

Salary Schedule 2019-2020

Full-Time Positions

Grade	Range Min	Range Max	Classification Title
100	161,600	232,300	Executive Director*
99	146,909	211,182	Director of Capital Projects/Chief Engineer
98	133,554	191,983	Director of Finance Director of Regional Planning Senior Project Manager Capital Projects Program Manager Director of Government & Community Relations
97	124,236	178,589	
96	115,568	166,130	
95	107,505	154,539	
94	100,005	140,632	Administrative Services Manager Accounting Manager Audit Manager Contracts / Procurement Manager Project Manager
93	93,028	130,821	Principal Management Analyst
92	86,538	121,694	Senior Contracts Auditor Sr. Contracts Administrator/Labor Compliance Officer
91	80,500	113,203	
90	74,884	105,305	Senior Management Analyst
89	69,659	97,959	Senior Accountant Contracts Auditor
88	64,799	91,124	IT Analyst
87	60,279	82,883	Management Analyst Accountant Executive Assistant Engineering Technician
86	56,073	77,100	
85	52,161	71,721	Senior Administrative Assistant
84	48,522	66,718	Accounting Technician Administrative Assistant
83	45,137	60,370	
82	41,988	56,158	Office Assistant
81	39,058	52,240	
80	36,333	48,596	

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. 19-09

**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, and 18-60 in their entirety:

SECTION 1. Effective January 1, 2019, 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	161,600	232,300	Executive Director
99	146,909	211,182	Director of Capital Projects/Chief Engineer
98	133,554	191,983	Director of Finance Director of Regional Planning Senior Project Manager Capital Projects Program Manager Director of Government & Community Relations

97	124,236	178,589	
96	115,568	166,130	
95	107,505	154,539	
94	100,005	140,632	Administrative Services Manager Accounting Manager Audit Manager Contracts / Procurement Manager Project Manager
93	93,028	130,821	Principal Management Analyst
92	86,538	121,694	Senior Contracts Auditor Sr. Contracts Administrator/Labor Compliance Officer
91	80,500	113,203	
90	74,884	105,305	Senior Management Analyst
89	69,659	97,959	Senior Accountant Contracts Auditor
88	64,799	91,124	IT Analyst
87	60,279	82,883	Management Analyst Accountant Executive Assistant Engineering Technician
86	56,073	77,100	
85	52,161	71,721	Senior Administrative Assistant
84	48,522	66,718	Accounting Technician Administrative Assistant
83	45,137	60,370	
82	41,988	56,158	Office Assistant
81	39,058	52,240	
80	36,333	48,596	

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/Chief Engineer	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
Capital Projects Program 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/Labor Compliance Officer	Exempt	Administrative
Senior Management Analyst	Exempt	Administrative

Senior Accountant	Exempt	Administrative
Contracts Auditor	Exempt	Administrative
IT Analyst	Exempt	Administrative
Management Analyst	Exempt	Administrative
Accountant	Exempt	Administrative
Executive Assistant	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) For employees hired prior to January 1, 2019, automobile allowance may be provided on a monthly basis, at the discretion of the Executive Director based on the following:

Position Title	Amount
Director of Capital Projects/Chief Engineer	\$500
Project Manager/Senior Project Manager	\$333.33
Director of Government & Community Relations	\$333.33
Senior Contracts Administrator/Labor Compliance Officer	\$196.92

Contract positions may receive an automobile allowance based on the discretion of the Governing Board.

- 2) For employees hired prior to January 1, 2019, cell phone allowance may be provided on a monthly basis, at the discretion of the Executive Director based on the following:

Position Title	Amount
Director of Capital Projects/Chief Engineer	\$50
Project Manager/Senior Project Manager	\$50

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. Any incumbents whose current salaries exceed the maximum salary for their position will be y-rated. Their salaries will remain at the same amount and they will not be eligible

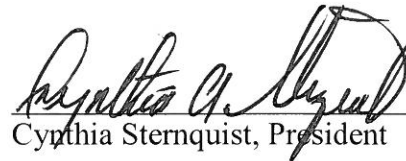
for merit increases. The y-rating for the incumbents will remain in effect until July 1, 2021. After that date, the salary of any incumbent that exceeds that maximum salary for a position will be reduced to be within range. The July 1, 2021 deadline will regularly be assessed to determine if the deadline should be extended and evaluated.

SECTION 7. 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 8. 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 21st day of March 2019.

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 19-09 was adopted at a regular meeting of the Governing Board held on the 21st day of March 2019 by the following roll call vote:

AYES:	Arcadia, Azusa, Baldwin Park, Claremont, Diamond Bar, Duarte, El Monte, Glendora, Industry, La Verne, La Canada Flintridge, La Puente, Monrovia, Pomona, Rosemead, San Dimas, Temple City, Walnut, LA County District 1, LA County District 4, LA County District 5, SGV Water Districts
NOES:	Monterey Park
ABSTAIN:	
ABSENT:	Alhambra, Bradbury, Covina, Irwindale, Montebello, San Gabriel, San Marino, Sierra Madre, South El Monte, South Pasadena, West Covina



Marisa Creter, Secretary

RESOLUTION NO. 19-33

**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 and 19-09 in their entirety:

SECTION 1. Effective January 1, 2019, 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	161,600	232,300	Executive Director
99	146,909	211,182	Director of Capital Projects/Chief Engineer
98	133,554	191,983	Director of Finance Director of Regional Planning Senior Project Manager Capital Projects Program Manager Director of Government & Community Relations

97	124,236	178,589	
96	115,568	166,130	
95	107,505	154,539	
94	100,005	140,632	Administrative Services Manager Accounting Manager Audit Manager Contracts / Procurement Manager Project Manager
93	93,028	130,821	Principal Management Analyst
92	86,538	121,694	Senior Contracts Auditor Sr. Contracts Administrator*
91	80,500	113,203	
90	74,884	105,305	Senior Management Analyst
89	69,659	97,959	Senior Accountant Contracts Auditor Contracts Administrator*
88	64,799	91,124	IT Analyst
87	60,279	82,883	Management Analyst Accountant Executive Assistant Engineering Technician
86	56,073	77,100	
85	52,161	71,721	Senior Administrative Assistant Management Aide
84	48,522	66,718	Accounting Technician Administrative Assistant
83	45,137	60,370	
82	41,988	56,158	Office Assistant
81	39,058	52,240	
80	36,333	48,596	

*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/Chief Engineer	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
Capital Projects Program 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
IT Analyst	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) For employees hired prior to January 1, 2019, automobile allowance may be provided on a monthly basis, at the discretion of the Executive Director based on the following:

Position Title	Amount
Director of Capital Projects/Chief Engineer	\$500
Project Manager/Senior Project Manager	\$333.33
Director of Government & Community Relations	\$333.33
Labor Compliance Officer (Sr. Contracts Administrator or Contracts Administrator)	\$196.92

Contract positions may receive an automobile allowance based on the discretion of the Governing Board.

- 2) For employees hired prior to January 1, 2019, cell phone allowance may be provided on a monthly basis, at the discretion of the Executive Director based on the following:

Position Title	Amount
Director of Capital Projects/Chief Engineer	\$50
Project Manager/Senior Project Manager	\$50

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.

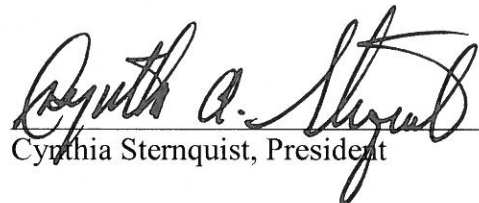
SECTION 6. Any incumbents whose current salaries exceed the maximum salary for their position will be y-rated. Their salaries will remain at the same amount and they will not be eligible for merit increases. The y-rating for the incumbents will remain in effect until July 1, 2021. After that date, the salary of any incumbent that exceeds that maximum salary for a position will be reduced to be within range. The July 1, 2021 deadline will regularly be assessed to determine if the deadline should be extended and evaluated.

SECTION 7. 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 8. 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 18th day of July 2019.

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 19-33 was adopted at a regular meeting of the Governing Board held on the 18th day of July 2019 by the following vote:

AYES:	Arcadia, Azusa, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, La Puente, La Verne, Monrovia, Monterey Park, Pomona, Rosemead, San Dimas, San Gabriel, San Marino, Sierra Madre, South El Monte, South Pasadena, Temple City, Walnut, West Covina, L.A. County District #1, L.A. County District #4, L.A. County District #5
NOES:	
ABSTAIN*:	
ABSENT:	Alhambra, Baldwin Park, Bradbury, Industry, Irwindale, La Cañada Flintridge, Montebello, San Gabriel Valley Water Districts


Marisa Creter, Secretary