



ITEM NO. 7

## STAFF REPORT

DATE: OCTOBER 18 , 2011  
TO: HONORABLE MAYOR AND CITY COUNCIL  
FROM: ROD FOSTER, CITY MANAGER  
SUBJECT: ORGANIZATIONAL STRUCTURE

### RECOMMENDED ACTION

It is recommended that the City Council adopt resolution No. R-95-11 implementing a new organizational structure within the City of Colton; creating or modifying positions and accompanying job descriptions; and, adopting the City's new comprehensive salary table and thereby repealing Section 6 of Resolution No. R-04-10.

### GOAL STATEMENT

The proposed action will support the City's goal to operate the City's business in a more efficient and effective manner.

### BACKGROUND

Over the past two years, the City of Colton has been facing unprecedented fiscal challenges. Layoffs have been among the many steps taken to address the issue. As a result, in November of 2009, the support staffing in the City Council Office was reduced. At a recent Council meeting, staff was directed to bring back a plan that included restoration of a full-time support position.

In addition, in an effort to further temper the fiscal challenges, in January 2010 the City Council approved an organizational structure wherein the City's three major utilities, namely Electric, Water and Wastewater, were combined with the City's Public Works Department. Prior to that action, Electric and Public Works were each separate stand alone departments and Water and Wastewater were combined as a stand alone department.

### ISSUES/ANALYSIS

The attached Resolution, if adopted, implements the proposed organizational restructure (Exhibit D) and establishes or modifies appropriate job descriptions and salary ranges for the resulting classifications.

The proposed organizational structure would provide one additional support staff position in the City Council Office, as well as establish the Electric Utility as a stand alone department. The existing position of Public Works and Utilities Services Director would be reclassified to Public Works Director. This classification would continue to be responsible for Water and Wastewater, as well as Public Works.

#### City Council Office

Over the past two years, the volume of the City Council's administrative business has far exceeded the level expected to be handled by one full-time staff position. The current part-time receptionist position has been utilized to mitigate the workload as much as possible, however, in doing so has created other unintended consequences at City Hall and in some respects has resulted in lowering the level of service to our citizens and other visitors that come in to City Hall seeking information or assistance.

Currently, it is difficult for City Hall visitors to understand where to seek assistance, check in for a scheduled meeting and the like. The addition of an administrative assistant position will allow the receptionist position to be moved into the lobby area to greet and assist citizens or other visitors that come to City Hall. Furthermore, the increase in administrative support will facilitate business being completed within normal work hours and in a timely and efficient manner.

#### Public Works and Utility Services

The City of Colton is very fortunate to own its own Electric Utility as it provides a great benefit to the citizens of Colton. However, recent legislation and mandates have greatly complicated the electric industry and, as such, the City must make a focused effort toward meeting all regulations and requirements. In order to accomplish that in the long-term, staff is recommending that the Electric Utility become a stand-alone City department and that the classification of Electric Utility Director be established. Inasmuch as the oversight of the Electric Utility currently rests with the Public Works and Utility Services Director, that classification will be retitled to be Public Works Director and will retain responsibility for the all divisions of Public Works, Water and Wastewater.

### **FISCAL IMPACTS**

Total cost of the above change in organizational structure is estimated to be \$277,277 annually. The General Fund cost is estimated to be \$119,663 with the balance attributable to other City Funds. Preliminary 2010-11 operating results reflect the General Fund, as well as each of the City's major utilities (Electric, Water and Wastewater), met or exceeded their respective estimates to close the year as reflected in the 2011-12 budget process resulting in additional budget savings. As such, although this action will require approval of an additional appropriation, initial funding is available to absorb the costs of these proposed changes without affecting the City's ability to fund all other ongoing expenses as approved in the 2011-12 budget.

**ALTERNATIVES**

1. Provide alternative direction to staff.

**ATTACHMENTS**

1. Resolution No. R-95-11
2. Exhibit A - Job Descriptions for Public Works Director; Electric Utility Director
3. Exhibit B - Comprehensive Salary Table
4. Exhibit C - Summary of Costs
5. Exhibit D – Organizational Chart

**RESOLUTION NO. R-95-11**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLTON, CALIFORNIA IMPLEMENTING A NEW ORGANIZATIONAL STRUCTURE WITHIN THE CITY OF COLTON; AND CREATING OR MODIFYING POSITIONS AND ACCOMPANYING JOB DESCRIPTIONS; AND ADOPTING THE CITY'S NEW COMPREHENSIVE SALARY TABLE AND THEREBY REPEALING SECTION 6 OF RESOLUTION NO. R-04-10.

**WHEREAS**, the City Council of City of Colton has found that reorganization is in the best interest of the City in that it will provide for a more efficient and effective way of conducting the City's business; and

**WHEREAS**, as a result of the reorganization certain positions will be created or modified in order to achieve a more efficient and effective municipal organization.

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF COLTON DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

**SECTION 1:** The positions of Electric Utility Director and Public Works Director are hereby created or modified and the job descriptions attached to this resolution are hereby approved (Exhibit A).

**SECTION 2:** The position of Administrative Assistant is hereby added to the approved staffing levels within the City Council office.

**SECTION 3:** The comprehensive salary table attached to this resolution is hereby amended and approved to include the applicable salary ranges for positions outlined in Section 1 above (Exhibit B). Section 6 of Resolution No. R-04-10, which approved the last comprehensive update to the salary table, is hereby repealed.

**SECTION 4:** The 2011-12 adopted budget is hereby amended to incorporate the changes to the General Fund, Electric Fund, Water fund and Wastewater Fund as outlined the Summary of Costs attached to this resolution (Exhibit C).

**SECTION 5:** The staff report accompanying this resolution is found to be true, adopted as findings and incorporated into this resolution.

**APPROVED AND ADOPTED** this 18<sup>th</sup> day of October, 2011

\_\_\_\_\_  
Sarah S. Zamora, Mayor

ATTEST:

\_\_\_\_\_  
Eileen C. Gomez, City Clerk

# EXHIBIT A

Job Descriptions:

Public Works Director

Electric Utility Director

## **CITY OF COLTON PUBLIC WORKS DIRECTOR**

### **DEFINITION:**

Under the administrative direction of the City Manager, plans, manages, oversees and directs the operations and services of the Public Works, Water and Wastewater divisions, City Engineering Services, and related capital improvement programs; oversees operations, work plans, and departmental budget. Coordinates department activities with other City departments, officials and/or outside agencies; and provides complex staff support to the City Manager.

### **DISTINGUISHING CHARACTERISTICS:**

The **Public Works Director** is the top management level class within the Public Works Department with responsibility for managing all aspects of the Department and functioning as the City Engineer. This classification is distinguished from lower classifications within the department by its full and overall responsibility for the Public Works Department.

### **SUPERVISION EXERCISED:**

Exercises direct supervision over professional, technical, and clerical staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plan, assign, direct and exercise administrative supervision over all Public Works Department activities and services including activities associated with the streets, buildings, parks, equipment maintenance and engineering services, as well as the City's water and wastewater operations.
- Develop, implement and maintain short-and long-term department goals, objectives, policies and priorities to meet the growing needs of the service areas; ensure that established goals and priorities are achieved.
- Plan, direct and coordinate the department work plans through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Direct the selection, training and evaluation programs for all department personnel; ensure that necessary staff training is given and received; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Manage and coordinate the development of the department budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.
- Oversee all major construction, operation and maintenance activities within the department; direct capital improvement projects.
- Conduct special studies on rates; develop and present recommendations for changes in rate and fee structures; direct the coordination of customer billing activities with the City Finance Division.
- Assist the City Manager in presenting and defending utility programs, operations and activities; negotiate and resolve controversial department issues.
- Administer the National Pollutant Discharge Elimination System (NPDES) Stormwater Program; ensure that federal and state regulations regarding water quality and wastewater discharge are met.

## **PUBLIC WORKS DIRECTOR**

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- Monitor developments and techniques in the water and wastewater operations and maintenance field and evaluate the impact on City services.
- Serve as a technical advisor to the City Manager, City Council and department heads concerning public facilities, capital improvement projects, and water and wastewater operations.
- Confer with attorneys, engineering consultants, financial consultants, regulatory bodies, professional trade associations and other pertinent groups or individuals to acquire information and assistance.
- Represent the City in meetings with representatives of governmental and regulatory agencies, developers, contractors, and business groups; attend and participate in community meetings as necessary.
- Perform other related duties as required.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Occasional lifting up to twenty-five pounds such as files, stack of papers, and reference books. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone service.

### **QUALIFICATIONS:**

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Director. A typical way of obtaining the required qualifications is to possess the equivalent of seven years of progressively responsible public works experience, including water and wastewater operations. A Bachelor's degree from an accredited college or university in civil engineering, public administration or a related field is required. A master's degree is highly desirable.

#### **License/Certificate:**

Possession of a valid class "C" California driver's license.

Possession of a Bachelor's degree.

Possession of registration as a professional Civil Engineer from the State of California.

### **KNOWLEDGE/ABILITIES/SKILLS:**

#### **Knowledge of:**

Principles and practices of office management, administration, budgeting, supervision, training and public relations.

Methods, materials, techniques and equipment used in operation and maintenance of general construction, grounds maintenance, and the collection, treatment and disposal of wastewater.

Technical, legal, financial and public relations problems involved in the conduct of the municipal public facilities and engineering programs.

Applicable Federal, State and local regulatory codes and laws.

Principles and practices related to treatment and distribution of a potable water supply.

Principles and practices related to the installation and maintenance of underground piping systems and related equipment and underground piping systems and related equipment.

## **PUBLIC WORKS DIRECTOR**

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Modern office equipment, including a computer and applicable software.  
Principles and methods of financial planning and utility rate setting.  
Operations and standard operating procedures of Municipal Public Works program.  
Occupational hazards and standard safety practices, including working underground and the handling of hazardous chemicals.  
Contract administration procedures and methods.  
Complex principals of mathematics.  
Methods and techniques for basic report preparation and writing.

### **Ability to:**

Plan, organize, assign, direct, review and evaluate the work of both City and contract staff through subordinate supervisors.  
Remain current in literature and sources of information regarding the water utility industry.  
Review engineering plans and evaluate for competency.  
Apply civil engineering principles to the solution of specific engineering problems, including development, construction, maintenance and operation.  
Develop and administer the department's budget and Capital Improvement Program.  
Prepare, review and approve comprehensive reports, contracts, plan specifications and estimates for pertinent projects.  
Interpret and apply complex laws, regulations, policies, and procedures.  
Prepare comprehensive written reports, correspondence and other written materials and conduct effective oral presentations.  
Analyze a complex issue and develop and implement appropriate recommendations.  
Analyze and evaluate new and existing service delivery methods and standard operating procedures.  
Make adjustments to standard operating procedures as is appropriate.  
Establish and maintain effective working relationships with commissions, business and community groups, developers, contractors, representatives of governmental and regulatory agencies, and the general public.  
Communicate clearly and concisely, orally and in writing.

### **Skill to:**

Effectively operate a motor vehicle on City streets.  
Operate computer and applicable software.

### **Approved By Council:**

## **CITY OF COLTON ELECTRIC UTILITY DIRECTOR**

### **DEFINITION:**

Under the administrative direction of the City Manager or his designee, plans, manages, oversees and directs the operations and services of the City's electric utility functions, which includes overseeing the electric enterprise; coordinates department activities with other City departments, officials and/or outside agencies; and provides complex staff support to the City Manager or his designee.

### **DISTINGUISHING CHARACTERISTICS:**

The **Electric Utility Director** is the top management level class within the Electric Department with responsibility for managing all aspects of the City's electric utility functions. This classification is distinguished from lower classifications by its full and overall responsibility for the entire Electric Department.

### **SUPERVISION EXERCISED:**

Exercises direct supervision over professional, technical, and clerical staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accept full responsibility for all Electric Department activities and services including activities associated with the electric enterprise of the City.
- Develop, implement and maintain Electric Department goals, objectives, policies and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Plan, direct and coordinate the Electric Department work plan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Oversee the selection, training and evaluation programs for all Electric Department personnel; ensure that necessary staff training is given and received; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Prepare and communicate long-range plans for the department; review and approve all plans and specifications developed by staff regarding electric utility.
- Oversee all major construction, operation and maintenance activities within the department; stay abreast of smaller construction and maintenance activities.
- Prepare, implement, and revise as necessary, a Resource Plan to ensure that all energy requirements are satisfied.
- Conduct special studies on rates; develop and present recommendations for changes in rate and fee structures.
- Manage energy contracts.
- Confer with attorneys, engineering consultants, financial consultants, regulatory bodies and professional trade associations and other pertinent groups or individuals to acquire information and assistance.

## **ELECTRIC UTILITY DIRECTOR**

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- Stay abreast of any changes in Federal or State legislation such as deregulation; make adjustments to standard operating procedures as is appropriate.
- Manage and coordinate the development of the Electric Department budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.
- Assist the City Manager in presenting and defending Electric Department programs, operations and activities; negotiate and resolve controversial department issues.
- Serve as a resource for department personnel, City staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of electric enterprise.
- Respond to and investigate questions and complaints from the general public or officials; give information as is appropriate.
- Perform other related duties as required.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Occasional lifting up to twenty-five pounds such as files, stack of papers, and reference books. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone service.

### **QUALIFICATIONS:**

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Electric Director. A typical way of obtaining the required qualifications is to possess the equivalent of five years of progressively responsible experience managing an electrical enterprise. A Bachelor's degree in business administration, public administration or a related field is required. A master's degree is highly desirable.

#### **License/Certificate:**

Possession of a valid class "C" California driver's license.  
Possession of a Bachelor's degree.

### **KNOWLEDGE/ABILITIES/SKILLS:**

#### **Knowledge of:**

Principals and practices of electric, engineering and management.  
Methods, materials, techniques and equipment used in the construction, operation and maintenance of electric utilities.  
Applicable regulatory codes and laws related to the development, construction and operation of each utility.  
Modern office equipment, including a computer and applicable software.  
Principles and methods of financial planning and utility rate setting.

## **ELECTRIC UTILITY DIRECTOR**

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Principles and practices of organization, administration, budget and personnel management.

Electrical resource evaluation related to purchase contracts, generation options, and market opportunities.

Operations and standard operating procedures of an electrical enterprise program.

Occupational hazards and standard safety practices.

Methods and techniques for basic report preparation and writing.

### **Ability to:**

Remain current in literature and sources of information regarding the utility industry.

Prepare, review and approve comprehensive reports, contracts, plan specifications and estimates for pertinent projects.

Select and supervise departmental staff.

Analyze a complex issue and develop and implement an appropriate response.

Prepare clear and concise administrative and financial reports.

Prepare and administer an enterprise budget.

Analyze and evaluate new and existing service delivery methods and standard operating procedures.

Make adjustments to standard operating procedures as is appropriate.

Manage, supervise and oversee the operations and activities of Electric Utilities.

Courteously respond to community issues, concerns and needs.

Apply applicable laws, codes and regulations.

Communicate clearly and concisely.

Establish effective working relationships with those contacted at work.

### **Skill to:**

Effectively operate a motor vehicle on City streets.

Operate computer and applicable software.

**Approved By Council:**

# EXHIBIT B

## Comprehensive Salary Table

SALARY TABLE EFFECTIVE 10/18/11  
FULL TIME CLASSIFICATIONS

<b>Job Classification Title</b>	<b>Salary Low</b>	<b>Salary High</b>	
Account Technician I	3114	3785	
Account Technician II	3425	4164	
Accountant	4243	5157	
Accounting Manager	7109	8642	
Administrative Analyst I	4364	5304	
Administrative Analyst I (Executive Unit)	4364	5304	
Administrative Analyst II	4800	5834	
Administrative Assistant	3249	3949	
Animal Control Officer	3662	4452	
Assistant Electric Utility Director	9322	11331	
Assistant Public Works Director	7823	9509	
Associate Engineer	6564	7978	
Associate Library Manager	5966	7252	
Associate Planner	5043	6130	
Building Inspector I	3599	4374	
Building Inspector II	4207	5114	
Business Lic./Collections Ofcr.	3740	4545	
Chief Deputy City Clerk	4524	5499	
Child Care Manager	5325	6473	
City Clerk	-	370	
City Manager	-	Contract	
City Treasurer	-	3744	
Code Enforcement Officer	3937	4785	
Collections Systems Maint Worker I	3048	3705	
Collections Systems Maint Worker II	3505	4261	
Collections Systems Maint Worker in Trg	2438	2964	
Comm. Child Care Admin. Asst.	3249	3949	
Comm. Child Care Site Supvr.	3119	3791	
Community Service Officer	3040	3695	
Community Services Director	-	11580	Maximum allowable salary
Consumer Service Field Rep. I	3859	4692	
Consumer Service Field Rep. II	4246	5161	
Customer Svc. Rep. I	2777	3376	
Customer Svc. Rep. II	3056	3714	
Deputy City Clerk	3619	4399	
Deputy Finance Director	8131	9883	
Development Services Director	-	13184	Maximum allowable salary
Electric Utilities Inspector	5401	6565	
Electric Utilities System Designer	6340	7706	
Electric Utility Assistant Engineer	5385	6546	
Electric Utility Associate Engineer	6193	7528	
Electric Utility Director	-	14111	Maximum allowable salary
Electrical Sys Engineer/GIS Project Manager	6178	7512	
Electrical Technician	4472	5436	
Energy Services Specialist	5346	6498	
Engineering Aide	2947	3582	
Engineering Assistant	5498	6683	
Engineering GIS Technician	4579	5566	
Engineering Manager	6954	8453	
Engineering Technician I	3786	4602	
Engineering Technician II	4354	5293	
Equipment Mechanic	3508	4264	

SALARY TABLE EFFECTIVE 10/18/11  
FULL TIME CLASSIFICATIONS

<b>Job Classification Title</b>	<b>Salary Low</b>	<b>Salary High</b>	
Exec. Asst. to Council/Office Mgr.	4427	5381	
Exec. Asst. to Police Chief	4015	4880	
Executive Assistant	4015	4880	
Executive Assistant (Mid Manager Unit)	4015	4880	
Fire Battalion Chief	8654	10520	
Fire Captain	6839	8312	
Fire Chief	-	12519	Maximum allowable salary
Fire Engineer	5725	6959	
Fire Marshal	8654	10520	
Firefighter	4954	6021	
Firefighter Medic	5690	6917	
GIS Specialist	3935	4782	
Human Resources Analyst	5280	6418	
Human Resources Manager	7559	9188	
Human Resources Technician	3553	4319	
Information Technology Coordinator	5589	6793	
Information Technology Manager	7389	8981	
Lead Equipment Mechanic	4284	5207	
Lead Water Utilities Operator	4187	5089	
Lead WW Utilities Operator	4744	5766	
Library Administrative Coordinator	4017	4882	
Library Assistant I	2616	3180	
Library Assistant II	2878	3498	
Library Clerk I	2167	2634	
Library Clerk II	2492	3029	
Library Coordinator/Branch Supervisor	4590	5579	
Library Manager	6275	7627	
Line Crew Supervisor	6961	8464	
Literacy Program Assistant	2284	2778	
Maintenance Electrician	4472	5436	
Maintenance Supervisor	5518	6707	
Maintenance Worker I, Building	3292	4002	
Maintenance Worker I, Janitorial-Police	2930	3562	
Maintenance Worker I, Parks	2930	3562	
Maintenance Worker I, Streets	2898	3522	
Maintenance Worker II, Building	3456	4201	
Maintenance Worker II, Parks	3077	3740	
Maintenance Worker II, Streets	3043	3699	
Maintenance Worker III, Building	3976	4833	
Maintenance Worker III, Parks	3534	4295	
Maintenance Worker III, Streets	3500	4255	
Management Services Director	-	14111	Maximum allowable salary
Meter Technician	5729	6964	
Meter Technician Apprentice	5035	6120	
Office Specialist I	2520	3064	
Office Specialist II	2674	3251	
Parks Maintenance Crew Leader	3715	4515	
Payroll Technician I	3426	4165	
Payroll Technician II	3769	4582	
Planning Assistant	4181	5083	
Planning Manager	6722	8171	
Planning/Building Technician	3513	4270	

SALARY TABLE EFFECTIVE 10/18/11  
FULL TIME CLASSIFICATIONS

<b>Job Classification Title</b>	<b>Salary Low</b>	<b>Salary High</b>	
Police Captain	9074	11029	
Police Chief	-	15580	Maximum allowable salary
Police Cpl./Detective	5768	7011	
Police Dispatcher I	3350	4072	
Police Dispatcher II	3693	4489	
Police Lieutenant	8249	10026	
Police Officer	5195	6312	
Police Officer Trainee	3834	4661	
Police Sergeant	6874	8355	
Police Services Clerk I	2582	3139	
Police Services Clerk II	2711	3295	
Power Line Helper	4238	5152	
Power Line Technician	6054	7359	
Power Line Technician Apprentice	5146	6255	
Principal Librarian	4829	5869	
Production Supervisor	4963	6033	
Public Works Director	-	14111	Maximum allowable salary
Public Works Inspector	4550	5530	
Purchasing and Customer Service Manager	7389	8981	
Purchasing Assistant	3176	3860	
Records Manager	4832	5953	
Recreation Services Coordinator	3514	4271	
Recreation Services Manager	6338	7704	
Redevelopment Manager	7108	8640	
Redevelopment Project Manager I	5023	6105	
Redevelopment Project Manager II	6027	7326	
Redevelopment Senior Project Manager	6925	8417	
Senior Accountant	5241	6371	
Senior Consumer Service Field Rep	4565	5549	
Senior Customer Service Rep	3514	4271	
Senior Electric Utility Inspector	5855	7116	
Senior Energy Services Specialist	6150	7475	
Senior Office Specialist	2868	3486	
Senior Planner	6037	7338	
Senior Police Dispatcher	4062	4938	
Senior Police Services Clerk	2984	3627	
Senior Substation Electrician	6169	7498	
Senior Utilities Financial Analyst	6410	7791	
Service Crew Supervisor	6660	8096	
Storekeeper	2906	3533	
Substation Operations Supervisor	7403	8180	
Substation Electrician	5608	6817	
Substation Superintendent	7936	9646	
Supervising Communication Dispatcher	4874	5925	
Transmission/Distr. Superintendent	7625	9268	
Utilities Associate Engineer	7169	8715	
Utilities Business Systems Analyst	5348	6500	
Utilities Engineer	6193	7528	
Utilities Financial Analyst	5740	6977	
Utilities Inspector	4489	5456	
Utilities Plans Examiner	4418	6132	
Utility Accountant I	4341	5276	

SALARY TABLE EFFECTIVE 10/18/11  
FULL TIME CLASSIFICATIONS

<b>Job Classification Title</b>	<b>Salary Low</b>	<b>Salary High</b>
Utility Accountant II	4793	5825
Warehouse Supervisor	3816	4638
Wastewater Equip Mechanic I	3536	4300
Wastewater Equip Mechanic II	4515	5488
Wastewater Equip Mech-In-Training	2739	3330
Wastewater Operator I	3587	4360
Wastewater Operator II	4125	5014
Wastewater Operator-in-Training	2587	3145
Wastewater Utilities Manager	7576	9208
Water Distribution Operator I	3152	3832
Water Distribution Operator II	3468	4215
Water Distribution Operator III	3988	4847
Water Equipment Operator I	2956	3593
Water Equipment Operator II	3325	4042
Water Quality Specialist	4494	5462
Water Utilities Manager	7559	9188
Water Utilities Operator	3641	4426
Water Utilities Supervisor	6038	7340
Web Administrator/Network Technician	3868	4702

# EXHIBIT C

## Summary of Costs

**City of Colton**

**Proposed Organizational Changes**

**Summary of Costs**

October 18, 2011

Exhibit C

	Annual Salary & Benefits		Funding Sources				Total Cost
	Annual Salary	Annual Salary & Benefits	Gen Fd.	Electric	Water	Wastewater	
Public Works and Utilities Director	\$ 170,525	\$ 217,503	\$ 10,875	\$ 97,876	\$ 54,376	\$ 54,376	\$ 217,503
<b>Total Savings</b>	<b>\$ 170,525</b>	<b>\$ 217,503</b>	<b>\$ 10,875</b>	<b>\$ 97,876</b>	<b>\$ 54,376</b>	<b>\$ 54,376</b>	<b>\$ 217,503</b>
<b>Cost from Positions</b>							
Public Works Director	\$ (160,865)	\$ (207,629)	\$ (93,433)	\$ (57,098)	\$ (57,098)	\$ (57,098)	\$ (207,629)
Electric Utility Director	\$ (169,332)	\$ (218,438)	\$ (37,105)	(218,438)			\$ (218,438)
Administrative Assistant*	(47,388)	(68,713)		(11,081)	(7,369)	(13,157)	(68,713)
<b>Total Costs</b>	<b>\$ (377,585)</b>	<b>\$ (494,780)</b>	<b>\$ (130,538)</b>	<b>(229,519)</b>	<b>(64,467)</b>	<b>(70,255)</b>	<b>\$ (494,780)</b>
<b>NET SAVINGS (COST)**</b>	<b>\$ (207,060)</b>	<b>\$ (277,277)</b>	<b>\$ (119,663)</b>	<b>(131,643)</b>	<b>(10,092)</b>	<b>(15,880)</b>	<b>\$ (277,277)</b>

\*Costs allocated per adopted plan; not direct charged

\*\*Net savings (cost) reflects overall affect to each fund

# EXHIBIT D

## Organizational Chart

# Citywide Organizational Chart

Fiscal Year 2011-2012

