

Salary Schedule 2020-2021

Full-Time Positions

Grade	Range Min	Range Max	Classification Title
100	167,705	238,405	Executive Director*
99	152,280	216,553	Director of Capital Projects/Chief Engineer
98	138,600	197,029	Director of Finance Director of Regional Planning Senior Project Manager Capital Projects Program Manager Director of Government & Community Relations
97	128,778	183,131	
96	119,793	170,355	
95	111,436	158,470	
94	103,615	144,242	Administrative Services Manager Accounting Manager Audit Manager Contracts / Procurement Manager Project Manager
93	96,498	134,291	Principal Management Analyst
92	89,766	124,922	Senior Contracts Auditor Sr. Contracts Administrator/Labor Compliance Officer
91	83,502	116,205	
90	77,677	108,098	Senior Management Analyst
89	72,257	100,557	Senior Accountant Contracts Auditor Contracts Administrator
88	67,216	93,541	IT Analyst
87	62,498	85,102	Management Analyst Accountant Executive Assistant Engineering Technician
86	58,137	79,164	
85	54,081	73,641	Senior Administrative Assistant Management Aide
84	50,308	68,504	Accounting Technician Administrative Assistant
83	46,772	62,005	
82	43,509	57,679	Office Assistant
81	40,473	53,655	
80	37,649	49,912	

Part-Time Positions

Part Time Positions	Hourly Rate
Project Assistant	\$ 25
Office Assistant	\$ 18
Intern (Graduate Student)	\$ 18
Intern (Undergraduate Student)	\$ 16

*Governing Board assigns salary and compensation package for this position.

RESOLUTION NO. 20-16

A RESOLUTION OF THE GOVERNING BOARD OF THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) REGARDING SALARY RATES FOR ALL CLASSES OF EMPLOYMENT

WHEREAS, on May 29, 2014, the Governing Board adopted Ordinance No. 100 which established an Administrative Code that created a personnel system; and

WHEREAS, prior to action taken by the Governing Board on August 17, 2017, the SGVCOG functioned as two separate units, the SGVCOG unit and the Alameda Corridor-East Construction Authority (ACE) unit with differing personnel and salary structures; and

WHEREAS, on September 18, 2014, the Governing Board adopted Resolution No. 14-23 establishing the salary rates for all classes of employment assigned to the SGVCOG unit; and

WHEREAS, on August 17, 2017, the Governing Board voted to fully integrate the Alameda Corridor-East Construction Authority (ACE) into the SGVCOG and thereafter adopted Resolution No. 17-34 to approve a proposed revision to the Joint Powers Authority Agreement governing the SGVCOG, to be considered by each Member Agency and the revision was approved by a majority of the Members; and

WHEREAS, given the changes to the organization, the Governing Board is reviewing current practices and developing systems that reflect best industry practices and afford the greatest level of transparency and protection to the SGVCOG, its member agencies, the communities, and the employees, including practices and policies related to the administrative and financial functions of the organization; and

WHEREAS, there is a need to update and integrate the compensation structure that reflects a unified system for the SGVCOG and its employees; and

WHEREAS, an integrated system will enhance employee morale and productivity by clearly defining employee salaries, as well as comply with existing law; and

NOW, THEREFORE, the Governing Board of the SGVCOG does hereby resolve, declare, determine and order as follows, which supersedes Resolutions No. 14-23, 15-13, and 15-22, 16-16, 17-29, 17-39, 18-21, 18-60, 19-09 and 19-33 in their entirety:

SECTION 1. The following table reflects annual compensation and grade structure assigned to the full-time classes of employment:

Grade	Range Min	Range Max	Classification Title
100	167,705	238,405	Executive Director
99	152,280	216,553	Director of Capital Projects Director of Finance Director of Regional Planning Director of Government & Community Relations
98	138,600	197,029	Senior Project Manager

97	128,778	183,131	
96	119,793	170,355	
95	111,436	158,470	
94	103,615	144,242	Administrative Services Manager Accounting Manager Audit Manager Contracts / Procurement Manager Project Manager
93	96,498	134,291	Principal Management Analyst
92	89,766	124,922	Senior Contracts Auditor Sr. Contracts Administrator*
91	83,502	116,205	
90	77,677	108,098	Senior Management Analyst
89	72,257	100,557	Senior Accountant Contracts Auditor Contracts Administrator*
88	67,216	93,541	
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86	58,137	79,164	
85	54,081	73,641	Senior Administrative Assistant Management Aide
84	50,308	68,504	Accounting Technician Administrative Assistant
83	46,772	62,005	
82	43,509	57,679	Office Assistant
81	40,473	53,655	
80	37,649	49,912	

*Note: The Senior Contracts Administrator and the Contracts Administrator positions may also serve as the Labor Compliance Officer.

SECTION 2. The following table designates the full-time position titles as non-exempt or exempt under the Fair Labor Standards Act (FLSA). All hourly position listed in Section 4 of this Resolution are designated as non-exempt. Position titles listed as non-exempt are compensated overtime for hours worked in excess of 40 hours per workweek. Position titles designated as exempt are not eligible for overtime compensation under the FLSA and will not receive overtime compensation for hours worked in excess of 40 hours per workweek.

Position Title	Exempt/Non-Exempt Status	Position Category
Executive Director	Exempt	Executive
Director of Capital Projects	Exempt	Executive
Director of Finance	Exempt	Executive
Director of Regional Planning	Exempt	Executive
Director of Government & Community Relations	Exempt	Executive
Administrative Services Manager	Exempt	Executive
Senior Project Manager	Exempt	Administrative
Accounting Manager	Exempt	Administrative
Audit Manager	Exempt	Administrative
Contracts/Procurement Manager	Exempt	Administrative
Project Manager	Exempt	Administrative
Principal Management Analyst	Exempt	Administrative
Senior Contracts Auditor	Exempt	Administrative

Sr. Contracts Administrator	Exempt	Administrative
Senior Management Analyst	Exempt	Administrative
Senior Accountant	Exempt	Administrative
Contracts Auditor	Exempt	Administrative
Management Analyst	Exempt	Administrative
Contracts Administrator	Exempt	Administrative
Accountant	Exempt	Administrative
Executive Assistant	Exempt	Administrative
Management Aide	Exempt	Administrative
Engineering Technician	Non-Exempt	Administrative
Senior Administrative Assistant	Non-Exempt	Administrative
Accounting Technician	Non-Exempt	Administrative
Administrative Assistant	Non-Exempt	Administrative
Office Assistant	Non-Exempt	Administrative

SECTION 3. The SGVCOG shall provide the following benefits:

A. Retirement.

- 1) The SGVCOG shall provide a tax-qualified governmental defined benefit plan through the California Public Employees Retirement System (CalPERS) for all full-time miscellaneous classes of employees, based on the following:
 - a. Employees Hired Before January 1, 2013: 2% @ 55 retirement formula: From the date of adoption of this resolution, through June 30, 2019, the SGVCOG shall pay the cost of the employee' member contribution (EPMC) to CALPERS. In accordance with Resolution 19-08, the EPMC will be phased out according to the following employee contribution schedule:
 - FY 19-20: 2%
 - FY 20-21: 4%
 - FY 21-22: 6%
 - FY 22-23: 7%
 - FY 23-24: 50% of Normal Cost
 - b. Employees Hired On or After January 1, 2013 (Classic): 2% @ 55, employees are responsible for paying the employee portion of the CalPERS retirement contribution.
 - c. Employees Hired After January 1, 2013 - California Public Employees' Pension Reform Act (PEPRA): 2% @ 62, employees are responsible for paying the employee portion of the CalPERS retirement contribution.

B. Insurances.

- 1) The SGVCOG shall provide a short-term disability program for all full-time employees. The SGVCOG shall also provide a long-term disability program for full-time employees to work in concert with the short-term disability program.
- 2) In accordance with the California Labor Code, the SGVCOG pays the premium for unemployment insurance for employees.
- 3) Under the Workers' Compensation Insurance Law of California, any employee injured on the job in the course of employment is entitled to disability compensation and medical care. Full-time employees may utilize sick leave during the period of

absence due to a work-related illness or injury. However, when payment of workers' compensation benefits is received by the employee:

- a. He/she must endorse the check over to the SGVCOG;
- b. The SGVCOG will convert the dollar amount of the check to sick leave hours (Total amount of the check divided by the hourly wage); and
- c. The SGVCOG will credit the employee's sick leave account by that number of hours. Employees who do not wish to cover this absence with sick leave or who lack adequate sick leave hours may keep the check from workers' compensation.

C. Miscellaneous Benefits.

- 1) **Auto Allowance:** After 12 months of employment, employees that engage in significant travel outside of their assigned office may be eligible for an auto allowance of up to \$300/month. Eligibility will be determined at the discretion of the Executive Director and the employee's supervisor and will be based on mileage reports from the prior 12-month period and will be reassessed annually thereafter.

SECTION 4. Hourly employees shall be compensated at a fixed rate pursuant to the following schedule:

Position Title	Hourly Rate
Project Assistant	\$25
Office Assistant	\$18
Intern (Graduate Student)	\$18
Intern (Undergraduate Student)	\$16

The Executive Director may hire, on an hourly basis, positions identified as full-time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full-time position.

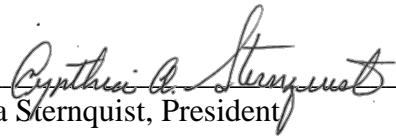
SECTION 5. The SGVCOG may consider any CPI adjustment to salary ranges as part of the annual budgeting process.

SECTION 6. The SGVCOG reserves the right, in its sole discretion, at any time and from time to time, and upon a non-discriminatory basis, to amend or rescind any provision of this Resolution or any salary provisions, or to terminate any salary provisions. Such changes may apply to current and/or future employees. All salaries in this Resolution are subject to meet and confer guidelines and shall be reviewed at least annually in their entirety.

SECTION 7. The Executive Director shall certify to the adoption of this Resolution and shall enter this Resolution into the official book of resolutions. This Resolution is effective upon its adoption.

PASSED AND ADOPTED by the Governing Board of San Gabriel Valley Council of Governments, in the County of Los Angeles, State of California, on the 20th day of August 2020.

San Gabriel Valley Council of Governments



Cynthia Sternquist, President

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Council of Governments, do hereby certify that Resolution 20-16 was adopted at a regular meeting of the Governing Board held on the 20th day of August 2020 by the following vote:

AYES:	Alhambra, Arcadia, Azusa, Bradbury Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Cañada Flintridge, La Puente, La Verne, Monrovia, , Monterey Park, Pomona, Rosemead, San Dimas, San Gabriel, San Marino, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, , L.A. County District #4, L.A. County District #5, San Gabriel Valley Water Districts
NOES:	
ABSTAIN:	
NO VOTE RECORDED:	Montebello, San Gabriel, L.A. County District #1
ABSENT:	Baldwin Park, South El Monte



Marisa Creter, Secretary