at the comparator agencies) to review internal relationships between Cosumnes CSD's classifications, the classifications were separated into the following groups (note: the group names are subject to change, if necessary):

- General
- Administrative Support/Board Clerk/Confidential
- Professional/Supervisor
- Manager
- Director
- Other: Local 522

Within each grouping, the classifications are aligned and assigned to a salary grade. Within each grouping there may be more than one salary grade represented. The placement to a salary grade is based on the market base salary results, whole job evaluation factors, and internal alignment with other classifications, either in the same class series or those classifications that have similar scope of work and level of responsibility.

In addition, the following are additional standard human resources practices that are commonly applied when making salary recommendations based upon internal alignment:



- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, Cosumnes CSD can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for Cosumnes CSD management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

Building from the market compensation results for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop salary range recommendations for all non-benchmarked classifications and classifications where less than four matches were found (i.e., insufficient data [ISD]).

For example, market data was collected for the Management Analyst and the Senior Management Analyst was not selected as a benchmark classification. The recommended salary range for the Management Analyst would be based on market results. The recommended salary range for the Senior Management Analyst, using the whole job evaluation factors and standard human resources practices, would be 10-15% above the Management Analyst.

Another example is the Chief of Planning, Design, and Construction which was surveyed; however only two surveyed agencies had a comparable classification and so the market average and median could not be calculated (i.e., insufficient data to do analysis or ISD). For classifications where insufficient market data was found, recommendations for salary range placement should be made in relationship to other classifications based on the whole job evaluation factors, standard human resources practices, and other factors (such as recruitment and retention issues). For the Chief of Planning, Design, and Construction, the classification should be placed in the Director group and the salary range be set in comparison to the Parks and Recreation Director classification. Based on level of responsibility, complexity of work, and other factors and practices, we would expect that the Chief of Planning, Design, and Construction be set 5-15% above the Parks and Recreation Director.

This market survey is a tool to be used by Cosumnes CSD to determine market indexing and salary determination.



Options for Implementation

While Cosumnes CSD may be interested in bringing all salaries to the market median, in most cases this goal may not be reached with a single adjustment. In this case, one option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if Cosumnes CSD decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

Table 4. Three-Year Implementation Proposal

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon Cosumnes CSD’s financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year. Cosumnes CSD may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.

Another option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees’ current salaries are significantly below market so that their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

Cosumnes CSD may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain



a high-quality workforce. However, Cosumnes CSD may want to consider adjusting those classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance meets Cosumnes CSD's level of expectation.

When classifications are over market, K&A typically recommends "red circling" employees whose current pay exceeds the maximum of the recommended range until the market numbers "catch up" with their current salary. To "red circle" an employee means to keep the employee's salary frozen and to provide no salary increases (including no cost of living adjustments) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income, but will delay any future increases until the incumbent's salary is within the salary range.

Other options to "freezing" a classification's salary in place until the market catches up are:

- **"Grandfathering" of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with Cosumnes CSD. Any new-hires would be paid within the newly established salary range.
- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with Cosumnes CSD and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for Cosumnes CSD to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and Cosumnes CSD's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give Cosumnes CSD an instrument to make future compensation decisions.



It has been a pleasure working with Cosumnes Community Services District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg Krammer
Chief Executive Officer



Appendix I

Results Summary

**Appendix I
Cosumnes Community Services District
Results Summary
November 2019**

Classification	# of Matches	Top Monthly Salary Data				
		Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below
Accounting Assistant	10	\$ 4,741	\$ 4,782	-0.9%	\$ 4,758	-0.3%
Administrative Assistant	13	\$ 4,859	\$ 4,945	-1.8%	\$ 4,903	-0.9%
Assistant to the Fire Chief	7	\$ 6,070	\$ 6,134	-1.0%	\$ 6,102	-0.5%
Assistant to the General Manager	6	\$ 6,070	\$ 5,966	1.7%	\$ 6,358	-4.7%
Building Maintenance Supervisor	9	\$ 7,214	\$ 7,396	-2.5%	\$ 7,666	-6.3%
Building Maintenance Worker II	11	\$ 5,364	\$ 5,300	1.2%	\$ 5,555	-3.6%
Chief of Planning, Design, and Construction	2	\$ 13,374	ISD	ISD	ISD	ISD
Communication Specialist	6	\$ 6,070	\$ 5,743	5.4%	\$ 5,740	5.4%
EMS Division Performance and Development Coordinator	4	\$ 11,822	\$ 10,242	13.4%	\$ 10,498	11.2%
Facilities Manager	8	\$ 8,790	\$ 9,389	-6.8%	\$ 9,662	-9.9%
Finance Manager	12	\$ 8,790	\$ 10,254	-16.7%	\$ 10,678	-21.5%
Fleet Manager	4	\$ 7,769	\$ 9,169	-18.0%	\$ 9,252	-19.1%
General Equipment Mechanic I	6	\$ 6,377	\$ 6,709	-5.2%	\$ 6,383	-0.1%
Golf Course Manager	3	\$ 7,769	ISD	ISD	ISD	ISD
Golf Professional	1	\$ 6,070	ISD	ISD	ISD	ISD
Human Resources Analyst	10	\$ 8,575	\$ 8,221	4.1%	\$ 8,506	0.8%
Human Resources Specialist	10	\$ 5,636	\$ 5,898	-4.6%	\$ 6,003	-6.5%
Information Systems Manager	7	\$ 10,977	\$ 10,494	4.4%	\$ 10,897	0.7%
IS Business Systems Analyst	9	\$ 7,580	\$ 7,617	-0.5%	\$ 7,488	1.2%
Landscape Architect - Associate	5	\$ 8,791	\$ 7,816	11.1%	\$ 8,332	5.2%
Landscape Assistant	4	\$ 7,963	\$ 7,206	9.5%	\$ 7,419	6.8%
Logistics Technician	4	\$ 5,105	\$ 4,959	2.9%	\$ 4,886	4.3%
Maintenance Supervisor (Golf Course)	6	\$ 6,536	\$ 6,712	-2.7%	\$ 6,410	1.9%
Maintenance Worker II (Golf Course)	8	\$ 5,364	\$ 4,786	10.8%	\$ 4,703	12.3%

**Appendix I
Cosumnes Community Services District
Results Summary
November 2019**

Classification	# of Matches	Top Monthly Salary Data				
		Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below
Management Analyst	9	\$ 7,964	\$ 7,600	4.6%	\$ 7,880	1.0%
Park Maintenance Manager	9	\$ 8,790	\$ 9,491	-8.0%	\$ 9,646	-9.7%
Parks and Recreation Director	6	\$ 12,110	\$ 13,250	-9.4%	\$ 13,391	-10.6%
Plan Intake Coordinator	4	\$ 5,636	\$ 5,651	-0.3%	\$ 5,623	0.2%
Preschool Teacher	1	\$ 4,512	ISD	ISD	ISD	ISD
Project Manager	3	\$ 8,575	ISD	ISD	ISD	ISD
Public Education Officer	3	\$ 5,777	ISD	ISD	ISD	ISD
Public Relations Manager	4	\$ 7,214	\$ 8,052	-11.6%	\$ 8,194	-13.6%
Recreation Coordinator	9	\$ 4,982	\$ 5,339	-7.2%	\$ 5,328	-6.9%
Recreation Manager	6	\$ 8,790	\$ 9,701	-10.4%	\$ 9,542	-8.6%
Recreation Supervisor	9	\$ 7,038	\$ 7,504	-6.6%	\$ 7,666	-8.9%
Sponsorship and Marketing Specialist	3	\$ 5,498	ISD	ISD	ISD	ISD

AVERAGE: -1.6% AVERAGE: -2.8%

ISD = Insufficient Data to do Analysis



Appendix II

Market Compensation Findings

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Accounting Assistant						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Elk Grove	Accounting Technician	\$ 5,651	7/1/2019	unknown	Unknown
2	City of Folsom	Disbursements Technician	\$ 5,278	7/1/2019	7/1/2020	2.50%
3	City of Vacaville	Finance Assistant II	\$ 5,104	7/1/2018	unknown	unknown
4	Sacramento Metropolitan Fire District	Accounting Technician	\$ 5,066	9/12/2019	1/1/2021	1%-3%
5	Livermore Area Recreation and Park District*	Accounting Assistant	\$ 5,038	7/1/2019	unknown	Unknown
6	Cosumnes Community Services District	Accounting Assistant	\$ 4,741	7/1/2019		
7	City of Roseville	Finance Clerk II	\$ 4,477	6/8/2019	1/1/2020	2.00%
8	Cordova Recreation and Park District	Account Clerk II	\$ 4,441	7/1/2019	unknown	Unknown
9	City of Sacramento	Account Clerk II	\$ 4,403	12/22/2018	unknown	unknown
10	Southgate Recreation and Park District	Administrative Assistant II/Accounting	\$ 4,245	9/1/2019	unknown	Unknown
11	City of Davis	Accounting Assistant	\$ 4,122	7/1/2019	7/1/2020	2.00%
12	El Dorado Hills Fire Department	N/C				
13	Hayward Area Recreation and Park District	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 4,782
% Cosumnes Community Services District Above/Below		-0.9%
Median of Comparators		\$ 4,758
% Cosumnes Community Services District Above/Below		-0.3%
Number of Matches		10

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Administrative Assistant						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Livermore-Pleasanton Fire Protection District*	Administrative Assistant	\$ 6,257	9/8/2018	unknown	unknown
2	San Ramon Valley Fire Protection District*	Senior Office Assistant	\$ 6,249	7/1/2019	unknown	unknown
3	El Dorado Hills Fire Department	Administrative Assistant II	\$ 5,767	7/1/2019	unknown	unknown
4	City of Sacramento	Senior Staff Assistant	\$ 5,263	6/22/2019	unknown	unknown
5	City of Elk Grove	Administrative Assistant	\$ 5,257	7/1/2019	unknown	Unknown
6	Livermore Area Recreation and Park District*	Administrative Assistant	\$ 5,038	7/1/2019	unknown	Unknown
7	City of Folsom	Senior Office Assistant	\$ 4,903	7/1/2019	7/1/2020	2.50%
8	Cosumnes Community Services District	Administrative Assistant	\$ 4,859	7/1/2019		
9	City of Vacaville	Secretary II	\$ 4,640	7/1/2018	unknown	unknown
10	Sacramento Metropolitan Fire District	Office Technician	\$ 4,446	9/12/2019	1/1/2021	1%-3%
11	Southgate Recreation and Park District	Administrative Assistant II/Accounting	\$ 4,245	9/1/2019	unknown	Unknown
12	City of Roseville	Office Assistant II	\$ 4,218	6/8/2019	1/1/2020	2.00%
13	City of Davis	Senior Office Assistant	\$ 4,152	7/1/2019	7/1/2020	2.00%
14	Cordova Recreation and Park District	Administrative Assistant	\$ 3,845	7/1/2019	unknown	Unknown
15	Hayward Area Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 4,945
% Cosumnes Community Services District Above/Below		-1.8%
Median of Comparators		\$ 4,903
% Cosumnes Community Services District Above/Below		-0.9%
Number of Matches		13

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Assistant to the Fire Chief						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Ramon Valley Fire Protection District*	Administrative Assistant	\$ 7,756	7/1/2019	unknown	unknown
2	City of Folsom	Administrative Assistant	\$ 6,259	7/1/2019	7/1/2020	2.50%
3	City of Vacaville	Administrative Assistant	\$ 6,109	7/1/2018	unknown	unknown
4	City of Sacramento	Administrative Assistant	\$ 6,102	6/22/2019	unknown	unknown
5	Cosumnes Community Services District	Assistant to the Fire Chief	\$ 6,070	7/1/2019		
6	City of Roseville	Administrative Assistant	\$ 5,980	3/16/2019	1/1/2020	2.00%
7	Sacramento Metropolitan Fire District	Administrative Specialist	\$ 5,706	9/12/2019	1/1/2021	1%-3%
8	City of Davis	Administrative Aide	\$ 5,023	7/1/2019	7/1/2020	2.00%
9	City of Elk Grove	N/C				
10	Cordova Recreation and Park District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore Area Recreation and Park District	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 6,134
% Cosumnes Community Services District Above/Below		-1.0%
Median of Comparators		\$ 6,102
% Cosumnes Community Services District Above/Below		-0.5%
Number of Matches		7

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Assistant to the General Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Roseville	Executive Assistant	\$ 6,714	3/16/2019	1/1/2020	2.00%
2	City of Folsom	Administrative Support Specialist	\$ 6,667	7/1/2019	unknown	Unknown
3	Hayward Area Recreation and Park District*	Executive Assistant	\$ 6,434	7/1/2019	unknown	unknown
4	City of Sacramento	Executive Assistant (CMO)	\$ 6,281	6/22/2019	unknown	unknown
5	Cosumnes Community Services District	Assistant to the General Manager	\$ 6,070	7/1/2019		
6	City of Davis	Administrative Aide-Confidential	\$ 5,275	7/1/2019	7/1/2020	2.00%
7	Southgate Recreation and Park District	Administrative Assistant III /Board Secretary	\$ 4,424	9/1/2019	unknown	Unknown
8	City of Elk Grove	N/C				
9	City of Vacaville	N/C				
10	Cordova Recreation and Park District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Livermore Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 5,966
% Cosumnes Community Services District Above/Below	1.7%
Median of Comparators	\$ 6,358
% Cosumnes Community Services District Above/Below	-4.7%
Number of Matches	6

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Building Maintenance Supervisor						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Sacramento Metropolitan Fire District	Facilities Supervisor	\$ 8,509	9/12/2019	1/1/2021	1%-3%
2	City of Folsom	Facilities Maintenance Supervisor	\$ 8,332	7/1/2018	unknown	unknown
3	City of Sacramento	Structural Maintenance Supervisor	\$ 8,249	12/8/2018	unknown	unknown
4	City of Vacaville	Public Works Supervisor-Facilities Maintenance	\$ 8,106	7/1/2018	unknown	unknown
5	Livermore Area Recreation and Park District*	Facilities Maintenance Supervisor	\$ 7,666	7/1/2019	unknown	unknown
6	City of Roseville	Facilities Supervisor	\$ 7,462	3/16/2019	1/1/2020	2.00%
7	Cosumnes Community Services District	Building Maintenance Supervisor	\$ 7,214	7/1/2019		
8	Hayward Area Recreation and Park District*	Maintenance and Construction Foreman	\$ 6,708	7/1/2019	unknown	unknown
9	Cordova Recreation and Park District	Facilities Supervisor	\$ 5,873	7/1/2019	unknown	unknown
10	City of Davis	Building Maintenance Crew Supervisor	\$ 5,661	7/1/2019	7/1/2020	2.00%
11	City of Elk Grove	N/C				
12	El Dorado Hills Fire Department	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,396
% Cosumnes Community Services District Above/Below		-2.5%
Median of Comparators		\$ 7,666
% Cosumnes Community Services District Above/Below		-6.3%
Number of Matches		9

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Building Maintenance Worker II						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Building Tradesworker II	\$ 6,109	7/1/2019	7/1/2020	2.50%
2	Sacramento Metropolitan Fire District	Facilities Assistant	\$ 5,924	9/12/2019	1/1/2021	1%-3%
3	City of Roseville	Building Maintenance Worker II	\$ 5,899	6/8/2019	1/1/2020	2.00%
4	Hayward Area Recreation and Park District*	Maintenance and Construction Technician II	\$ 5,797	7/1/2019	unknown	unknown
5	City of Elk Grove	Facilities Technician	\$ 5,651	7/1/2019	unknown	Unknown
6	City of Vacaville	Maintenance Worker II-Facilities	\$ 5,555	7/1/2018	unknown	unknown
7	Cosumnes Community Services District	Building Maintenance Worker II	\$ 5,364	7/1/2019		
8	City of Sacramento	Building Maintenance Worker	\$ 4,961	12/22/2018	unknown	unknown
9	City of Davis	Building Maintenance Worker II	\$ 4,922	7/1/2019	7/1/2020	2.00%
10	Livermore Area Recreation and Park District*	Facilities Maintenance Technician	\$ 4,797	7/1/2019	unknown	Unknown
11	Cordova Recreation and Park District	Park Maintenance Worker II	\$ 4,441	7/1/2019	unknown	Unknown
12	Southgate Recreation and Park District	Building Maintenance Worker	\$ 4,245	9/1/2019	unknown	Unknown
13	El Dorado Hills Fire Department	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 5,300
% Cosumnes Community Services District Above/Below	1.2%
Median of Comparators	\$ 5,555
% Cosumnes Community Services District Above/Below	-3.6%
Number of Matches	11

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Chief of Planning, Design, and Construction						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Hayward Area Recreation and Park District*	Capital Planning and Development Director	\$ 13,927	7/1/2019	unknown	unknown
2	City of Sacramento ¹	[Park Planning, Design, and Development Manager / Supervising Architect / Facilities Manager]	\$ 13,809	6/22/2019	unknown	unknown
3	Cosumnes Community Services District	Chief of Planning, Design, and Construction	\$ 13,374	5/1/2019		
4	City of Davis	N/C				
5	City of Elk Grove	N/C				
6	City of Folsom	N/C				
7	City of Roseville	N/C				
8	City of Vacaville	N/C				
9	Cordova Recreation and Park District	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Livermore Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		ISD
% Cosumnes Community Services District Above/Below		ISD
Median of Comparators		ISD
% Cosumnes Community Services District Above/Below		ISD
Number of Matches		2

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Sacramento: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Communication Specialist						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Roseville ²	[Marketing and Communications Analyst I / Video and Multimedia Technician]	\$ 6,934	6/8/2019	1/1/2020	2.00%
2	City of Folsom ¹	[Digital Communications Specialist / Marketing and Graphics Coordinator]	\$ 6,259	7/1/2019	7/1/2020	2.50%
3	Cosumnes Community Services District	Communication Specialist	\$ 6,070	7/1/2019		
4	Cordova Recreation and Park District	Marketing and Communication Specialist	\$ 5,873	7/1/2019	unknown	Unknown
5	City of Sacramento	Public Information Coordinator	\$ 5,607	12/22/2018	unknown	unknown
6	City of Vacaville	Media Production Coordinator	\$ 5,328	7/1/2018	unknown	unknown
7	Livermore Area Recreation and Park District*	Marketing and Communications Specialist	\$ 4,455	7/1/2019	unknown	Unknown
8	City of Davis	N/C				
9	City of Elk Grove	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Hayward Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 5,743
% Cosumnes Community Services District Above/Below	5.4%
Median of Comparators	\$ 5,740
% Cosumnes Community Services District Above/Below	5.4%
Number of Matches	6

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Folsom: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is the same for both matches.

2 - City of Roseville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

EMS Division Performance and Development Coordinator						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Cosumnes Community Services District	EMS Division Performance and Development Coordinator	\$ 11,822	7/1/2019		
2	City of Roseville	EMS Quality Assurance Coordinator	\$ 10,707	3/16/2019	1/1/2020	2.00%
3	Sacramento Metropolitan Fire District	Continuous Quality Improvement (CQI) Manager	\$ 10,526	9/12/2019	1/1/2021	1%-3%
4	City of Sacramento	Emergency Medical Services Coordinator	\$ 10,470	6/22/2019	unknown	unknown
5	Livermore-Pleasanton Fire Protection District*	Emergency Medical Services Manager	\$ 9,263	9/8/2018	unknown	unknown
6	City of Davis	N/C				
7	City of Elk Grove	N/C				
8	City of Folsom	N/C				
9	City of Vacaville	N/C				
10	Cordova Recreation and Park District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore Area Recreation and Park District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 10,242
% Cosumnes Community Services District Above/Below	13.4%
Median of Comparators	\$ 10,498
% Cosumnes Community Services District Above/Below	11.2%
Number of Matches	4

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Facilities Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Sacramento	Facilities and Real Property Superintendent	\$ 10,654	6/22/2019	unknown	unknown
2	City of Roseville	Facilities Manager	\$ 10,122	3/16/2019	1/1/2020	2.00%
3	Livermore Area Recreation and Park District*	Parks and Facilities Manager	\$ 9,810	7/1/2019	unknown	Unknown
4	Southgate Recreation and Park District	Parks Manager	\$ 9,678	9/1/2019	unknown	Unknown
5	City of Folsom	Facilities Maintenance Manager	\$ 9,646	7/1/2018	unknown	Unknown
6	Cordova Recreation and Park District	Parks Service Superintendent	\$ 8,882	7/1/2019	unknown	Unknown
7	Cosumnes Community Services District	Facilities Manager	\$ 8,790	7/1/2019		
8	Hayward Area Recreation and Park District*	Maintenance and Construction Supervisor	\$ 8,287	7/1/2019	unknown	unknown
9	City of Davis	Facilities Manager	\$ 8,030	7/1/2019	7/1/2020	2.00%
10	Sacramento Metropolitan Fire District	N/C				
11	Livermore-Pleasanton Fire Protection District	N/C				
12	City of Elk Grove	N/C				
13	San Ramon Valley Fire Protection District	N/C				
14	El Dorado Hills Fire Department	N/C				
15	City of Vacaville	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 9,389
% Cosumnes Community Services District Above/Below	-6.8%
Median of Comparators	\$ 9,662
% Cosumnes Community Services District Above/Below	-9.9%
Number of Matches	8

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Finance Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Elk Grove ¹	[Budget Manager / Accounting Manager]	\$ 11,675	7/1/2019	unknown	Unknown
2	San Ramon Valley Fire Protection District*	Finance Controller	\$ 11,619	7/1/2019	unknown	unknown
3	City of Roseville	Finance Manager	\$ 11,331	3/16/2019	1/1/2020	2.00%
4	City of Vacaville	Accounting Manager	\$ 11,279	7/1/2018	unknown	unknown
5	City of Folsom	Financial Services Manager	\$ 10,899	7/1/2018	unknown	Unknown
6	Sacramento Metropolitan Fire District	Controller	\$ 10,739	9/12/2019	1/1/2021	1%-3%
7	City of Sacramento ²	[Principal Accountant / Financial Manager]	\$ 10,617	6/22/2019	unknown	unknown
8	City of Davis	Financial Services Manager	\$ 10,305	7/1/2019	7/1/2020	2.00%
9	Cordova Recreation and Park District	Finance Manager	\$ 8,882	7/1/2019	unknown	Unknown
10	Cosumnes Community Services District	Finance Manager	\$ 8,790	7/1/2019		
11	Southgate Recreation and Park District	Accounting Manager	\$ 8,706	9/1/2019	unknown	Unknown
12	Hayward Area Recreation and Park District*	Accounting Supervisor	\$ 8,534	7/1/2019	unknown	unknown
13	Livermore Area Recreation and Park District ³	[Finance Officer / Accounting Supervisor]	\$ 8,461	7/1/2019	unknown	Unknown
14	El Dorado Hills Fire Department	N/C				
15	Livermore-Pleasanton Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 10,254
% Cosumnes Community Services District Above/Below	-16.7%
Median of Comparators	\$ 10,678
% Cosumnes Community Services District Above/Below	-21.5%
Number of Matches	12

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Elk Grove: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Sacramento: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

3 - Livermore Area Recreation and Park District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Fleet Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Sacramento Metropolitan Fire District ¹	[Fleet Manager / Assistant Fleet Manager]	\$ 10,141	9/12/2019	1/1/2021	1%-3%
2	City of Sacramento ²	[Equipment Maintenance Supervisor / Fleet Manager]	\$ 9,566	12/22/2018	unknown	unknown
3	City of Roseville ³	[Equipment Maintenance Supervisor / Fleet Manager]	\$ 8,938	3/16/2019	1/1/2020	2.00%
4	City of Davis	Fleet Manager	\$ 8,030	7/1/2019	7/1/2020	2.00%
5	Cosumnes Community Services District	Fleet Manager	\$ 7,769	7/1/2019		
6	City of Elk Grove	N/C				
7	City of Folsom	N/C				
8	City of Vacaville	N/C				
9	Cordova Recreation and Park District	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Hayward Area Recreation and Park District	N/C				
12	Livermore Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 9,169
% Cosumnes Community Services District Above/Below		-18.0%
Median of Comparators		\$ 9,252
% Cosumnes Community Services District Above/Below		-19.1%
Number of Matches		4

N/C - Non Comparator

1 - Sacramento Metro FD: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Sacramento: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

3 - City of Roseville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

General Equipment Mechanic I						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Sacramento Metropolitan Fire District	Fire Mechanic	\$ 7,809	9/12/2019	1/1/2021	1%-3%
2	San Ramon Valley Fire Protection District*	Fire Mechanic	\$ 7,371	7/1/2019	unknown	unknown
3	City of Vacaville	Equipment Mechanic II	\$ 6,525	7/1/2018	unknown	unknown
4	Cosumnes Community Services District	General Equipment Mechanic I	\$ 6,377	7/1/2019		
5	City of Sacramento	Equipment Mechanic II	\$ 6,241	12/8/2018	unknown	unknown
6	City of Roseville	Mechanic II	\$ 6,202	6/8/2019	1/1/2020	2.00%
7	City of Folsom	Mechanic II	\$ 6,109	7/1/2019	7/1/2020	2.50%
8	City of Davis	N/C				
9	City of Elk Grove	N/C				
10	Cordova Recreation and Park District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District*	N/C				
13	Livermore Area Recreation and Park District*	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 6,709
% Cosumnes Community Services District Above/Below		-5.2%
Median of Comparators		\$ 6,383
% Cosumnes Community Services District Above/Below		-0.1%
Number of Matches		6

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Golf Course Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Southgate Recreation and Park District	Golf Course Manager	\$ 9,678	9/1/2019	unknown	Unknown
2	Hayward Area Recreation and Park District*	Golf Course Superintendent	\$ 8,287	7/1/2019	unknown	unknown
3	Cosumnes Community Services District	Golf Course Manager	\$ 7,769	7/1/2019		
4	Cordova Recreation and Park District	Golf Course Manager	\$ 7,300	7/1/2019	unknown	Unknown
5	City of Davis	N/C				
6	City of Elk Grove	N/C				
7	City of Folsom	N/C				
8	City of Roseville	N/C				
9	City of Sacramento	N/C				
10	City of Vacaville	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Livermore Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Median of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Number of Matches	3

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019

Golf Professional						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Cosumnes Community Services District	Golf Professional	\$ 6,070	7/1/2019		
2	Southgate Recreation and Park District	Head Golf Professional	\$ 5,469	9/1/2019	unknown	Unknown
3	Livermore-Pleasanton Fire Protection District	N/C				
4	City of Vacaville	N/C				
5	Cordova Recreation and Park District	N/C				
6	Sacramento Metropolitan Fire District	N/C				
7	El Dorado Hills Fire Department	N/C				
8	San Ramon Valley Fire Protection District	N/C				
9	City of Sacramento	N/C				
10	City of Folsom	N/C				
11	City of Elk Grove	N/C				
12	City of Davis	N/C				
13	City of Roseville	N/C				
14	Livermore Area Recreation and Park District	N/C				
15	Hayward Area Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		ISD
% Cosumnes Community Services District Above/Below		ISD
Median of Comparators		ISD
% Cosumnes Community Services District Above/Below		ISD
Number of Matches		1

N/C - Non Comparator

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Human Resources Analyst						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Senior Management Analyst	\$ 9,414	7/1/2018	unknown	Unknown
2	City of Davis	Human Resources Analyst II	\$ 8,795	7/1/2019	7/1/2020	2.00%
3	Sacramento Metropolitan Fire District	Human Resources Analyst	\$ 8,626	9/12/2019	1/1/2021	1%-3%
4	Cosumnes Community Services District	Human Resources Analyst	\$ 8,575	7/1/2019		
5	City of Roseville	Human Resources Analyst II	\$ 8,559	3/16/2019	1/1/2020	2.00%
6	City of Elk Grove	Human Resources Analyst	\$ 8,534	7/1/2019	unknown	Unknown
7	City of Vacaville	Human Resources Analyst II	\$ 8,478	7/1/2018	unknown	unknown
8	Livermore Area Recreation and Park District*	Human Resources Officer	\$ 8,055	7/1/2019	unknown	Unknown
9	City of Sacramento	Personnel Analyst	\$ 7,767	6/22/2019	unknown	unknown
10	San Ramon Valley Fire Protection District*	Human Resources Generalist	\$ 7,561	7/1/2019	unknown	unknown
11	Southgate Recreation and Park District	Human Resources Analyst	\$ 6,423	9/1/2019	unknown	Unknown
12	Livermore-Pleasanton Fire Protection District	N/C				
13	El Dorado Hills Fire Department	N/C				
14	Hayward Area Recreation and Park District	N/C				
15	Cordova Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 8,221
% Cosumnes Community Services District Above/Below		4.1%
Median of Comparators		\$ 8,506
% Cosumnes Community Services District Above/Below		0.8%
Number of Matches		10

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Human Resources Specialist						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Human Resources Technician II	\$ 7,089	7/1/2018	unknown	Unknown
2	Livermore Area Recreation and Park District*	Human Resources Technician	\$ 6,137	7/1/2019	unknown	Unknown
3	City of Roseville	Human Resources Technician	\$ 6,108	3/16/2019	1/1/2020	2.00%
4	City of Sacramento	Personnel Technician	\$ 6,082	6/22/2019	unknown	unknown
5	City of Elk Grove	Human Resources Specialist	\$ 6,075	7/1/2019	unknown	Unknown
6	City of Vacaville	Human Resources Technician II	\$ 5,931	7/1/2018	unknown	unknown
7	Sacramento Metropolitan Fire District	Human Resources Specialist	\$ 5,706	9/12/2019	1/1/2021	1%-3%
8	Cosumnes Community Services District	Human Resources Specialist	\$ 5,636	7/1/2019		
9	Southgate Recreation and Park District	Personnel Specialist	\$ 5,469	9/1/2019	unknown	Unknown
10	City of Davis	Human Resources Technician-Confidential	\$ 5,275	7/1/2019	7/1/2020	2.00%
11	Cordova Recreation and Park District	Human Resources Specialist	\$ 5,107	7/1/2019	unknown	Unknown
12	El Dorado Hills Fire Department	N/C				
13	Hayward Area Recreation and Park District	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 5,898
% Cosumnes Community Services District Above/Below	-4.6%
Median of Comparators	\$ 6,003
% Cosumnes Community Services District Above/Below	-6.5%
Number of Matches	10

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Information Systems Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Sacramento Metropolitan Fire District ¹	[Director of Information Technology / Network Systems Engineer]	\$ 11,604	9/12/2019	1/1/2021	1%-3%
2	City of Vacaville ²	[IT Division Manager / Senior Network Administrator]	\$ 11,478	7/1/2018	unknown	unknown
3	Cosumnes Community Services District	Information Systems Manager	\$ 10,977	7/1/2019		
4	City of Folsom	Information Systems Manager	\$ 10,899	7/1/2018	unknown	unknown
5	City of Elk Grove ³	[Information Technology Administrator / Network Engineer]	\$ 10,897	7/1/2019	unknown	unknown
6	City of Roseville ⁴	[Information Technology Division Manager / IT Program Manager]	\$ 10,577	3/16/2019	1/1/2020	2.00%
7	City of Sacramento	Information Technology Supervisor	\$ 9,717	6/22/2019	unknown	unknown
8	Hayward Area Recreation and Park District*	Information Systems Administrator	\$ 8,287	7/1/2019	unknown	unknown
9	City of Davis	N/C				
10	Cordova Recreation and Park District	N/C				
11	Southgate Recreation and Park District	N/C				
12	San Ramon Valley Fire Protection District	N/C				
13	El Dorado Hills Fire Department	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	Livermore Area Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 10,494
% Cosumnes Community Services District Above/Below		4.4%
Median of Comparators		\$ 10,897
% Cosumnes Community Services District Above/Below		0.7%
Number of Matches		7

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - Sacramento Metro Fire District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Vacaville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

3 - City of Elk Grove: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

4 - City of Roseville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

IS Business Systems Analyst						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Elk Grove	Senior Systems Analyst	\$ 8,785	7/1/2019	unknown	Unknown
2	Livermore-Pleasanton Fire Protection District*	Management Analyst - IT	\$ 8,676	9/8/2018	unknown	unknown
3	Sacramento Metropolitan Fire District	Business Application Analyst	\$ 8,459	9/12/2019	1/1/2021	1%-3%
4	Cosumnes Community Services District	IS Business Systems Analyst	\$ 7,580	7/1/2019		
5	City of Sacramento	Department Systems Specialist II	\$ 7,498	12/22/2018	unknown	unknown
6	City of Roseville	Business Systems Analyst II	\$ 7,488	6/8/2019	1/1/2020	2.00%
7	City of Folsom	Process Improvement Specialist	\$ 7,245	7/1/2019	7/1/2020	2.50%
8	City of Davis	MIS Systems Analyst	\$ 6,996	7/1/2019	7/1/2020	2.00%
9	City of Vacaville	Systems Administrator II	\$ 6,980	7/1/2018	unknown	unknown
10	Southgate Recreation and Park District	Network Administrator	\$ 6,423	9/1/2019	unknown	Unknown
11	Cordova Recreation and Park District	N/C				
12	El Dorado Hills Fire Department	N/C				
13	Hayward Area Recreation and Park District	N/C				
14	Livermore Area Recreation and Park District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,617
% Cosumnes Community Services District Above/Below		-0.5%
Median of Comparators		\$ 7,488
% Cosumnes Community Services District Above/Below		1.2%
Number of Matches		9

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Landscape Architect - Associate						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Sacramento	Associate Landscape Architect	\$ 9,194	12/22/2018	unknown	unknown
2	Cosumnes Community Services District	Landscape Architect - Associate	\$ 8,791	7/1/2019		
3	City of Roseville	Park Development Analyst II	\$ 8,669	3/16/2019	1/1/2020	2.00%
4	City of Folsom	Senior Park Planner	\$ 8,332	7/1/2018	unknown	Unknown
5	Cordova Recreation and Park District	Park Planner	\$ 6,460	7/1/2019	unknown	Unknown
6	Southgate Recreation and Park District	Planner II	\$ 6,423	9/1/2019	unknown	Unknown
7	City of Vacaville	N/C				
8	El Dorado Hills Fire Department	N/C				
9	Livermore Area Recreation and Park District	N/C				
10	Sacramento Metropolitan Fire District	N/C				
11	Livermore-Pleasanton Fire Protection District	N/C				
12	San Ramon Valley Fire Protection District	N/C				
13	Hayward Area Recreation and Park District	N/C				
14	City of Elk Grove	N/C				
15	City of Davis	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,816
% Cosumnes Community Services District Above/Below		11.1%
Median of Comparators		\$ 8,332
% Cosumnes Community Services District Above/Below		5.2%
Number of Matches		5

N/C - Non Comparator

Appendix II
 Cosumnes Community Services District
 Market Compensation Data - Sorted by Top Monthly Salary
 November 2019

Landscape Assistant						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Cosumnes Community Services District	Landscape Assistant	\$ 7,963	7/1/2019		
2	City of Roseville	Park Development Analyst I	\$ 7,880	3/16/2019	1/1/2020	2.00%
3	City of Sacramento	Landscape Assistant	\$ 7,488	12/22/2018	unknown	unknown
4	City of Vacaville	Engineering Specialist I	\$ 7,350	7/1/2018	unknown	unknown
5	City of Folsom	Park Planner I	\$ 6,106	7/1/2018	unknown	Unknown
6	El Dorado Hills Fire Department	N/C				
7	Livermore Area Recreation and Park District	N/C				
8	Cordova Recreation and Park District	N/C				
9	Southgate Recreation and Park District	N/C				
10	Sacramento Metropolitan Fire District	N/C				
11	Livermore-Pleasanton Fire Protection District	N/C				
12	San Ramon Valley Fire Protection District	N/C				
13	Hayward Area Recreation and Park District	N/C				
14	City of Elk Grove	N/C				
15	City of Davis	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 7,206
% Cosumnes Community Services District Above/Below	9.5%
Median of Comparators	\$ 7,419
% Cosumnes Community Services District Above/Below	6.8%
Number of Matches	4

N/C - Non Comparator

Appendix II
 Cosumnes Community Services District
 Market Compensation Data - Sorted by Top Monthly Salary
 November 2019

Logistics Technician						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Sacramento Metropolitan Fire District	Logistics Technician	\$ 5,311	9/12/2019	1/1/2021	1%-3%
2	Cosumnes Community Services District	Logistics Technician	\$ 5,105	7/1/2019		
3	City of Sacramento	Cache Logistics Coordinator	\$ 4,898	7/1/2019	unknown	unknown
4	City of Vacaville	Storekeeper	\$ 4,874	7/1/2018	unknown	unknown
5	City of Davis	Storekeeper	\$ 4,755	7/1/2019	7/1/2020	2.00%
6	El Dorado Hills Fire Department	N/C				
7	Livermore Area Recreation and Park District	N/C				
8	Cordova Recreation and Park District	N/C				
9	Southgate Recreation and Park District	N/C				
10	Livermore-Pleasanton Fire Protection District	N/C				
11	San Ramon Valley Fire Protection District	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	City of Folsom	N/C				
14	City of Elk Grove	N/C				
15	City of Roseville	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 4,959
% Cosumnes Community Services District Above/Below	2.9%
Median of Comparators	\$ 4,886
% Cosumnes Community Services District Above/Below	4.3%
Number of Matches	4

N/C - Non Comparator

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Maintenance Supervisor (Golf Course)						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Maintenance Supervisor (Park Supervisor)	\$ 8,332	7/1/2018	unknown	unknown
2	City of Roseville	Parks Supervisor	\$ 7,110	3/16/2019	1/1/2020	2.00%
3	Cosumnes Community Services District	Maintenance Supervisor (Golf Course)	\$ 6,536	7/1/2019		
4	City of Davis	Parks Supervisor	\$ 6,419	7/1/2019	7/1/2020	2.00%
5	Hayward Area Recreation and Park District*	Golf Course Foreman	\$ 6,402	7/1/2019	unknown	unknown
6	City of Sacramento	Parks Supervisor	\$ 6,137	12/22/2018	unknown	unknown
7	Cordova Recreation and Park District	Parks Services Supervisor II	\$ 5,873	7/1/2019	unknown	unknown
8	City of Elk Grove	N/C				
9	City of Vacaville	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Livermore Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 6,712
% Cosumnes Community Services District Above/Below	-2.7%
Median of Comparators	\$ 6,410
% Cosumnes Community Services District Above/Below	1.9%
Number of Matches	6

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Maintenance Worker II (Golf Course)						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Hayward Area Recreation and Park District*	Golf Course Caretaker	\$ 5,377	7/1/2019	unknown	unknown
2	Cosumnes Community Services District	Maintenance Worker II (Golf Course)	\$ 5,364	7/1/2019		
3	City of Folsom	Maintenance Worker II	\$ 5,278	7/1/2019	7/1/2020	2.50%
4	City of Vacaville	Maintenance Worker II	\$ 5,244	7/1/2018	unknown	unknown
5	City of Roseville	Parks Maintenance Worker II	\$ 4,754	6/8/2019	1/1/2020	2.00%
6	City of Davis	Park Maintenance Worker II	\$ 4,652	7/1/2019	7/1/2020	2.00%
7	Cordova Recreation and Park District	Park Maintenance Worker II	\$ 4,441	7/1/2019	unknown	Unknown
8	Southgate Recreation and Park District	Maintenance Worker II	\$ 4,424	9/1/2019	unknown	Unknown
9	City of Sacramento	Park Maintenance Worker II	\$ 4,117	12/22/2018	unknown	unknown
10	Livermore-Pleasanton Fire Protection District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Sacramento Metropolitan Fire District	N/C				
13	Livermore Area Recreation and Park District	N/C				
14	City of Elk Grove	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 4,786
% Cosumnes Community Services District Above/Below		10.8%
Median of Comparators		\$ 4,703
% Cosumnes Community Services District Above/Below		12.3%
Number of Matches		8

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Management Analyst						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Vacaville	Management Analyst II	\$ 8,478	7/1/2018	unknown	unknown
2	Sacramento Metropolitan Fire District	Administrative Analyst	\$ 8,459	9/12/2019	1/1/2021	1%-3%
3	City of Folsom	Management Analyst	\$ 8,332	7/1/2018	unknown	Unknown
4	Cosumnes Community Services District	Management Analyst	\$ 7,964	7/1/2019		
5	City of Sacramento	Administrative Analyst	\$ 7,937	6/22/2019	unknown	unknown
6	City of Roseville	Administrative Analyst I	\$ 7,880	3/16/2019	1/1/2020	2.00%
7	City of Elk Grove	Administrative Analyst I	\$ 7,740	7/1/2019	unknown	Unknown
8	City of Davis	Management Analyst II	\$ 7,648	7/1/2019	7/1/2020	2.00%
9	Cordova Recreation and Park District	Management Analyst	\$ 6,460	7/1/2019	unknown	Unknown
10	Southgate Recreation and Park District	Business Analyst	\$ 5,469	9/1/2019	unknown	Unknown
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore Area Recreation and Park District	N/C				
14	Livermore-Pleasanton Fire Protection District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 7,600
% Cosumnes Community Services District Above/Below	4.6%
Median of Comparators	\$ 7,880
% Cosumnes Community Services District Above/Below	1.0%
Number of Matches	9

N/C - Non Comparator

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Park Maintenance Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Sacramento	Park Maintenance Manager	\$ 10,816	6/22/2019	unknown	unknown
2	City of Vacaville	Park Manager	\$ 9,912	7/1/2018	unknown	unknown
3	Livermore Area Recreation and Park District*	Parks and Facilities Manager	\$ 9,810	7/1/2019	unknown	Unknown
4	Southgate Recreation and Park District	Parks Manager	\$ 9,678	9/1/2019	unknown	Unknown
5	City of Folsom	Facilities Maintenance Manager	\$ 9,646	7/1/2018	unknown	Unknown
6	City of Davis	Parks and General Services Superintendent	\$ 9,235	7/1/2019	7/1/2020	2.00%
7	City of Roseville	Parks, Recreation, and Libraries Superintendent	\$ 9,154	3/16/2019	1/1/2020	2.00%
8	Cordova Recreation and Park District	Parks Service Superintendent	\$ 8,882	7/1/2019	unknown	Unknown
9	Cosumnes Community Services District	Park Maintenance Manager	\$ 8,790	7/1/2019		
10	Hayward Area Recreation and Park District*	Maintenance and Construction Supervisor	\$ 8,287	7/1/2019	unknown	unknown
11	City of Elk Grove	N/C				
12	El Dorado Hills Fire Department	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 9,491
% Cosumnes Community Services District Above/Below		-8.0%
Median of Comparators		\$ 9,646
% Cosumnes Community Services District Above/Below		-9.7%
Number of Matches		9

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Parks and Recreation Director						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Sacramento ¹	[Director of Youth, Parks, & Community Enrichment / Recreation Manager / Parks Manager]	\$ 14,508	9/3/2019	unknown	unknown
2	City of Vacaville	Director of Community Services	\$ 14,304	7/1/2018	unknown	unknown
3	City of Roseville ²	[Parks, Recreation and Libraries Director / Parks, Recreation and Libraries Manager]	\$ 13,697	3/16/2019	1/1/2020	2.00%
4	City of Davis	Parks and Community Services Director	\$ 13,086	7/1/2019	7/1/2020	2.00%
5	Hayward Area Recreation and Park District*	Parks and Facilities Maintenance Director	\$ 12,667	7/1/2019	unknown	unknown
6	Cosumnes Community Services District	Parks and Recreation Director	\$ 12,110	5/1/2019		
7	Cordova Recreation and Park District	Director of Parks and Recreation	\$ 11,235	7/1/2019	unknown	Unknown
8	City of Elk Grove	N/C				
9	City of Folsom	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Livermore Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				
14	Southgate Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 13,250
% Cosumnes Community Services District Above/Below	-9.4%
Median of Comparators	\$ 13,391
% Cosumnes Community Services District Above/Below	-10.6%
Number of Matches	6

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Sacramento: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Roseville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Plan Intake Coordinator						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Sacramento	Development Services Technician II	\$ 5,956	12/22/2018	unknown	unknown
2	Sacramento Metropolitan Fire District	Plan Intake Specialist	\$ 5,706	9/12/2019	1/1/2021	1%-3%
3	Cosumnes Community Services District	Plan Intake Coordinator	\$ 5,636	7/1/2019		
4	City of Folsom	Building Technician II	\$ 5,541	7/1/2019	7/1/2020	2.50%
5	City of Vacaville	Permit Technician	\$ 5,400	7/1/2018	unknown	unknown
6	City of Davis	N/C				
7	City of Elk Grove	N/C				
8	City of Roseville	N/C				
9	Cordova Recreation and Park District	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Hayward Area Recreation and Park District	N/C				
12	Livermore Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 5,651
% Cosumnes Community Services District Above/Below		-0.3%
Median of Comparators		\$ 5,623
% Cosumnes Community Services District Above/Below		0.2%
Number of Matches		4

N/C - Non Comparator

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Preschool Teacher						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Cosumnes Community Services District	Preschool Teacher	\$ 4,512	7/1/2019		
2	Livermore Area Recreation and Park District*	Associate Teacher	\$ 3,149	7/1/2019	unknown	Unknown
3	San Ramon Valley Fire Protection District	N/C				
4	City of Vacaville	N/C				
5	Cordova Recreation and Park District	N/C				
6	Southgate Recreation and Park District	N/C				
7	Sacramento Metropolitan Fire District	N/C				
8	El Dorado Hills Fire Department	N/C				
9	City of Sacramento	N/C				
10	Livermore-Pleasanton Fire Protection District	N/C				
11	City of Folsom	N/C				
12	City of Elk Grove	N/C				
13	City of Davis	N/C				
14	City of Roseville	N/C				
15	Hayward Area Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Median of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Number of Matches	1

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Project Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Hayward Area Recreation and Park District*	Bond Project Manager	\$ 9,675	7/1/2019	unknown	unknown
2	Cosumnes Community Services District	Project Manager	\$ 8,575	7/1/2019		
3	City of Sacramento	Contracts and Compliance Specialist	\$ 8,333	6/22/2019	unknown	unknown
4	Southgate Recreation and Park District	Construction Project Manager II	\$ 7,241	9/1/2019	unknown	Unknown
5	San Ramon Valley Fire Protection District	N/C				
6	City of Vacaville	N/C				
7	Cordova Recreation and Park District	N/C				
8	Sacramento Metropolitan Fire District	N/C				
9	El Dorado Hills Fire Department	N/C				
10	City of Roseville	N/C				
11	Livermore-Pleasanton Fire Protection District	N/C				
12	Livermore Area Recreation and Park District	N/C				
13	City of Folsom	N/C				
14	City of Elk Grove	N/C				
15	City of Davis	N/C				

Summary Results	Top Monthly
Average of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Median of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Number of Matches	3

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Public Education Officer						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Roseville	Public Safety Outreach and Community Relations Analyst	\$ 7,208	3/16/2019	1/1/2020	2.00%
2	Sacramento Metropolitan Fire District	Community Relations Coordinator	\$ 6,762	9/12/2019	1/1/2021	1%-3%
3	Cosumnes Community Services District	Public Education Officer	\$ 5,777	7/1/2019		
4	City of Vacaville	Fire Safety Coordinator II	\$ 5,328	7/1/2018	unknown	unknown
5	Livermore Area Recreation and Park District	N/C				
6	Southgate Recreation and Park District	N/C				
7	El Dorado Hills Fire Department	N/C				
8	City of Sacramento	N/C				
9	Cordova Recreation and Park District	N/C				
10	Hayward Area Recreation and Park District	N/C				
11	City of Davis	N/C				
12	San Ramon Valley Fire Protection District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	City of Folsom	N/C				
15	City of Elk Grove	N/C				

Summary Results	Top Monthly
Average of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Median of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Number of Matches	3

N/C - Non Comparator

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Public Relations Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Roseville ¹	[Department Public Information Officer / Marketing and Communications Analyst II]	\$ 8,518	7/1/2019	7/1/2020	2.00%
2	City of Sacramento	Media and Communications Specialist	\$ 8,333	6/22/2019	unknown	unknown
3	Livermore Area Recreation and Park District*	Marketing and Public Information Officer	\$ 8,055	7/1/2019	unknown	Unknown
4	Cordova Recreation and Park District	Communications Manager	\$ 7,300	7/1/2019	unknown	Unknown
5	Cosumnes Community Services District	Public Relations Manager	\$ 7,214	7/1/2019		
6	City of Davis	N/C				
7	City of Elk Grove	N/C				
8	City of Folsom	N/C				
9	City of Vacaville	N/C				
10	El Dorado Hills Fire Department	N/C				
11	Hayward Area Recreation and Park District	N/C				
12	Livermore-Pleasanton Fire Protection District	N/C				
13	Sacramento Metropolitan Fire District	N/C				
14	San Ramon Valley Fire Protection District	N/C				
15	Southgate Recreation and Park District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 8,052
% Cosumnes Community Services District Above/Below	-11.6%
Median of Comparators	\$ 8,194
% Cosumnes Community Services District Above/Below	-13.6%
Number of Matches	4

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

1 - City of Roseville: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Recreation Coordinator						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Hayward Area Recreation and Park District*	Recreation Coordinator II	\$ 6,509	7/1/2019	unknown	unknown
2	City of Folsom	Recreation Coordinator II	\$ 6,414	7/1/2019	7/1/2020	2.50%
3	City of Roseville	Parks, Recreation, and Libraries Coordinator II	\$ 5,858	6/8/2019	1/1/2020	2.00%
4	City of Davis	Community Services Program Coordinator	\$ 5,328	7/1/2019	7/1/2020	2.00%
5	City of Vacaville	Recreation Coordinator	\$ 5,328	7/1/2018	unknown	unknown
6	Livermore Area Recreation and Park District*	Recreation Coordinator	\$ 5,038	7/1/2019	unknown	Unknown
7	Cosumnes Community Services District	Recreation Coordinator	\$ 4,982	7/1/2019		
8	City of Sacramento	Program Coordinator	\$ 4,712	12/22/2018	unknown	unknown
9	Cordova Recreation and Park District	Recreation Coordinator II	\$ 4,441	7/1/2019	unknown	Unknown
10	Southgate Recreation and Park District	Recreation Supervisor I	\$ 4,424	9/1/2019	unknown	Unknown
11	City of Elk Grove	N/C				
12	El Dorado Hills Fire Department	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 5,339
% Cosumnes Community Services District Above/Below		-7.2%
Median of Comparators		\$ 5,328
% Cosumnes Community Services District Above/Below		-6.9%
Number of Matches		9

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Recreation Manager						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Vacaville	Recreation Manager	\$ 11,279	7/1/2018	unknown	unknown
2	Livermore Area Recreation and Park District*	Recreation Department Manager	\$ 9,810	7/1/2019	unknown	Unknown
3	Southgate Recreation and Park District	Recreation Manager	\$ 9,678	9/1/2019	unknown	Unknown
4	City of Sacramento	Recreation Superintendent	\$ 9,405	6/22/2019	unknown	unknown
5	City of Roseville	Parks, Recreation, and Libraries Superintendent	\$ 9,154	3/16/2019	1/1/2020	2.00%
6	Cordova Recreation and Park District	Recreation Superintendent	\$ 8,882	7/1/2019	unknown	Unknown
7	Cosumnes Community Services District	Recreation Manager	\$ 8,790	7/1/2019		
8	City of Davis	N/C				
9	City of Elk Grove	N/C				
10	City of Folsom	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 9,701
% Cosumnes Community Services District Above/Below		-10.4%
Median of Comparators		\$ 9,542
% Cosumnes Community Services District Above/Below		-8.6%
Number of Matches		6

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Recreation Supervisor						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Sacramento	Recreation General Supervisor	\$ 8,465	6/22/2019	unknown	unknown
2	City of Folsom	Recreation Supervisor	\$ 8,332	7/1/2018	unknown	Unknown
3	Hayward Area Recreation and Park District*	Recreation Supervisor	\$ 8,287	7/1/2019	unknown	unknown
4	City of Vacaville	Recreation Supervisor	\$ 8,106	7/1/2018	unknown	unknown
5	Livermore Area Recreation and Park District*	Recreation Supervisor	\$ 7,666	7/1/2019	unknown	Unknown
6	City of Roseville	Recreation and Library Supervisor	\$ 7,400	3/16/2019	1/1/2020	2.00%
7	Cosumnes Community Services District	Recreation Supervisor	\$ 7,038	7/1/2019		
8	Cordova Recreation and Park District	Recreation Supervisor II	\$ 6,460	7/1/2019	unknown	Unknown
9	Southgate Recreation and Park District	Recreation Supervisor III	\$ 6,423	9/1/2019	unknown	Unknown
10	City of Davis	Community Services Supervisor	\$ 6,394	7/1/2019	7/1/2020	2.00%
11	City of Elk Grove	N/C				
12	El Dorado Hills Fire Department	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,504
% Cosumnes Community Services District Above/Below		-6.6%
Median of Comparators		\$ 7,666
% Cosumnes Community Services District Above/Below		-8.9%
Number of Matches		9

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

**Appendix II
Cosumnes Community Services District
Market Compensation Data - Sorted by Top Monthly Salary
November 2019**

Sponsorship and Marketing Specialist						
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Folsom	Marketing and Graphics Coordinator	\$ 6,106	7/1/2018	unknown	unknown
2	Cosumnes Community Services District	Sponsorship and Marketing Specialist	\$ 5,498	7/1/2019		
3	Southgate Recreation and Park District	Communications and Marketing Specialist	\$ 5,469	9/1/2019	unknown	Unknown
4	Livermore Area Recreation and Park District*	Event and Marketing Coordinator	\$ 5,166	7/1/2019	unknown	Unknown
5	City of Davis	N/C				
6	City of Elk Grove	N/C				
7	City of Roseville	N/C				
8	City of Sacramento	N/C				
9	City of Vacaville	N/C				
10	Cordova Recreation and Park District	N/C				
11	El Dorado Hills Fire Department	N/C				
12	Hayward Area Recreation and Park District	N/C				
13	Livermore-Pleasanton Fire Protection District	N/C				
14	Sacramento Metropolitan Fire District	N/C				
15	San Ramon Valley Fire Protection District	N/C				

Summary Results	Top Monthly
Average of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Median of Comparators	ISD
% Cosumnes Community Services District Above/Below	ISD
Number of Matches	3

N/C - Non Comparator

* Top step salaries for those agencies that are more than 5% above or below Cosumnes CSD in terms of Cost of Labor have been adjusted. The cost of labor reflects differences in pay or compensation for work performed based on geographic location (whereas cost of living reflects differences in costs to a consumer based on geographic location).

RESOLUTION NO.2020-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COSUMNES COMMUNITY SERVICES DISTRICT ADOPTING
THE 2020 PUBLICLY AVAILABLE PAY SCHEDULE AS
REQUIRED BY CALPERS**

WHEREAS, CalPERS regulations require that employee salaries be included on a publicly available pay schedule as defined in California Code of Regulations, Title 2, Section 570.5; and

WHEREAS, one of the requirements of Section 570.5 is that the Cosumnes Community Services District's salary schedule be adopted by the Board of Directors in accordance with the requirements of applicable public meeting laws; and

WHEREAS, Cosumnes Community Services District's Board of Directors desires to adopt and approve modifications to the publicly available pay schedule titled Full-time Salary Schedule and Part-time Pay Scale for all District classifications, including employees with individual employment contracts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cosumnes Community Services District adopts and approves modifications to the publicly available pay schedule titled Full-time Salary Schedule for all full-time District classifications, effective March 16, 2020, and titled Part-Time Salary Schedule for all part-time District classifications, effective January 1, 2020, except as otherwise noted on the salary schedule, which is attached hereto as Exhibit 1 and Exhibit 2.

APPROVED AND ADOPTED this 4 day of March 2020.

President, Orlando Fuentes
Cosumnes Community Services District

ATTEST:

Secretary, Joshua Green
Cosumnes Community Services District

**Cosumnes Community Services District
Full-time Salary Schedule**

	1 Monthly	2 Monthly	3 Monthly	4 Monthly	5 Monthly	6 Monthly	7 Monthly	8 Monthly ^[1]	Monthly ^[2]
NON-REPRESENTED GROUP									
General Employee- Grade 1	\$ 3,754	\$ 3,942	\$ 4,139	\$ 4,346	\$ 4,563	\$ 4,792	\$ 5,031	\$ 5,157	
Non Exempt Administrative Assistant									
Non Exempt Logistics Technician									
Non Exempt Preschool Teacher									
Non Exempt Facilities Operations Technician									
Non Exempt Park Ranger									
General Employee- Grade 2	\$ 3,902	\$ 4,097	\$ 4,302	\$ 4,517	\$ 4,743	\$ 4,980	\$ 5,229	\$ 5,360	
Non Exempt Building Maintenance Worker									
Non Exempt Maintenance Worker I									
Non Exempt Facilities Operations Technician, Sr.									
General Employee- Grade 3	\$ 4,304	\$ 4,519	\$ 4,745	\$ 4,982	\$ 5,231	\$ 5,493	\$ 5,768	\$ 5,912	
Non Exempt Administrative Specialist									
Non Exempt Accounting Assistant									
Non Exempt Building Maintenance Worker, Sr.									
Non Exempt Communications Specialist									
Non Exempt Golf Professional									
Non Exempt Graphic Specialist									
Non Exempt Public Education Officer									
Non Exempt Recreation Coordinator									
Non Exempt Plan Intake Coordinator									
Non Exempt Sponsorship and Marketing Specialist									
General Employee- Grade 4	\$ 4,428	\$ 4,649	\$ 4,882	\$ 5,126	\$ 5,382	\$ 5,651	\$ 5,934	\$ 6,082	
Non Exempt Building Maintenance Worker, Sr. (HVAC)									
Administrative Support/Board Clerk/Confidential- Grade 1	\$ 4,649	\$ 4,881	\$ 5,125	\$ 5,381	\$ 5,650	\$ 5,933	\$ 6,230	\$ 6,385	
Non Exempt Accounting Specialist									
Non Exempt Human Resources Specialist									
Administrative Support/Board Clerk/Confidential- Grade 2	\$ 4,836	\$ 5,078	\$ 5,331	\$ 5,598	\$ 5,878	\$ 6,172	\$ 6,480	\$ 6,642	
Non Exempt Assistant to Fire Chief									
Non Exempt Assistant to GM									
Non Exempt Executive Assistant									
Professional/Supervisor- Grade 1	\$ 5,990	\$ 6,290	\$ 6,604	\$ 6,935	\$ 7,281	\$ 7,645	\$ 8,028	\$ 8,228	
Non Exempt Maintenance Supervisor (Golf Course)									
Non Exempt Building Maintenance Supervisor									
Non Exempt Park Ranger Supervisor									
Non Exempt Landscape Assistant									
Non Exempt Recreation Supervisor									
Professional/Supervisor- Grade 2	\$ 6,454	\$ 6,777	\$ 7,116	\$ 7,472	\$ 7,845	\$ 8,238	\$ 8,649	\$ 8,866	
Non Exempt Landscape Architect-Associate									
Professional/Supervisor- Grade 3	\$ 7,206	\$ 7,566	\$ 7,945	\$ 8,342	\$ 8,759	\$ 9,197	\$ 9,657	\$ 9,898	
Non Exempt EMS Division Performance and Development Coordinator, Asst									
Manager- Grade 1	\$ 6,347	\$ 6,664	\$ 6,997	\$ 7,347	\$ 7,715	\$ 8,100	\$ 8,505	\$ 8,718	
Exempt Management Analyst									
Exempt IT Business Systems Analyst									
Exempt Public Relations Manager									
Exempt Human Resources Analyst									

**Cosumnes Community Services District
Full- time Salary Schedule**

	1	2	3	4	5	6	7	8	
	Monthly	Monthly ^[1]	Monthly ^[2]						
Manager- Grade 2	\$ 7,359	\$ 7,727	\$ 8,114	\$ 8,519	\$ 8,945	\$ 9,393	\$ 9,862	\$ 10,109	
Exempt Park Maintenance Manager									
Exempt Recreation Manager									
Exempt Construction Project Manager									
Exempt Fleet Manager									
Exempt Sr. Management Analyst									
Manager- Grade 3	\$ 7,876	\$ 8,270	\$ 8,684	\$ 9,118	\$ 9,574	\$ 10,052	\$ 10,555	\$ 10,819	\$ 10,977
Exempt Facilities Manager									
Exempt Finance Manager									
Exempt Landscape Architect Senior									
Exempt IT Manager ^[2]									
Manager- Grade 4	\$ 8,149	\$ 8,556	\$ 8,984	\$ 9,433	\$ 9,905	\$ 10,400	\$ 10,920	\$ 11,193	\$ 11,822
Exempt EMS Division Performance and Development Coordinator ^[2]									
Director- Grade 1	\$ 12,448	\$ 13,070	\$ 13,723	\$ 14,410					
Exempt Parks and Recreation Director									
Director - Grade 2	\$ 13,625	\$ 14,306	\$ 15,021	\$ 15,772					
Exempt Parks Administrator (vacant)									
Exempt Chief Planning, Design, Construction									
OTHER BARGAINING GROUPS									
Non Exempt Fire Recruit	\$ 5,562								
MEO									
Exempt Battalion Chief	\$ 12,342	\$ 12,959	\$ 13,607	\$ 14,287	\$ 15,002	\$ 15,752			
Exempt Assistant Fire Chief	\$ 14,510	\$ 15,235	\$ 15,997	\$ 16,797	\$ 17,636	\$ 18,518			
Local 522									
Non Exempt Firefighter	\$ 6,118	\$ 6,423	\$ 6,745	\$ 7,082	\$ 7,436	\$ 7,808	\$ 8,199		
Non Exempt Fire Engineer	\$ 7,082	\$ 7,436	\$ 7,808	\$ 8,199	\$ 8,608	\$ 9,039			
Non Exempt Firefighter Captain	\$ 7,808	\$ 8,198	\$ 8,608	\$ 9,039	\$ 9,491	\$ 9,965			
Non Exempt Fire Inspector I	\$ 5,626	\$ 5,907	\$ 6,203	\$ 6,513	\$ 6,838	\$ 7,180			
Non Exempt Fire Inspector II	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467			
Non Exempt General Equipment Mechanic I	\$ 5,252	\$ 5,515	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038	\$ 7,214	
Non Exempt General Equipment Mechanic II	\$ 5,790	\$ 6,080	\$ 6,384	\$ 6,703	\$ 7,038	\$ 7,390	\$ 7,760	\$ 7,954	
Teamsters - Full-time Unit									
Non Exempt Park Maintenance Apprentice	\$ 3,452	\$ 3,538	\$ 3,626	\$ 3,717					
Non Exempt Park Maintenance Worker	\$ 3,452	\$ 3,625	\$ 3,806	\$ 3,996	\$ 4,196	\$ 4,406	\$ 4,626		
Non Exempt Park Maintenance Worker, Sr.	\$ 4,003	\$ 4,203	\$ 4,413	\$ 4,634	\$ 4,866	\$ 5,109	\$ 5,364		
Teamsters - Supervisors Unit									
Non Exempt Landscape Maintenance Inspector	\$ 4,877	\$ 5,121	\$ 5,377	\$ 5,646	\$ 5,928	\$ 6,225	\$ 6,536		
Non Exempt Park Maintenance Supervisor	\$ 4,877	\$ 5,121	\$ 5,377	\$ 5,646	\$ 5,928	\$ 6,225	\$ 6,536		
CONTRACTED									
Exempt General Manager	\$ 18,876	\$ 19,869	\$ 20,914	\$ 21,960					
Exempt District Counsel	\$ 22,083								
Exempt Fire Chief	\$ 18,868	\$ 19,861	\$ 20,906						
Exempt Deputy Fire Chief	\$ 17,969	\$ 18,915	\$ 19,911						
Exempt Chief Administrative Officer	\$ 12,130	\$ 12,737	\$ 13,374						
Exempt Director of Human Resources	\$ 11,027	\$ 11,578	\$ 12,158						

[1] 2.5% COLA Added to

[2] Salary for current incumbents in the IT Manager and EMS Division Performance and Development Coordinator classifications are held at current top step rate as identified above until salary scale catches up or positions are vacated.

Effective: 01/01/2020				
Position Title	Effective Date	Pay Type	Step	Hourly Rate
ASST POOL MNGR - Assistant Pool Manager	1/1/2020	Hourly	1	\$16.25
ASST POOL MNGR - Assistant Pool Manager	1/1/2020	Hourly	2	\$16.75
ASST REC COOR - Asst. Recreation Coordinator	1/1/2020	Hourly	1	\$20.75
ASST REC COOR - Asst. Recreation Coordinator	1/1/2020	Hourly	2	\$21.25
ASST REC COOR - Asst. Recreation Coordinator	1/1/2020	Hourly	3	\$23.00
COMM SPEC (PT) - Marketing Specialist	1/1/2020	Hourly	1	\$21.50
COMM SPEC (PT) - Marketing Specialist	1/1/2020	Hourly	2	\$22.00
COMM SPEC (PT) - Marketing Specialist	1/1/2020	Hourly	3	\$23.50
EXTRA - Extra Help		Hourly	Range	\$20-\$150
INTRN - Intern	1/1/2020	Hourly	1	\$13.00
INTRN - Intern	1/1/2020	Hourly	2	\$13.50
INTRN - Intern	1/1/2020	Hourly	3	\$14.00
IST - Information Systems Technician	1/1/2020	Hourly	1	\$24.50
IST - Information Systems Technician	1/1/2020	Hourly	2	\$25.00
IST - Information Systems Technician	1/1/2020	Hourly	3	\$25.50
LD LFGRD - Lead Lifeguard	1/1/2020	Hourly	1	\$14.75
LD LFGRD - Lead Lifeguard	1/1/2020	Hourly	2	\$15.25
LD LFGRD - Lead Lifeguard	1/1/2020	Hourly	3	\$16.00
LFGRD - Lifeguard	1/1/2020	Hourly	1	\$13.50
LFGRD - Lifeguard	1/1/2020	Hourly	2	\$14.00
LFGRD - Lifeguard	1/1/2020	Hourly	3	\$14.50
LOG COUR - Logistics Courier	1/1/2020	Hourly	1	\$15.00
LOG COUR - Logistics Courier	1/1/2020	Hourly	2	\$15.50
LOG COUR - Logistics Courier	1/1/2020	Hourly	3	\$16.50
MAINT AIDE (U) - Maintenance Aide - Unrepresented	1/1/2020	Hourly	1	\$15.00

Position Title	Effective Date	Pay Type	Step	Hourly Rate
MAINT AIDE (U) - Maintenance Aide - Unrepresented	1/1/2020	Hourly	2	\$15.50
MAINT AIDE (U) - Maintenance Aide - Unrepresented	1/1/2020	Hourly	3	\$16.50
MAINT AIDE (U) - Maintenance Aide - Unrepresented - (Y-Rated)	1/1/2018	Hourly	3a	\$16.75
MAINT AIDE (U) - Maintenance Aide - Unrepresented - (Y-Rated)	1/1/2018	Hourly	3b	\$17.75
OSI - Office Specialist I	1/1/2020	Hourly	1	\$14.00
OSI - Office Specialist I	1/1/2020	Hourly	2	\$14.50
OSI - Office Specialist I	1/1/2020	Hourly	3	\$15.00
OSII - Office Specialist II	1/1/2020	Hourly	1	\$15.50
OSII - Office Specialist II	1/1/2020	Hourly	2	\$16.25
OSII - Office Specialist II	1/1/2020	Hourly	3	\$17.00
PMA - Park Maintenance Aide	7/1/2019	Hourly	1	\$15.30
PMA - Park Maintenance Aide	7/1/2019	Hourly	2	\$16.07
PMA - Park Maintenance Aide	7/1/2019	Hourly	3	\$16.87
POOL MNGR - Pool Manager	1/1/2020	Hourly	1	\$17.00
POOL MNGR - Pool Manager	1/1/2020	Hourly	2	\$17.50
PRESCHL AIDE - Preschool Aide	1/1/2020	Hourly	1	\$13.75
PRESCHL AIDE - Preschool Aide	1/1/2020	Hourly	2	\$14.25
PRESCHL AIDE - Preschool Aide	1/1/2020	Hourly	3	\$14.75
PRESCHL INST - Preschool Instructor	1/1/2020	Hourly	1	\$16.50
PRESCHL INST - Preschool Instructor	1/1/2020	Hourly	2	\$17.00
PRESCHL INST - Preschool Instructor	1/1/2020	Hourly	3	\$18.00
PRESCHL INST - Preschool Instructor - (Y-Rated)	1/1/2018	Hourly	3a	\$19.00
REC INST - Recreation Instructor	1/1/2020	Hourly	1	\$24.00
REC INST - Recreation Instructor - (Y-Rated)	1/1/2020	Hourly	1a	\$24.50
REC INST - Recreation Instructor - (Y-Rated)	1/1/2020	Hourly	1b	\$25.75
REC INST - Recreation Instructor - (Y-Rated)	1/1/2018	Hourly	1c	\$27.25

Position Title	Effective Date	Pay Type	Step	Hourly Rate
REC LDR - Recreation Leader	1/1/2020	Hourly	1	\$13.00
REC LDR - Recreation Leader	1/1/2020	Hourly	2	\$13.50
REC LDR - Recreation Leader	1/1/2020	Hourly	3	\$14.00
REC LDR - Recreation Leader - (Y-Rated)	1/1/2018	Hourly	3a	\$14.25
REC SPEC - Recreation Specialist	1/1/2020	Hourly	1	\$15.50
REC SPEC - Recreation Specialist	1/1/2020	Hourly	2	\$16.00
REC SPEC - Recreation Specialist	1/1/2020	Hourly	3	\$16.50
SITE DIR - Site Director	1/1/2020	Hourly	1	\$16.50
SITE DIR - Site Director	1/1/2020	Hourly	2	\$17.00
SITE DIR - Site Director	1/1/2020	Hourly	3	\$18.00
SITE DIR - Site Director - (Y-Rated)	1/1/2018	Hourly	3a	\$19.00
WSI - Water Safety Instructor	1/1/2020	Hourly	1	\$14.75
WSI - Water Safety Instructor	1/1/2020	Hourly	1	\$15.25
WSI - Water Safety Instructor	1/1/2020	Hourly	1	\$16.00
YSO - Youth Sports Official	1/1/2020	Hourly	1	\$14.50

Steve Sims

From: Jeff Repetti
Sent: Thursday, February 20, 2020 6:28 AM
To: Albert Sanchez
Cc: Steve Sims
Subject: FW:

Good Morning Al,

Just wanted to share the note below. I want to thank you for your thoroughness and all your effort you put in to keeping things safe and clean and well maintained. It does not go unnoticed.

Jeff Repetti

Park Maintenance Manager, Park Operations

Cosumnes CSD Parks & Recreation

8820 Elk Grove Blvd. Elk Grove, CA 95624

Phone: (916) 405-5646 | Fax: (916) 405-5658

JeffRepetti@csdparks.com | www.yourcsd.com

From: Rudy gonzales <gonzalesrudy@csdparks.com>
Sent: Wednesday, February 19, 2020 5:43 PM
To: PM Hotline <Hotline@csdparks.com>
Subject:

[CAUTION-EXTERNAL SENDER]

Hello my name is Rudy Gonzales and I like to take time to recognize your employee Al Sanchez. There is a CSD Park close to my house which is called Fales Park. I was enjoying my lunch at the park while I noticed your employee cleaning trash and removing vulgar graffiti off a slide. It's really great to see beautiful parks kept up clean. I was upset when I witnessed a dog owner that let his dog go poop and didn't do nothing to clean up after his dog and left. I noticed that Al seen what I saw to be upsetting. Al grabbed what he needed from his truck and cleaned up after the man's dog. Workers like Al really make a difference in keeping a beautiful park kept. I then approached Al before he departed and I thanked him personally. Al makes me want to return to his clean park to enjoy my upcoming lunches. Thank you,
Rudy Gonzales

[Sent from Yahoo Mail on Android](#)

Steve Sims

From: Linda T. Rivera <riveralinda@laguna.com>
Sent: Wednesday, February 19, 2020 2:08 PM
To: Steve Sims; Jason Rickard; Billy Daniels; Rhinda Furtado
Subject: Billy Daniels

[CAUTION-EXTERNAL SENDER]

Hello Steve and Jason,

This note is an appreciation for Billy Daniels who has again demonstrated outstanding support, involvement and tenacity in working with the Elk Grove Garden Club on planting roses at the Laguna Town Hall.

Billy is kind, patient, and continues to go the extra step to make members welcome and a true partner with CSD. He has prepared the area from compacted soil and DG to one where you can run your fingers through the soil it is so smooth. The members and I love working with Billy. With Billy at our side we feel like we could overcome any obstacle and make it work. It is a delight.

Thank you so much for having Billy partner with us - it makes all the difference to the success of this project!! His sheer popularity in working with our community group is a testament to his skill.

I look forward to seeing Billy at the rose garden. I hope he has continuing opportunities to showcase his talent and leadership.

Please share these thoughts with his supervisors.
Thank you so much!

Linda Rivera
Committee Chair
Elk Grove Garden Club

Elenice Gomez

From: noreply@civicplus.com
Sent: Wednesday, February 19, 2020 9:39 PM
To: Elenice Gomez
Subject: Online Form Submittal: Contact Us Form

[CAUTION-EXTERNAL SENDER]

Contact Us Form

To: CSD Board of Directors

From Joseph C. Dopson

Phone Number 9165859733

Email Address joedopson [REDACTED]

Subject New Trash Receptacles

Your Comments We visited Johnson Park Recreation Center today and we were very pleased to see that all of the old, deteriorated trash cans had been replaced with new concrete trash receptacles. They're beautiful!
What a huge difference this has made to an already beautiful park!
Please continue to make these important upgrades to our parks. We appreciate you!
Sincerely,
Joe Dopson & Eric Wiedermann, and Lady, too

Email not displaying correctly? [View it in your browser.](#)