

# SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

7759 SOUTH AIRPORT WAY, STOCKTON, CALIFORNIA 95206-3918  
(209) 982-4675

## BOARD OF TRUSTEES

ALLAN R. FETTERS  
PRESIDENT  
STOCKTON

GERARD FONDSÉ  
VICE PRESIDENT  
RIFON

J. DON LAYSON  
SECRETARY  
SAN JOAQUIN COUNTY

JACK W. CORELL  
SAN JOAQUIN COUNTY

FRANK DEBENEDETTI  
SAN JOAQUIN COUNTY

DR. KENNETH ERWIN  
MANTEGA

ROBERT S. FULLER  
LODI

JANET L. JAMES  
LATHROP

ALVIN C. INMAN  
SAN JOAQUIN COUNTY

MICHAEL HANNA  
SAN JOAQUIN COUNTY

CHESTER C. MILLER  
YRACY

WILLIAM BEZLEY  
ESCALON

CHRISTOPHER K. ELEY  
LEGAL ADVISOR

JOHN R. STROM  
MANAGER

October 20, 1997

Ms. Kay DeGeest, Sr. Employee  
Relations Representative  
San Joaquin Public Employees  
Assn.  
949 North Center Street, Suite B  
Post Office Box 710  
Stockton, CA. 95201

Dear Kay:

The following is a reply/counter-proposal to the request of the Supervisors Unit with regards to a salary increase of a 10% differential in base salary between MCT I and MCT II, a 10% differential in base salary between MCT II and MCT III, and maintenance of the existing percentage difference between the base salary of MCT III and Entomologist.

1. Although written information was provided with regards to changes in the job descriptions for the positions of MCT II and MCT III, it was not clear as to what material changes had taken place in these positions to warrant the proposed increases. The written justification submitted by the Supervisors Unit included six (6) aspects of a supervisors responsibilities.

A. With regards to 'working before starting time' (#1), and 'continue [to] work after hours' (#2), I find this somewhat puzzling. In that there has been an "unwritten" condition, whereby supervisors provide small amounts of time per day (10 - 15 minutes a.m. and p.m.) to communicate daily activities, schedule work, secure buildings and gates, etc., as one condition of receiving an assigned vehicle for personal commuting purposes. Although there was reservations by this unit to discuss personal-use of vehicles in the context of negotiations, it does not preclude me from considering the vehicles as part of the compensation package for the position of MCT III. Additionally, the position of MCT III is a non-exempt position with regards to the Fair Labor Standards Act and personnel in this position receive compensation for overtime per the MOU and state law. The position of MCT II receives overtime for all hours worked in excess of 8 hours per day and 40 hours per week.

B. Regarding the aspect of 'must be present for overtime' (#3), all employees are in this position. Overtime is required from each employee assigned to a position that requires the skills for that function at any time while

on duty. Secretarial staff, mechanics, etc., all perform their function in an overtime mode if it is necessary. A supervisors primary function is to oversee the work of assigned personnel, and in some cases that oversight is required before or after normal work hours. I would be happy to evaluate the current work load of each supervisor to insure that there is adequate relief time between work schedules if that is the issue.

C. Regarding the aspect of 'front-line ambassador to the public' (#6), I have researched the aspect of public relations with regards to the position of supervisor. Although this item is not specifically described in the current or past job description, it is thoroughly described in three (3) training manuals used by the District in the past and present. Aspects of public relations are the responsibility of all employees at all times. For reference I have included copies of information from training manuals from 1973, 1980, and 1998. As you will see, the responsibility of public relations is taught and expected from the first day on the job, and is required as a function of a certified technician.

D. With regards to #5, the District's supervisor-to-subordinate staffing levels are not fixed, and are currently maintained at a minimum of six (6) technicians per supervisor. This number can range from a minimum of six to as high as ten (10), including both full and part-time employees. As you are aware, the staffing level of technicians to supervisors ranges from the current high of seven (7) during the summer, to a low of two (2) during the winter. It is assumed that the average number of technicians per supervisor is well-below the industry average of 10 subordinates per supervisor.

E. I do not fully understand #4. Does the Supervisors Unit feel that the responsibilities of the positions of MCT II and MCT III prevent them from taking sick leave or vacation? I would need additional information on this item before I can reply.

2. With regards to changes in job description language for the positions of MCT II and MCT III, the language is in line with past and current job functions and responsibilities. This information was produced in part by the incumbents within these positions and from the Assistant Manager and Manager. At no time did the District propose or implement new job responsibilities or functions to the position of MCT II or MCT III, but rather better define current job functions for clarity. As you will remember, the MCT II's were concerned that their job descriptions were unclear, and at times they felt they did not know what was expected from them. Updating their job description has hopefully corrected this issue. With regards to other aspects of updating job descriptions for the positions of MCT II and MCT III, the primary purpose of any change was to insure that the documents would satisfy the requirements of ADA and the Fair Labor Standards Act (FLSA). As far as I am concerned, both of these laws have been satisfied without significantly changing the language of both positions job description, and has been done without adding additional job functions or responsibilities to either position.

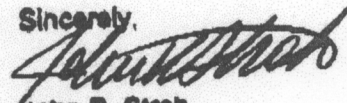
3. In reviewing the salary schedules of MCT I, MCT II, and MCT III, and Entomologist, I find that the current salaries (including base salary, longevity, and Certificate C differential) are well within line with salaries of other districts in the surrounding area (Sacramento-Yolo, Contra Costa, Turlock, Eastside). However, in evaluating the salary range of MCT II to that of MCT III, I do feel that there is justification to change the range of MCT II. There is currently a 5.6% differential between the positions of MCT I and MCT II (base salary, step E), and an 8.8% differential between MCT II and MCT III. The differential between MCT I and MCT III is 15%. In evaluating the position of MCT II with regards to job function and responsibility in the absence of the supervising MCT III or MCT IV, it would be appropriate to consider a salary differential of 7.5% between the base salary of the positions of MCT I and MCT II. This would change the salary range for the position of MCT II as follows:

	Step A	Step B	Step C	Step D	Step E
Current:	1,140.07	1,198.38	1,259.66	1,324.08	1,391.60
Proposed:	1,160.15	1,218.16	1,279.07	1,343.02	1,410.17

This will create an approximate differential of 7.5% between the positions of MCT I and MCT II, and approximately the same (7.5%) differential between the positions of MCT II and MCT III.

As a counter-proposal, I would agree to increasing the base salary for MCT II as described above. In addition to the base salary increase, I would agree to the one-time payment of 2.65% of annual salary for all members of this unit as was provided to the General Unit. I would be open to receiving and reviewing additional information for the position of MCT III, however, it must be relative to actual changes in responsibilities and functions of the position as it exists today with regards to the development and implementation of the position in 1980. With regards to the position of Entomologist, I am assuming that the Supervisors Unit has not changed its position since our last meeting. If this is incorrect, please do not hesitate to advise me.

Sincerely,



John R. Stroh

Manager

6/24/93

MAD SUPERVISORY UNIT - NEGOTIATIONS STATUS

1. One year contract - T/A
2. Salaries and benefits - Districts current proposal is to offer a 1% salary increase plus a 1% equity adjustment for the Supervisor classification only. District will agree to reopen salary negotiations should its initial forecast of lack of funding not materialize. It is the District's position that any fees assessed by the Board shall not be considered for either salary increases or payment of benefits.

Health Benefits: Present contract with Foundation expires in October. District was to have the open to reopen negotiations to discuss options, including, but not limited to, a cap on any increase and then employees paying beyond that point.

3. Seniority hours for vacation accruals - T/A
4. District's current position is that vacation usage has to be mutually agreeable between management and employee. Management will retain discretion in this area even after October 15. If after October 15 a mosquito threat exists, for whatever reason, management will restrict vacation.

At all times during the off season, a 33% staffing level shall be maintained in each region including either Mosquito Control Technician III or Mosquito control Technician II.

6. Increase cash option to 100% - still checking on.
7. Sick leave changed to cover illness of immediate family whether or not they reside in household - T/A
8. Equity increase for Entomologist position - Dropped.
9. District is offering a .5% education differential effective 1/1/94 for the terrestrial invertebrate certificate. Our latest proposal to them includes the vertebrate certification and move to ratification of agreement for effective date.
10. Agency Shop - Dropped
11. Binding arbitration - Dropped
12. Maintenance of membership - T/A

Uniforms: proposed added language "subject to ten days notice to District Employee Representatives." - need to have changed.

October 21, 1997

*JUSTIFICATION TO MAINTAINING ENTOMOLOGIST'S SALARY  
DIFFERENCE FROM MCTIII*

*The Entomologist position at San Joaquin County Mosquito and Vector Control District is at a professional level.*

*The incumbent must possess a scientific degree in entomology or biology with appropriate field entomological experience. They must have laboratory experience and be computer literate in word processing, spreadsheet, data-base, and statistical analysis.*

*The entomologist develops and implements the programs utilized to control the mosquito and vector population in the County.*

*They determine which pesticides to use and the best means of application of such. This includes computing dosage and application rates. They calibrate pesticide application equipment and evaluates effects of chemical operations on non-target species, such as aquatic invertebrates, plants, etc.*

*The entomologist directly supervises 1 to 2 employees in the Lab/Insectory, including determining and assigning duties. They are responsible for interviewing and training employees.*

*In addition to the Lab and field work, the entomologist provides consultations with public and private organizations. They deal directly with both District employees and management. They attend and address community meetings and prepare educational material for distribution for public relations and community education.*

## JUSTIFICATIONS FOR SUPERVISORS' SALARY INCREASE

1. Begin working before starting time, ie: phone calls - service requests -unload trucks.
2. Continue working after hours, ie: phone calls - service requests - unload trucks - wait for personal - discuss zone and personal problems with Manager.
3. Must be present for overtime, ie: cold fogging.
4. Responsible for Region at all times, including vacation and sick leave.
5. Responsible for zone operator (additional), ie: Delta Region and weed operator.
6. Front line ambassador to the public from the Management and Board of Trustees.

Per the new job descriptions:

### The Mosquito Control Technician II:

1. The secondary responsibility of this position includes the basic supervision of assigned personnel in the absence of the supervisor of the region in which the incumbent is assigned.
2. In the absence of the immediate supervisor, oversight and supervision is received fro the Assistant Manager or hi/her delegate.
3. In the absence of the immediate supervisor, or when requested, is responsible for opening and/or securing facilities; insuring that subordinate staff have arrived to, or departed from District facilities; processing daily records and reports; supervising the distribution and return of pesticides; planning and implementing routine daily operational activities; and communication the status of the regions's operations and personnel activities to the Assistant Manager.
4. In addition to the stated supervisory responsibilities of a Mosquito Control Technician I, directly supervises 1 to 5 employees during the absence of the supervisor in the region in which the incumbent is assigned, including oversight of source inspection and treatment, facility and equipment maintenance, records and reports, and requests for service from the public; physical control projects, premise survey assignments and pesticide application. Carries out basic supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include assigning and directing work, reviewing performance, addressing complaints and resolving problems.

5. Education and/or Experience - One (1) year experience in the position of Mosquito Control Technician I.

**The Mosquito Control Technician III:**

1. Exercise independent judgement in personnel supervision and mosquito surveillance and control assignments.
2. Determines work procedures, prepares work schedules, and expedites work flow.
3. Issues written and oral instructions and performs follow-up action to ensure compliance.
4. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
5. Studies and standardizes procedures to improve efficiency of subordinates.
6. Maintains harmony among workers and resolves minor grievances.
7. Prepares composite reports from individual reports of subordinates.
8. Adjusts errors and complaints.
9. Performs or assists subordinates in performing duties.
10. Responsible for opening and/or securing facilities; insuring that subordinate staff have arrived to or departed from District facilities; processing daily records and reports; supervising the distribution and return of pesticides; planning and implementing routine daily operational activities; and communicating the status of the regions's operations and personnel to the Assistant Manager.
11. In addition to the stated essential duties and responsibilities, an incumbent in this position is responsible for assigned staff and operations, including oversight of source inspection and treatment, facility and equipment maintenance, records and reports, and requests for service from the public; physical control projects, premise survey assignments and pesticide application. Carries out basic supervisory responsibilities in accordance with the District's policies and applicable laws. Directly supervised all assigned employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include assistance in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
12. Education and/or Experience - Minimum three (3) years experience in the position n of Mosquito Control Technician I.