



# BLANNING & BAKER ASSOCIATES, INC.

July 29, 1999

COPY

John Stroh, Manager  
San Joaquin County Mosquito and Vector Control District  
7759 South Airport Way  
Stockton, CA 95206-3918

RE: Transmittal

Dear Mr. Stroh:

Thank you for the opportunity to undertake this limited classification and compensation review. At your direction, we undertook an evaluation of the classification and compensation of six district classifications. The results are attached.

This information should help guide you and the district's Board of Trustees in its decision making.

It has been a pleasure working with you and every member of your staff with whom we had contact. If I can answer any questions or provide additional assistance, please do not hesitate to contact me.

Sincerely,

Christopher J. Voight  
Partner

Attachments

|               |                                      |                                 |                |
|---------------|--------------------------------------|---------------------------------|----------------|
| Sacramento    | 660 J Street, Suite 480              | Sacramento, California 95814    | (916) 441-2222 |
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**Classification and Compensation Review  
for the San Joaquin County Mosquito and  
Vector Control District**

July 29, 1999

Prepared by Blanning & Baker Associates, Inc.

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Assistant

## Summary of Findings

1. **Classification Statements are Generally Accurate; Adopt One for District Secretary, Entomologist and Assistant District Manager.** District classification specifications generally reflect the duties performed, with the exception of Assistant Manager, which does not have a position description of any kind. We recommend amending the class title of Mosquito Control Technician I to Mosquito Control Technician I/Utility. We have drafted a class specification for Secretary, Entomologist and Assistant District Manager which we recommend be adopted by the Board of Trustees.
2. **Classification Statements Should be Periodically Reviewed and Updated.** The District will likely continue to thrive even without such periodic reviews. They are necessary, however, in order to comply with district policies, and to support a positive employer/employee relationship. Such reviews will also alert the district to changes in state and federal law which may need to be reflected in the district's operating policies and position descriptions. We recommend this review occur no less than once every five years. It can be conducted internally by district management staff, or contracted to an outside firm.
3. **Compensation Survey is a Guide.** Salary survey information should be used as a guide in determining the district's position on compensation changes. The survey findings reflect where the district stands *June 30, 1999* in comparison with other similarly situated employers. Important factors to be considered in making compensation decisions, but which are not reflected in the survey, include recruitment and retention, availability and application of district resources, mission of the District and revenue trends, among others.
4. **Benefit Comparison is also a Guide.** The district benefit comparison should likewise be used as a guide in decision making. Given the low employee turnover in the District, it is unlikely any significant improvements in benefits need to be made in order to attract or retain employees. Nevertheless, cost effective adjustments can and should be considered in order to maintain worker morale and productivity. The district may also wish to pursue changes in the benefit structure where they may be overly generous and not necessary to fulfill the long term goals of the district.

## Introduction

This is a limited study undertaken by Blanning & Baker Associates for the San Joaquin County Mosquito and Vector Control District. It results from a request by SJCMVCD's Board of Trustees and District Manager John Stroh to evaluate the District's classification structure and compensation plan. The data is presented with a minimum of extraneous comment in order to let the reader draw his/her own conclusions.

The SJCMVCD operates in accordance with applicable state and federal law, and its own rules and regulations. It has considerable flexibility in administering its classification and compensation programs. This study should help District management determine whether its current classification and compensation programs are current and meet the current needs of the district, and are postured to meet the demands of the 21<sup>st</sup> Century.

Employee compensation requires the greatest allocation of District resources, by necessity. Agreements for future salary and benefit adjustments can have a profound impact on the operation of the District and the services it provides to taxpayers. The results of this study are intended to provide the District, and anyone who reads it, with some insight as to where things stand today, and perhaps some ideas on where they should go in the future.

## Methodology

This study has two distinct components, classification and compensation. Methodology used for the **classification** component included completion of a written survey by all affected district employees, the work analysis review sheet (WARS). This is an in-depth survey form designed to elicit very detailed answers about the methods and tools required to perform District work. (All 30 District employees who completed a WARS we commended for the detail and thought each devoted in answering this questionnaire.) The purpose of this review was to determine whether classification statements accurately reflect the duties performed. It is *not* a critique of how a job is performed, nor is it an evaluation of any individual employee. Each completed WARS was carefully reviewed and compared with district classification descriptions and position statements where they existed. Follow-up interviews were considered but deemed unnecessary. Answers to the few questions we had were provided by District Manager John Stroh.

Methodology used to complete the **compensation** study involved first defining the relevant labor market, and identifying the benefits to be compared.

Identification of the relevant labor market (benchmark jurisdictions), and the classes to be surveyed was done by mutual agreement between B&B and district manager John Stroh. Criteria for selection of the benchmark jurisdictions included their size and proximity to SJCMVCD. They included the State of California, San Joaquin County and the following mosquito and vector control districts: Eastside, Turlock, Alameda, Contra Costa, and Sacramento/Yolo. The benchmark jurisdictions do *not* include pest control companies or other private sector firms. Pest control companies tend to compensate their employees on commission, typically do not offer a full range of benefit plans, and do not freely provide information. Other private sector firms were not selected for comparison due to the lack of inherent compatibility in terms of function and compensation with SJCMVCD.

District-provided benefits used for comparison were selected by District management and includes nearly all of the benefits provided by SJCMVCD.

Methodology used to gather information regarding compensation and benefits included review of the SJCMVCD labor agreement, review of the most recent survey of the California Mosquito and Vector Control District Association, conducting detailed written and telephone surveys of each of the benchmark jurisdictions, reviewing the memoranda of understanding from other benchmark jurisdictions, and appropriate follow-up. *The figures reflect salary and benefits effective June 30, 1999, before any adjustments became effective with the July 1, 1999 fiscal year.*

## Classification Review Findings

**Mechanic I** (one respondent). No changes recommended. This classification requires no changes to its specification. The respondent's WARS survey accurately reflects the duties and responsibilities described.

**Mosquito Control Technician I** (14 respondents). We recommend amending the class title from Mosquito Control Technician I to Mosquito Control Technician I/Utility to better describe the current requirements of the position as described by class spec 2350. Eleven of the 14 respondents referred to maintenance, public education and other general duties fitting the utility description.

**Mosquito Control Technician III** (two respondents). No changes recommended. The respondents WARS surveys closely match the duties and responsibilities described in the class specification.

**Secretary** (one respondent); **Entomologist** (one respondent); and **Assistant Manager** (one respondent). We recommend finalization and adoption of a class specification for each of these classes per civil service regulation policy number 2900.20.

**SUMMARY OF SALARY SURVEY DATA\***

| AGENCY                      | ASST. MANAGER | SECRETARY | ENTOMOLOGIST | MOS CONT. TECH I | MOS CONT. TECH III | MECHANIC I |
|-----------------------------|---------------|-----------|--------------|------------------|--------------------|------------|
| State of California         | \$5,272       | \$2,668   | \$4,388      | \$3,452          | \$5,029            | \$3,386    |
| Eastside MAD                | No Match      | \$3,214   | No Match     | \$2,717          | No Match           | \$3,375    |
| Turlock MAD                 | No Match      | \$2,576   | \$3,951      | \$2,910          | No Match           | \$3,348    |
| Alameda County MAD          | No Match      | \$4,246   | \$4,429      | \$3,168          | No Match           | \$4,013    |
| Contra Costa MVCD           | \$6,909       | \$2,909   | \$4,778      | \$2,776          | No Match           | No Match   |
| Sacramento-Yolo MVCD        | \$5,660       | \$3,302   | \$5,079      | \$2,587          | \$4,115            | \$3,609    |
| San Joaquin County          | No Match      | \$2,847   | \$3,125      | \$2,712          | No Match           | \$3,156    |
| <b>AVERAGE</b>              | \$5,947       | \$3,109   | \$4,292      | \$2,903          | \$4,572            | \$3,481    |
| San Joaquin County MVCD     | \$5,351       | \$2,812   | \$4,654      | \$3,450          | \$4,170            | \$3,218    |
| % Differential from Average | -11.1%        | -10.6%    | 7.8%         | 15.9%            | -9.6%              | -8.2%      |

\*Salary comparisons are at the top step of the range, unweighted



## ASSISTANT DISTRICT MANAGER

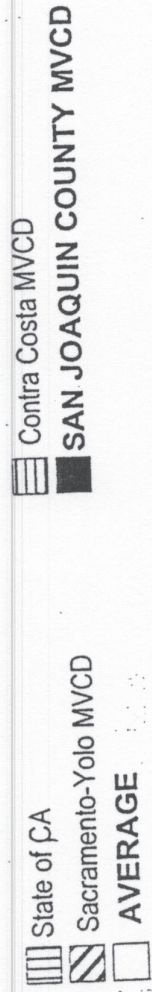
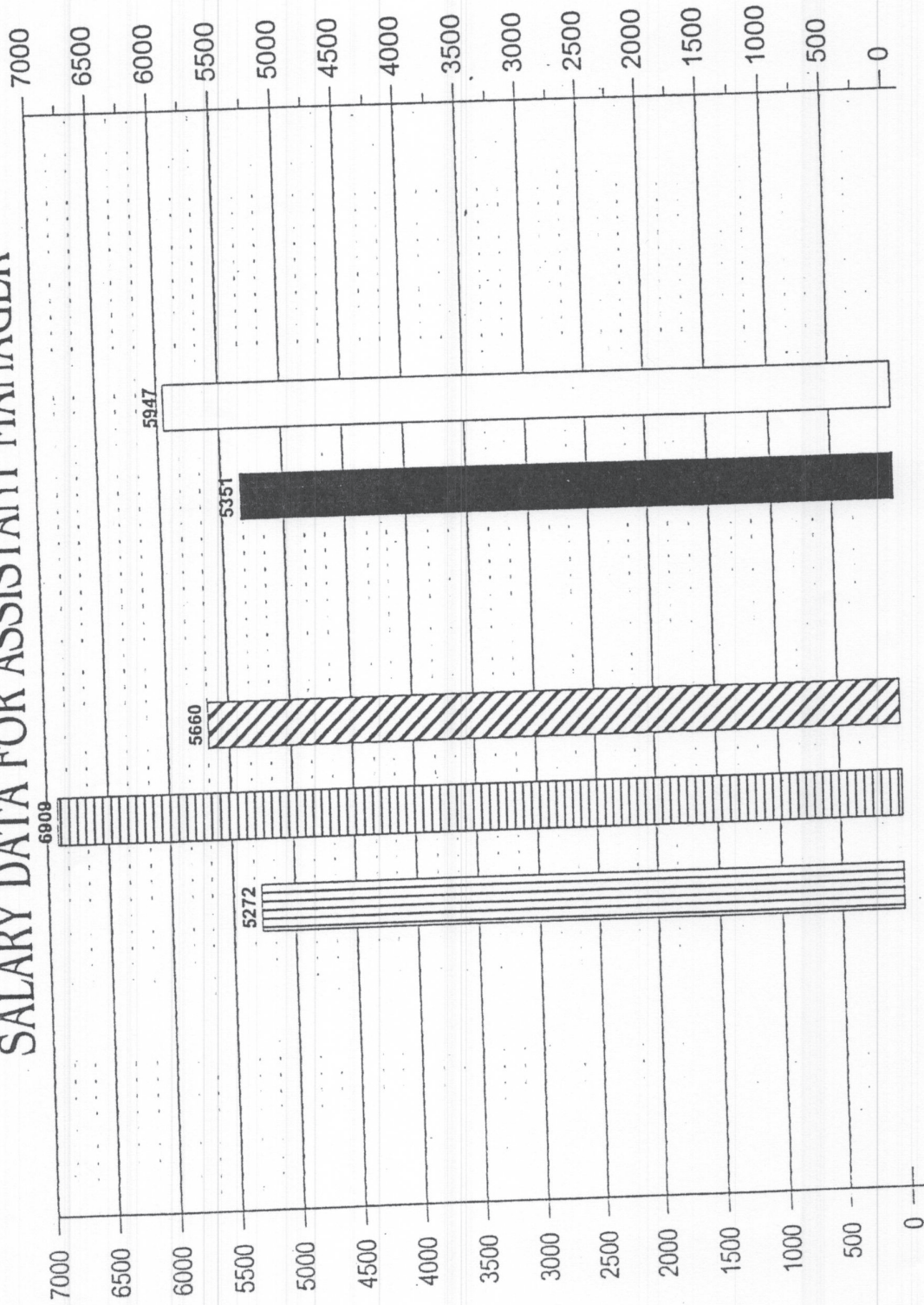
This position does not have a class specification adopted by the District. After analyzing the WARS survey for the respondent and the class specifications for the District Manager, this position can be best described as an administrative position assisting the District Manager in reaching district goals. It is responsible for the day to day field operations for the district and requires a high degree of technical knowledge. The Assistant District Manager is an upper management position and works directly under the District Manager and may act in his capacity when the District Manager is not available. It has direct responsibility for the Operations Unit and is involved in all other areas of the District's operations.

The matching classes were identified by the upper management responsibilities which transcend those of a supervisor who, typically, only has responsibility for a single area of operation. This generally requires a larger organization that is able to support various organizational levels. Only the larger benchmark agencies had an Assistant Manager.

In identifying a match from the state of California, it was necessary to find a program that dealt with vector-borne diseases. A review of the specifications for Assistant Chief, Vector Control Section, identified it as an upper management position working directly under the Chief, Vector Control Section, with the broad responsibilities similar to the SJCMVCD Assistant Manager class.

| SALARY DATA FOR ASSISTANT MANAGER |          |
|-----------------------------------|----------|
| AGENCY                            | SALARY   |
| State of California               | \$5272   |
| Eastside MAD                      | No Match |
| Turlock MAD                       | No Match |
| Alameda County MAD                | No Match |
| Contra Costa MVCD                 | 6909     |
| Sacramento-Yolo MVCD              | 5660     |
| San Joaquin County                | No Match |
| <b>MEDIAN</b>                     | 5660     |
| San Joaquin County MVCD           | 5351     |
| % Differential from Median        | -5.7%    |
| <b>AVERAGE</b>                    | 5947     |
| San Joaquin County MVCD           | 5351     |
| % Differential from Average       | -11.1%   |

# SALARY DATA FOR ASSISTANT MANAGER



## MECHANIC I

Incumbents are responsible for the skilled maintenance, service and repair of automobiles, spraying equipment and other miscellaneous district equipment. The employee is responsible for keeping vehicles and equipment functioning for the performance of mosquito control activities.

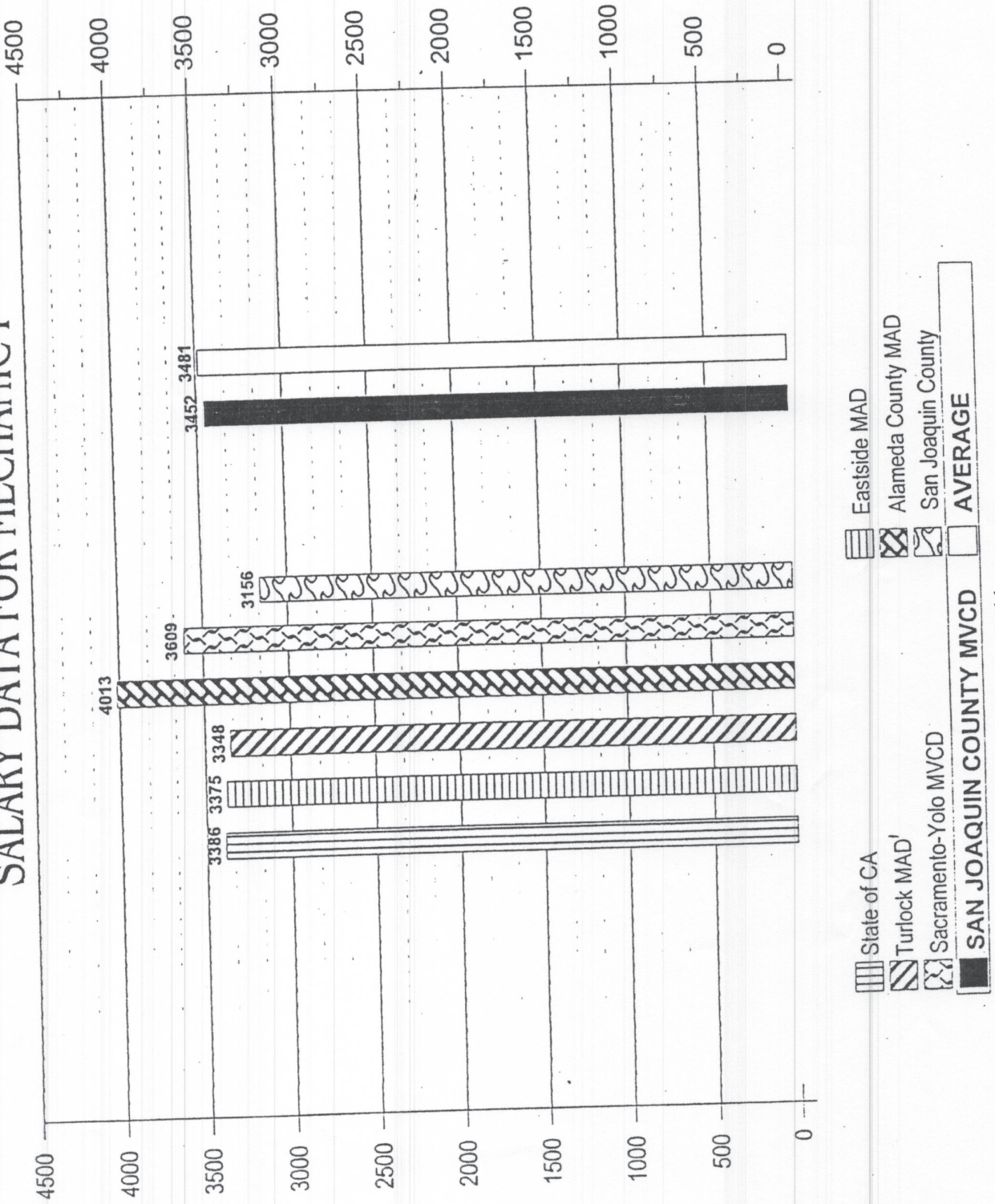
Incumbents also must have knowledge repair and maintenance of district facilities and other equipment such as sprayers and may supervise one or two seasonal employees. An Associates Degree or equivalent from a two-year college or technical school and six months to one year of experience or training is required. An equivalent combination of education and experience may be substituted.

The matching classes were identified using the necessary skills involved in the diagnosis and repair of automobiles, trucks, and other mechanical equipment. Education and experience were considered but the specific mechanical skills were the primary focus.

All factors matched well as any slight differences did not appear to have any impact on salaries. All but one agency had a matching class.

| SALARY DATA FOR MECHANIC I  |          |
|-----------------------------|----------|
| AGENCY                      | SALARY   |
| State of California         | \$3386   |
| Eastside MAD                | 3375     |
| Turlock MAD                 | 3348     |
| Alameda County MAD          | 4013     |
| Contra Costa MVCD           | No Match |
| Sacramento-Yolo MVCD        | 3609     |
| San Joaquin County          | 3156     |
| <b>MEDIAN</b>               | No Match |
| San Joaquin County MVCD     | 3452     |
| % Differential from Median  | No Match |
| <b>AVERAGE</b>              | 3481     |
| San Joaquin County MVCD     | 3218     |
| % Differential from Average | -8.2%    |

# SALARY DATA FOR MECHANIC I



## DISTRICT SECRETARY

This position is responsible for scheduling appointments, answering phone calls, recording employee and field scanner records, preparing reports, providing clerical support and executing minor administrative duties.

Duties include keeping employee time and field scanner reports; preparing reports from monthly field data; verifying, recording and preparing accrued time reports for district employees; monitoring pesticide inventory and preparing usage information, preparing monthly district activity reports; recording and reporting Continuing Education training credit information; and recording and reporting mosquito collection data.

This position also requires some computer programming knowledge and is responsible for collecting and preparing various forms of data for the preparation of various reports. A high school education and one year of experience, or an equivalent combination of education and experience, is required.

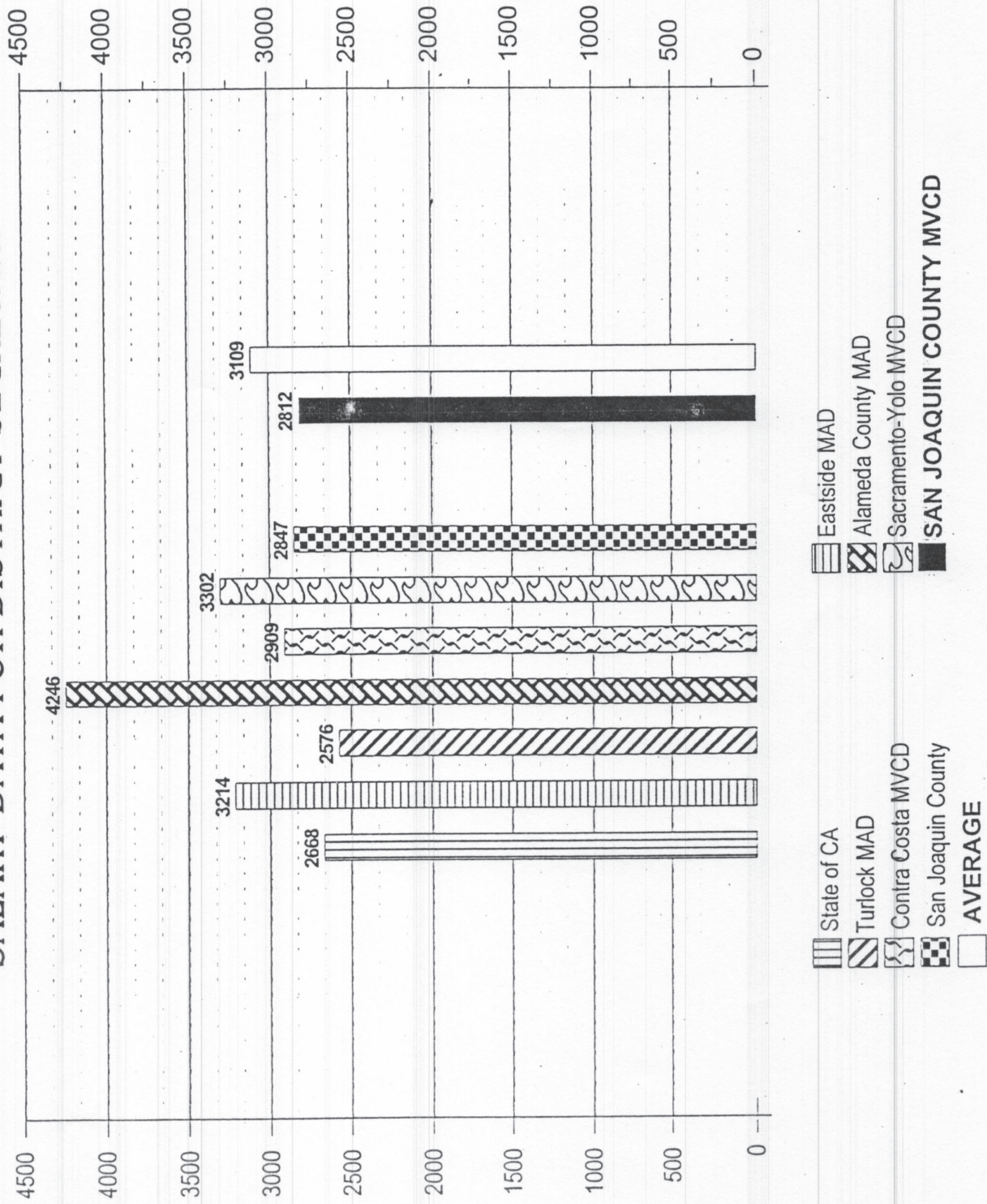
The matching classes were identified using clerical tasks, receptionist duties, and some computer knowledge and skills as the primary focus of the duties performed. Education and experience requirements were also considered.

With the exception of the one district, Alameda MAD, all factors considered matched well. Any slight differences did not appear to have any impact on salaries. As for Alameda MAD, the incumbent not only performed all the necessary functions but had more complex bookkeeping responsibilities. In addition, Alameda MAD stated that they have rewarded her for her long and devoted tenure. It was stated that a new secretary would not be paid at the current rate.

| <b>SALARY DATA FOR SECRETARY</b> |               |
|----------------------------------|---------------|
| <b>AGENCY</b>                    | <b>SALARY</b> |
| State of California              | \$2668        |
| Eastside MAD                     | 3214          |
| Turlock MAD                      | 2576          |
| Alameda County MAD               | 4246          |
| Contra Costa MVCD                | 2909          |
| Sacramento-Yolo MVCD             | 3302          |
| San Joaquin County               | 2847          |
| <b>MEDIAN</b>                    | 2909          |
| San Joaquin County MVCD          | 2812          |
| % Differential from Median       | -3.5%         |
| <b>AVERAGE</b>                   | 3109          |
| San Joaquin County MVCD          | 2812          |
| % Differential from Average      | -10.6%        |



# SALARY DATA FOR DISTRICT SECRETARY



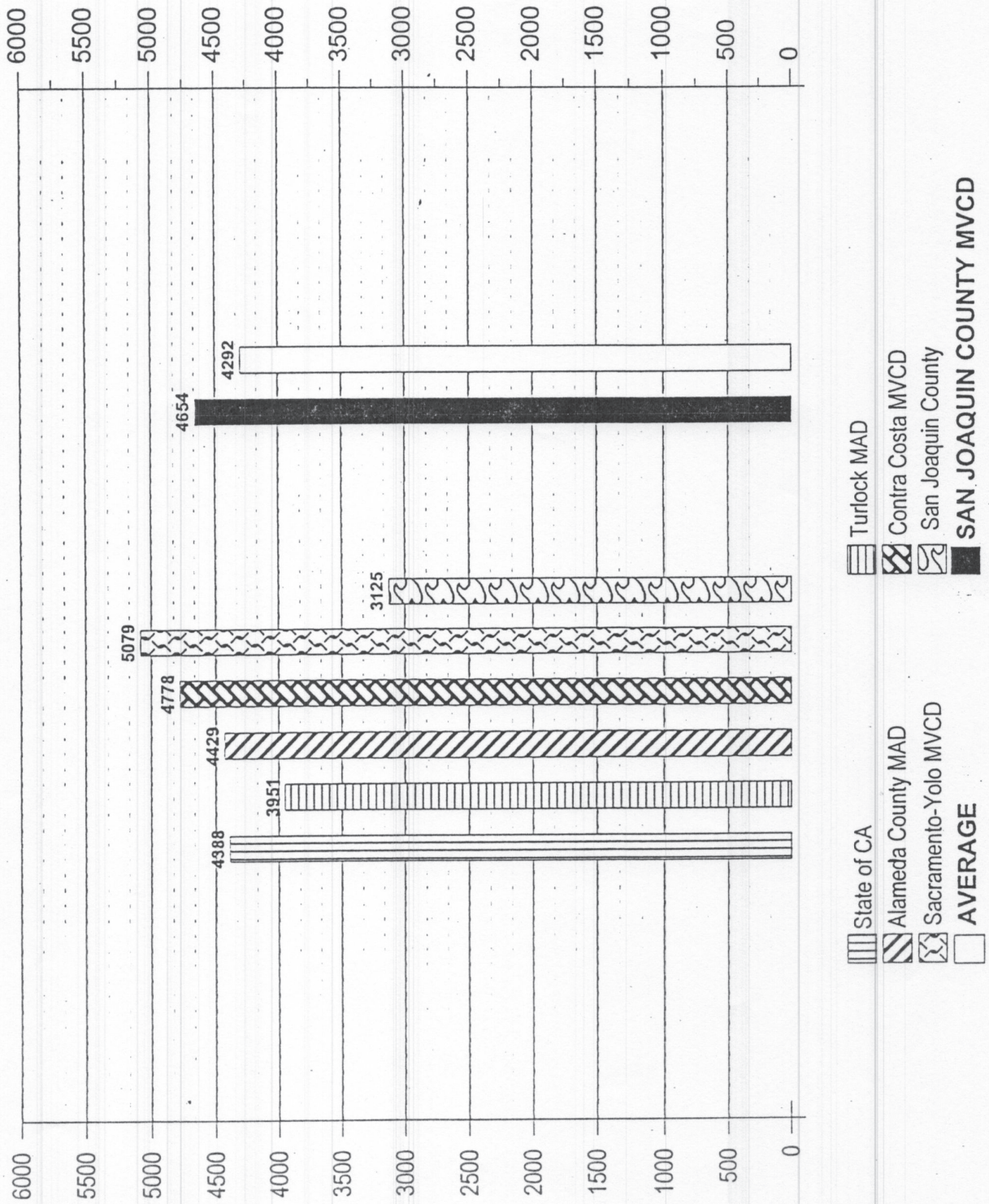
## ENTOMOLOGIST

This position provides entomological services under direction of the District Manager for vector control for the district. The entomologist must also provide and apply related scientific knowledge for program evaluation, leadership and development. The entomologist is responsible for mosquito, tick, pest and disease surveillance and pesticide testing. General duties include planning and conducting studies; planning and conducting field tests; training and instructing personnel; and providing consultation. Graduation from an accredited college or university with a major in entomology or biological science and four years of experience in public health vector control are required.

Except for the state of California class, the matching classes were identified by the specific scientific requirements and the vector related tasks performed. As entomologists are involved in the study of all insect pests in differing areas (not just vector control), the class in the state of California works on the detection, eradication, control, or elimination of pests in a multitude of areas. However, the overall scientific requirements do not appear to have an impact on the salary and, consequently, the match was deemed appropriate.

| <b>SALARY DATA FOR ENTOMOLOGIST</b> |               |
|-------------------------------------|---------------|
| <b>AGENCY</b>                       | <b>SALARY</b> |
| State of California                 | \$4388        |
| Eastside MAD                        | No Match      |
| Turlock MAD                         | 3951          |
| Alameda County MAD                  | 4429          |
| Contra Costa MVCD                   | 4778          |
| Sacramento-Yolo MVCD                | 5079          |
| San Joaquin County                  | 3125          |
| <b>MEDIAN</b>                       | No Match      |
| San Joaquin County MVCD             | 4654          |
| % Differential from Median          | No Match      |
| <b>AVERAGE</b>                      | 4292          |
| San Joaquin County MVCD             | 4654          |
| % Differential from Average         | 7.8%          |

# SALARY DATA FOR ENTOMOLOGIST



## MOSQUITO CONTROL TECHNICIAN I

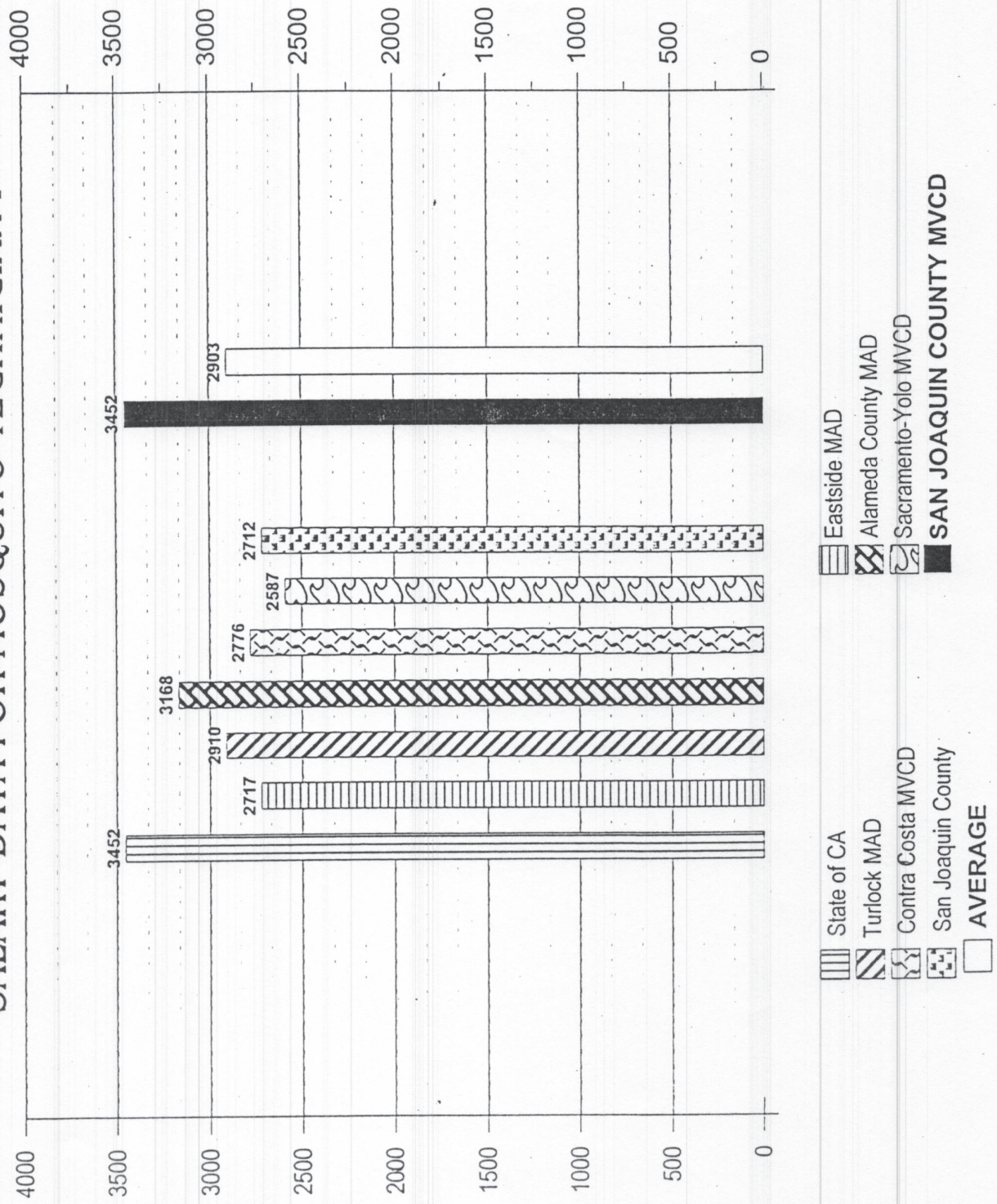
Inspection, analysis, treatment and public relations are the principal duties of this class. Incumbents in this classification have specialized skills and knowledge in mosquito control activities and equipment. Work includes discovery and inspections of mosquito sources, and safe application of control measures in accordance with state and local rules, regulations, and policies. Incumbents are required to make independent decisions and analyze for pesticide application while in the field. Effective communications skills are required to interact with the public and other district employees. Two years of verifiable experience in agriculture, biological science, natural resources, pest control or other related work and graduation from high school are required. An equivalent combination of experience and training may be substituted.

The matching classes were identified using the tasks and responsibilities involved with pesticide spraying. Education and experience requirements were considered but because an equivalent combination could be substituted and no formal degree was necessary, pesticide spraying was the focus.

With the exception of the state of California, all factors considered matched well. Any slight deviations did not appear to have an impact on salaries. For the state of California, the closest match was the Assistant Public Health Biologist, the entry level of the series. This classification has a requirement of graduation with a degree from college, a substantially higher requirement. In addition, although they are not involved with the actual spraying of pesticides, they are clearly involved in vector-borne disease prevention and investigation. The additional education requirements appear to have a slight impact when compared to other Districts.

| <b>SALARY DATA FOR MOSQUITO CONTROL TECHNICIAN I</b> |               |
|--|---------------|
| <b>AGENCY</b>  | <b>SALARY</b> |
| State of California                                  | \$3452        |
| Eastside MAD   | 2717          |
| Turlock MAD  | 2910          |
| Alameda County MAD                                   | 3168          |
| Contra Costa MVCD                                    | 2776          |
| Sacramento-Yolo MVCD                                 | 2587          |
| San Joaquin County                                   | 2712          |
| <b>MEDIAN</b>  | 2776          |
| San Joaquin County MVCD                              | 3452          |
| % Differential from Median                           | 19.6%         |
| <b>AVERAGE</b>                                       | 2903          |
| San Joaquin County MVCD                              | 3452          |
| % Differential from Average                          | 15.9%         |

# SALARY DATA FOR MOSQUITO TECHNICIAN I



### MOSQUITO CONTROL TECHNICIAN III

The primary responsibility of this position is to lead and supervise the activities of subordinates in mosquito control activities. This includes oversight of field operations and equipment in designated areas. Technical knowledge is required for calculating and applying pesticides, mosquito detection and surveillance, source reduction techniques and water management practices.

This position requires effective communication with management, peers, subordinates and the public. Technical communication skills are also required to interact with the biologists and entomologists. Problem solving communication skills are required while assisting field technicians with their more difficult public relations issues. Two years of verifiable experience in supervision of agriculture, biological science, natural resources, pest control or other related work, a minimum of three years experience in the position of Mosquito Control Technician I, and graduation from high school are required. An equivalent combination of experience and education may be substituted.

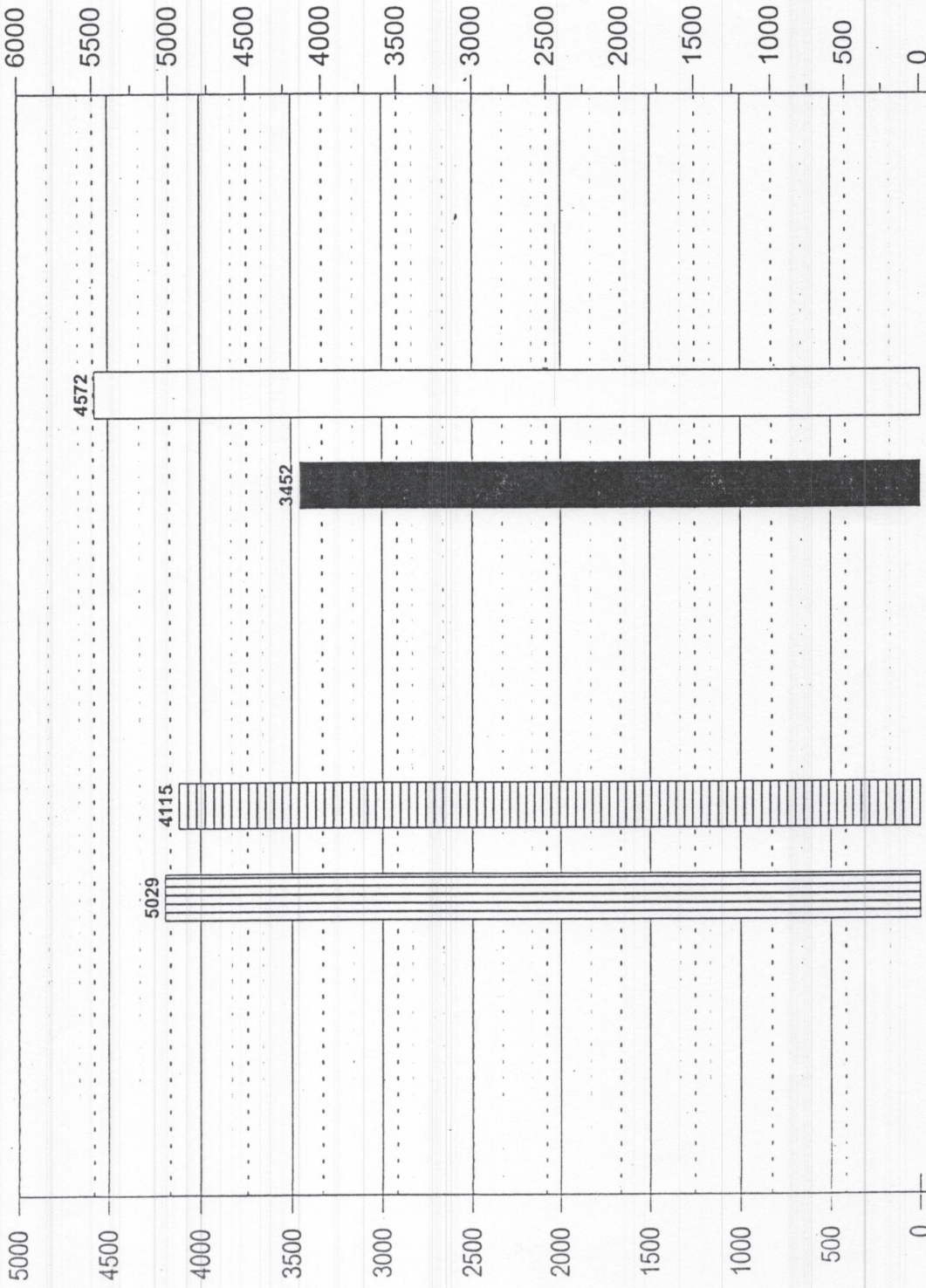
The matching classes were identified using the tasks and responsibilities involved in pesticide spraying with the added responsibility of supervision. Education and experience were considered but because an equivalent combination may be substituted, pesticide spraying and supervision were the primary factors.

Only two surveyed agencies, one other district and the State of California, had a comparable matching class. This is primarily due to the fact that most of the districts surveyed are not large enough to support this type of classification structure. Most districts use the Assistant Manager as the supervisor of the spraying operations. The matching class for the State of California was chosen for the same reasons as for the Mosquito Control Technician I with the Supervising Public Health Biologist being the first line supervisor over this series.



| SALARY DATA FOR MOSQUITO CONTROL TECHNICIAN III |          |
|---|----------|
| AGENCY  | SALARY   |
| State of California                             | \$5029   |
| Eastside MAD                                    | No Match |
| Turlock MAD                                     | No Match |
| Alameda County MAD                              | No Match |
| Contra Costa MVCD                               | No Match |
| Sacramento-Yolo MVCD                            | 4115     |
| San Joaquin County                              | No Match |
| <b>MEDIAN</b>                                   | No Match |
| San Joaquin County MVCD                         | 3452     |
| % Differential from Median                      | No Match |
| <b>AVERAGE</b>                                  | 4572     |
| San Joaquin County MVCD                         | 4170     |
| % Differential from Average                     | -9.6%    |

# SALARY DATA FOR MOSQUITO TECHNICIAN III



State of CA  
 Sacramento-Yolo MVCD  
 AVERAGE  
 SAN JOAQUIN COUNTY MVCD

## BENEFITS SURVEY SUMMARY

The following represents a brief summary and comparison of the benefits surveyed:

Overtime: All Districts compensated overtime at the rate of time and a half and used, no less than a 40-hour workweek minimum before overtime occurred. The Contra Costa, San Joaquin MVCD, and Sacramento/Yolo Districts allow for overtime to be accrued after either an eight hour day or 40-hour workweek. Four districts (Eastside, Turlock, Alameda, and Sacramento/Yolo) compensate overtime with Compensating-Time-Off (CTO) only with the remainder allowing for either CTO or cash compensation.

Call Back Provisions: This benefit varied greatly. Five of the surveyed districts have a call back provision which specifies a certain minimum compensation when an employee is called back to work during his off hours. Eastside, Alameda, and Contra Costa Districts have no call back provision. The State of California and the Sacramento/Yolo District provide for a minimum of four hours compensation with San Joaquin County providing a minimum of three hours and the Turlock and San Joaquin MVC Districts a minimum of two hours.

Jury/Witness Duty: All surveyed districts and the State of California provide for an employee to receive their full salary anytime they are absent because of jury/witness duty. Only the Sacramento/Yolo district puts a restriction, 15 days, on the amount of time an employee will receive their full salary. All districts require employees to remit to the district any fees they are paid as a result of their service.

Uniform Allowance: The majority of the districts provide any necessary uniforms. For the State of California, the actual uniform allowance is dependent upon the terms contained in any collective bargaining agreement applicable to that particular employee classification. Only San Joaquin County did not have any provisions for a uniform allowance. It should be noted that the Alameda County District also provides a \$125 allowance for boots.

Longevity Pay: This benefit varied greatly among the surveyed districts. The State of California and the Turlock and Contra Costa Districts, and San Joaquin County do not provide any type of longevity pay. The remaining districts that offer such a benefit vary greatly in their formulas. Eastside pays an employee who has reached the top step an additional 2.5% every five years. Alameda District pays an employee an additional 1% every five years with a maximum of 6%. Sacramento/Yolo pays an additional 5% after 10 years with an additional 5% every five years with no limit. San Joaquin County MVCD offers employees hired before December 31, 1995, 5% after 10 years with an additional 5% after every additional five years. For employees hired after December 31,

1995, SJCMVCD provides 5% after 10 years with an additional 5% after 20 years.

Deferred Compensation Program: All, except the Eastside District, provide for some type of deferred compensation program. Most offer a simple 457 program with no employer contribution. The only deviation is that the State of California also offers a 401 (k) and San Joaquin County has a specific group of mutual funds that employees could invest in. In the Turlock and Sacramento/Yolo Districts, an employee could use any remaining funds available from the district's cafeteria plan (discussed in medical) and contribute those to the program.

Medical Benefits: All but one of the surveyed districts and the State of California offer full medical benefits for the employee and all dependents. San Joaquin County only offers the benefit to the employee with no dependent coverage. Some variations include a \$432 maximum contribution toward medical benefits by the State of California, a maximum rate based on the rate charged for Kaiser North coverage in the Contra Costa District, and cafeteria plans offered by the Turlock and Sacramento/Yolo Districts. The cafeteria plans involve a set amount available to the employee for them to spend toward various benefits. If their selection of benefits exceed the set amount, the employee is responsible for paying the difference. In the Turlock District, the maximum amount for all benefits included in the program is \$370.40. For the Sacramento/Yolo District the maximum amount is \$391.

Dental Benefits: All surveyed districts and the State of California provide for dental benefits for all employees. All, except San Joaquin County, extend the coverage to all dependents. San Joaquin County does not offer any form of coverage for dependents. Some variations include a \$63.95 maximum contribution toward dental benefits by the State of California and the inclusion of this benefit as part of the cafeteria plans in the Turlock and Sacramento/Yolo Districts. Details of the cafeteria plans are discussed in the medical benefits section.

Vision Benefits: All surveyed districts provide for vision benefits for all employees. All, except San Joaquin County and the San Joaquin MVCD, extend the coverage to all dependents. San Joaquin County and San Joaquin County MVCD do not offer any form of dependent coverage. Some variations include a \$11.25 maximum contribution by the State of California and a \$2.58 per month out-of-pocket cost for the employee coverage in San Joaquin County. Turlock and Sacramento/Yolo Districts include this benefit as part of their cafeteria plans. Details of the cafeteria plans are discussed in the medical benefits section.

Life Insurance: All surveyed agencies provide some form of life insurance without cost to the employee. In the State of California, a benefit of \$5,000 plus half of one year's salary is

provided in statute for a state employee killed on the job. The districts of Eastside, Alameda, San Joaquin County MVCD, and San Joaquin County provide for a \$10,000 life insurance policy. Contra Costa MAD provides a \$30,000 policy and Turlock and Sacramento/Yolo have this benefit as part of their cafeteria plans which are discussed in detail in the medical benefits section.

Long Term Disability: Only San Joaquin County MVCD, San Joaquin County and Sacramento/Yolo provide long-term disability as a benefit with Sacramento/Yolo offering it as part of their cafeteria plan. Contra Costa MAD stated that they offer SDI and the State of California has a non-industrial disability program (NDI) that pays a maximum ranging from \$125 month to 50% of the employees gross salary. Eastside, Turlock, and Alameda Districts offer no form of long term disability benefits.

Vacation Leave: The amount of vacation accrual reported by the various agencies varied tremendously with the minimum accrual rates appearing to be with the State of California and the most generous accrual rates being with San Joaquin MVCD. The actual breakdown for each agency can be found on the spreadsheet following this section.

Sick Leave: All agencies provide sick leave accrual. The State of California, Eastside, Alameda, Contra Costa, and San Joaquin County credit employees with eight hours of sick leave per month. Sacramento/Yolo credits employees ten hours per month. San Joaquin County MVCD credits employees 13 days per year. Only the Turlock District credits employees on a graduated scale with employees with zero to 15 years of service being credited with eight hours of sick leave and employees with 15+ years being credited with ten hours per month.

Bereavement Leave: All agencies provide bereavement leave with the State of California, Alameda, Contra Costa, San Joaquin County, and San Joaquin County MVCD granting 3 days per occurrence. Sacramento/Yolo and Eastside District grant 5 days per occurrence and the Turlock District grants 40 hours.

Holidays: Holidays granted vary with the minimum being 12 holidays plus one floating or personal holiday granted by the State of California and Contra Costa and the maximum being 15 ½ holidays plus one floating granted by San Joaquin County MVCD. In between are Eastside (13 holidays), Sacramento/Yolo and San Joaquin County (14 holidays), Turlock (12 ½ holidays with two floating), and Alameda (14 holidays with one floating).

Military Leave: Military Leave provisions varied greatly with Eastside, Alameda, and Sacramento/Yolo having no provisions, the State of California and Contra Costa granting an unpaid leave of absence, Turlock granting leave with pay for two weeks, and San

Joaquin County and San Joaquin County MVCD granting leave with pay for 30 days.

Education Reimbursement: This benefit varies greatly by agency. For the State of California, the benefit varies by bargaining unit and individual agreements. Eastside and Turlock Districts have no provisions for reimbursement. Alameda will provide paid time up to five hours per week. San Joaquin County provides reimbursement up to \$600. Contra Costa (if approved by the District), Sacramento/Yolo, and San Joaquin County MVCD provide full reimbursement.

San Joaquin County MVCD

| Alameda  | Contra Costa   | Sac/Yolo   | County  | SJCMVCD  |
|--|--|--|---|--|
| N/A  | 6909   | 5660   | N/A   | 5351   |
| 4246   | 2909   | 3302   | 2847  | 2812   |
| 4429   | 4778   | 5079   | 3125  | 4654   |
| 3168   | 2776   | 2587   | 2712  | 3450   |
| N/A  | N/A  | 4115   | N/A   | 4170   |
| 4013   | N/A  | 3609   | 3156  | 3218   |
| CTO only; 40 hr week   | 1 1/2 x's (cash or CTO; 8 hr day or 40 hr week)  | 1 1/2 x's (CTO only; 8 hr day or 40 hr week)   | 1 1/2 X's (CTO or cash; 40 hr week)   | 1 1/2 X's (cash or CTO; 8 hr day or 40 hr work week)   |
| N/A  | N/A  | 4 hr minimum   | 3 hr minimum  | 2 hour minimum   |
| Y with fees remitted to District   | Full salary with fees remitted to District   | Full salary for 15 days  | Full salary   | Full salary in 4 hour increments   |
| Form provided; \$125 allowance-boots   | Provided   | Uniform provided   | N/A   | Uniform provided   |
| every 5 years; max = 6%  | N/A  | 5% @ 10 years; an additional 5% every 5 years with no limit  | N/A   | 5% @ 10 yrs; 5% @ 20 yrs (Hired > 12/31/95; 5% @ 10 yrs; 5% ea addl 5 yrs (Hired < 12/31/95)   |
| Plan; No employer contribution   | 457; No employer contribution  | 457 plan; no employer contribution   | Mutual Funds; No employer contrib.  | Offered  |
| id for EE + Dep  | Kaiser North Rate  | Cafeteria Plan \$391   | Paid for EE only  | Paid for EE + Dep  |
| id for EE + Dep  | Paid for EE + Dep  | Part of cafet. Plan  | Paid for EE only  | Paid for EE + Dep  |
| id for EE + Dep  | Paid for EE + Dep  | Part of cafet. Plan  | EE pays \$2.58/mo   | EE - Yes; Dep - No   |
| \$1,000 Pd by Dist.  | \$30,000 Pd by Dist.   | Part of cafet. Plan  | Up to \$10,000 Pd by County   | \$10,000 Pd by Dist  |
| N/A  | SDI  | Part of Cafet. Plan  | Provided  | Provided   |
| 12 yrs - 12 days/yr; 3 yrs - 8 days/yr; 7 yrs - 12 days/yr; 12+ yrs = 25 days/yr | 1 yr - 4 yrs = 10 days/yr; 4 yrs - 8 yrs = 15 days/yr; 8 yrs - 12 yrs = 20 days/yr; 12+ yrs = 25 days/yr | 0 yrs - 3 yrs = 8 hrs; 3 yrs - 10 yrs = 11.33 hrs; 10 yrs - 15 yrs = 12.66 hrs; 15 yrs - 20 yrs = 14.66 hrs; 20+ = 16.66 h | 0 yrs - 3 yrs = 10 days/yr; 3 yrs - 5 yrs = 14 days/yr; 5 yrs - 10 yrs = 20 days/yr; 10+ yrs = 23 days/yr | 0-3 yrs = 10 days; 3-6 yrs = 15 days; 6-12 yrs = 20 days; 12-20 yrs = 25 days; 20-21 yrs = 26 days; 21-22 yrs = 27 days; 22-23 yrs = 28 days; 23-24 yrs = 29 days; 24+ yrs = 30 days |
| hours per month  | 8 hours per month  | 10 hours per month   | 8 hours per month   | 13 days  |
| 3 days   | 3 days   | 5 days   | 3 days  | 3 days   |
| 14 + 1 floating  | 12 + 1 floating  | 14 days  | 14 days   | 16 1/2 days  |
| N/A  | Unpaid Leave of Absence  | N/A  | Pd for 30 days  | Paid for 30 days   |
| time up to 5 hrs/week  | Full expenses if approved by district  | Paid   | Up to \$500   | Paid   |

## Recommended Classification Description

**CLASSIFICATION TITLE:** District Secretary

### NATURE OF WORK

Under direction of the District Manager, the District Secretary provides secretarial, stenographic, record keeping and other general clerical support.

### ILLUSTRATIVE TASKS

- Schedules appointments for directors and managers;
- Relieves management of clerical work and minor administrative duties.
- Types, copies and files routine correspondence, greets visitors and prepares outgoing mail.
- Records and tracks employee vacation/sick time and field scanner records.
- Keeps inventory and records of pesticides.
- Prepares pesticide usage and service request information, records and prepares mosquito collection data, and collects and prepares other data for internal and external use.
- Coordinates the District customer service survey program and maintains regional continuing education training.
- Prepares and files various district reports with outside agencies.
- Prepares notices of district trustee meetings

### KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of business communications and media..
- Working knowledge of various computer and database management programs.
- Ability to proficiently type, and transcribe dictation.
- Ability to understand and follow written and oral communications.
- Ability to communicate effectively, both orally and in writing.
- Working knowledge of office computer hardware and software.

### EXPERIENCE AND EDUCATION

High school education or GED equivalent. Certification in typing and stenography. One year related experience and/or training.



## Recommended Classification Description

**CLASSIFICATION TITLE:** Entomologist

### NATURE OF WORK

Under direction of the District Manager, the Entomologist surveils mosquitos, ticks and other vectors in support of District control programs. The Entomologist provides advice on control strategies based on insect life, and the most efficient and effective use of control materials and methods.

### ILLUSTRATIVE TASKS

Plans and executes vector source, population ecology, and species distribution studies and surveys for the District. Manages, supervises, records and analyzes vector population measurement, collection and identification findings. Prepares maps, graphs, reports and analyses.

Develops and maintains lab colony of mosquito samples for scientific and district operational purposes.

Conducts field tests to determine efficiency of pesticides in varying field conditions.

Measures and determines vector resistance and recommends necessary changes in pesticide usage.

Calibrates pesticide application equipment, conducts stability tests on concentrates and computes dosage and application rates of pesticides. Evaluates effects of application on non-vector life and records and executes appropriate corrective actions.

Supervises and evaluates seasonal employees. Trains and instructs district personnel. Provide consultation to public and private organizations and assists with community education.

### KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of word processing, spreadsheets, database management and statistical analysis. Knowledge of mathematical concepts and plane and solid geometry. Ability to apply concepts to practical situations.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries and complaints from customers, regulatory agencies, and members of the business community and public.

Ability to write and speak clearly and effectively. Ability to write speeches and author articles for publication that conform to prescribed style and format.

### EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a degree in entomology or related biological science discipline with appropriate field entomological experience. Four years experience in public health vector control, including one year of comprehensive laboratory experience; or a combination of experience and training.

### CERTIFICATES, LICENSES, AND REGISTRATIONS

Possession of a valid California Driver's License and ability to maintain insurance coverage in accordance with the District requirements. Certificate of competence issued by the California Department of Health Services entitled, "Certified Technician - Mosquito Control and/or "Terrestrial Invertebrate Control" may be required.

### PHYSICAL REQUIREMENTS

Physical demands regularly require the entomologist to stand, climb, balance, stoop, kneel, crouch and crawl. Physical dexterity is needed to use hands and fingers to handle or feel objects, tools, or controls. The entomologist must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Recommended Classification Description

**CLASSIFICATION TITLE:** Assistant District Manager

### NATURE OF WORK

Under direction of the District Manager, the Assistant District Manager implements district goals and objectives. The Assistant Manager is responsible for timely and effective execution of daily district field operations. Performs and District management functions in the absence of the District Manager.

### ILLUSTRATIVE TASKS

Manages and oversees mosquito and vector control field operations.

Trains and certifies and District employees. Creates employee training programs.

Inventories and orders all district goods, supplies and equipment essential to District operations.

Acts as District Safety Officer; conducts safety inspections, oversees pesticide use training, and coordinates first-aid and CPR classes.

Creates and evaluates zone assignments.

Assists with and/or conducts new product test plots with pesticide manufactures.

Evaluates, assesses and reports on product potential for the district.

Updates the Board of Trustees via the District activity report.

### KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of current practices of mosquito, vector and related disease control.

Knowledge of safety standards, procedures and practices.

Knowledge of applicable laws and regulations regarding mosquito abatement and vector control.

Ability to effectively communicate with the general public and implement sound public relations policy.

Ability to plan, organize, control, and administer various District programs and services.

Ability to interpret and administer regulations and policies, analyze and evaluate administrative literature, and evaluate data and prepare recommendations.

Ability to write and speak clearly and effectively on all areas of District operations.

### EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a degree in entomology or related biological science discipline with appropriate field entomological experience. Four years experience in public health vector control, including one year of comprehensive laboratory experience; or a combination of experience and training.

### CERTIFICATES, LICENSES, AND REGISTRATIONS

Possession of a valid California Driver's License and ability to maintain insurance coverage with the District's program and requirements. Valid certification by the California Department of Health Services as a Certified Technician in Mosquito Control, Terrestrial Invertebrate Vector Control, and Vertebrate Control are conditions of employment.

### PHYSICAL REQUIREMENTS

Physical demands regularly require the employee to stand, climb, balance, stoop, kneel, crouch and crawl. Physical dexterity is needed to use hands and fingers to handle or feel objects, tools, or controls. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Vision requirement include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position requires employee to attend and participate in evening and weekend meetings and travel within and out of district.

September 28, 1999

**:::Draft:::**

John Stroh  
Manager  
SJCM&VCD  
7759 Airport Way  
Stockton, CA 95206-3918

**RE: Member's Meeting to Discuss the Blanning & Baker Class Study**

Dear Mr. Stroh,

The Union has had an opportunity to share the results of the recent classification study performed by the firm of Blanning and Baker. There are several issues, which our members would like to discuss with you. Below is the agenda for a member's meeting to be held on October 5, 1999 at 4:30 PM in the District conference room. We would hope you could attend.

*Agenda*

- General Overview of the Process to Date
- Q & A's
  1. Was the copy distributed to employees the final version?
  2. Why were certain classifications left out? (Tech I, Public Education, Tech II, Mechanic II, Tech IV, Biologist, Office Manager, Manager)
  3. Were the salary ranges based on the salary of each individual classification or equivalent, or an average? Were the salaries of the surveyed employees in other districts calculated on base pay or gross? Same question for District employees.
  4. Were Tech I's in the District compared to Tech III's in other districts? Did the calculation include longevities?
  5. Why weren't Turlock and East Side averaged together since they are the same county?
  6. Why were certain counties selected, but others left out?