



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
September 11, 2019

TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
(530) 587-2525 • FAX (530) 587-5840



Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: September 11, 2019

Time: 9:00 AM

Place: Board Room, Tahoe-Truckee Sanitation Agency, 13720 Butterfield Drive, Truckee, California

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

I. Call to Order, Roll Call, and Pledge of Allegiance

II. Public Comment Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.

III. Professional Achievements, Awards and Anniversaries Acknowledgement of staff for professional achievement and other awards.

IV. Consent Agenda Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.

1. Approval of the minutes of the regularly scheduled Board meeting on August 14, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the Administration Building Office Remodel project.
5. Approval of Progress Pay Estimate No. 2 for the 2019 Plant Concrete Repair project.

V. Regular Agenda

1. Appointment of Agency Board President and Vice President.
2. Appeal of service charges for APN N45-050-71-000B.
3. Presentation of the Classification and Compensation Study.

4. Approval to accept the Classification and Compensation Study.
5. Approval to award the bid for the repair of fiberglass caustic scrubber tank.
6. Approval of Resolution 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency - Group 700 Non-PERS All Employees.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

VII. Board of Director Comment Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

VIII. Closed Session

1. Closed session for public employee discipline/dismissal/release.
2. Closed session to hear complaints or charges brought against an employee by another person.

IX. Adjournment

Posted and Mailed, 09/06/19



LaRue Griffin
Secretary to the Board

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Roshelle Chavez at 530-587-2525 or 530-587-5840 (fax). Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

Documents and material relating to an open session agenda item that are provided to the T-TSA Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the Agency's office located at 13720 Butterfield Drive, Truckee, CA.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

Call to Order, Roll Call, and Pledge of Allegiance.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. There is a five (5) minute limit per person.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

Acknowledgement of staff for professional achievements, awards and anniversaries received the previous calendar month or quarter.

Achievements and Promotions

- Justin Parrish – Received Collection System Maintenance Grade 2 Certification
- Justin Parrish – Received Electrical/Instrumentation Grade 2 Certification

1-Year, 5-Year, 10-Year, 15-Year, 20-Year, Etc. Anniversaries

- Laura Mader – Laboratory Director – 5 Years (September 2019)
- Tiffany Hambrick – Buyer – 1 Year (September 2019)

Fiscal Impact

Over-certification pay of \$250.00 per over-certification.


Attachments


None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-1
Subject: Approval of the minutes of the regularly scheduled Board meeting on August 14, 2019

Background

Draft minutes from previous meeting(s) held are presented to the Board of Directors for review and approval.

Fiscal Impact

None.


Attachments

Minutes of the regular Board meeting on August 14, 2019.

Recommendation

Management recommends approval of the minutes of the regularly scheduled Board meeting on August 14, 2019.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

August 14, 2019

I. Call to Order:

President Lewis called the special meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

Directors Present: S. Lane Lewis, NTPUD
Dale Cox, SVPSD
Jon Northrop, ASCWD
Dan Wilkins, TCPUD (arrived at 9:15 AM)
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Jay Parker, Engineering Manager
Michael Peak, Operations Manager
Richard Pallante, Maintenance Manager
Bob Gray, Information and Technology Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Emily Pindar, Administration Department
Dawn Davis, Administration Department
Angelina Henson, Administration Department
Tiffany Hambrick, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Jim Redmond, Maintenance Department
Justin Parrish, Maintenance Department
Zeb Snider, Maintenance Department
Jesus Zarate, Maintenance Department
Anthony Salinas, Maintenance Department
Jaime Garcia, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department

Laura Mader, Operations Department
Kristin Schrandt, Operations Department
Brandon Dimond, Operations Department
Troy Kilgore, Operations Department
Jessie Denham, Operations Department

Public Present: Shellie Anderson, Bryce Consulting, Inc.
Sarah Coolidge, Public

II. Public Comment.

There was no public comment. No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged Agency staff whom obtained professional achievements, awards, and anniversaries received for the previous calendar month to the Board of Directors.

IV. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on July 10, 2019
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the 2019 Plant Concrete Repair Project.

MOTION by Director Tresan, **SECOND** by Director Cox to approve the Consent Agenda items; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Cox, Northrop, Tresan and President Lewis
NOES: None
ABSENT: Director Wilkins
ABSTAIN: None

Motion passed.

V. Regular Agenda

1. Discussion and update of the Classification and Compensation Study.

Mr. Griffin informed the Board of Directors of the ad hoc committee's recommendations to the Classification and Compensation Study. Ms. Shellie Anderson of Bryce Consulting, Inc was in attendance to address questions from the Board of Directors.

Mr. Griffin stated the ad hoc committee recommendations were:

1. Amend the list of comparable agencies to be used in the Classification and Compensation Study as follows:
 - City of Roseville
 - City of Sparks (Truckee Meadows Wastewater Reclamation Facility)
 - Delta Diablo Sanitation District
 - El Dorado Irrigation District
 - Incline Village General Improvement District
 - Mammoth Community Water District
 - Napa Sanitation District
 - North Tahoe Public Utility District
 - South Tahoe Public Utility District
 - Squaw Valley Public Service District
 - Tahoe City Public Utility District
 - Truckee Donner Public Utility District
 - Truckee Sanitary District
2. Create a Salary Schedule A and Salary Schedule B for the implementation of salary adjustments. Salary Schedule A would apply to current staff and allow staff to remain in and continue the step progression within their current classification if the current salary range is higher than the classification range proposed in the study.

Salary Schedule B would be based on recommendations by Bryce Consulting, Inc. and apply to new staff and to current staff should they change classifications. Current staff that change classifications may maintain their higher salary if the proposed salary range in the new classification is less than their current salary, provided the new classification assumes greater duties and responsibilities. Should the change in classification have less duties and responsibilities, the employee will be subject to the salary range assigned to the classification in Salary Schedule B.
3. Adjust salaries of employees identified as earning below the recommended salary range so they align with a step within the recommended salary range. The aligned step shall be of equal or higher salary than their current salary.
4. Promote employees that currently maintain certifications making them eligible for a higher classification would be moved to the higher classification in Schedule A upon approval of their immediate Supervisor and/or Department Manager.
5. A Cost-Of-Living-Adjustment (COLA) would only be applied the Salary Schedule B.
6. Implement a non-base pay compensation based on merit for all employees that are at their final salary step of their classification in the form of a single lump sum amount up to 5% of their current salary.

The Board of Directors accepted the ad hoc committee's recommendation to amend the list of comparable agencies in the Classification and Compensation Study. Implementation recommendations will be presented to the Board of Directors for approval at a future meeting. Bryce Consulting will finalize the study and return at the September meeting for

the Board of Directors to review and consider acceptance. Should the Board of Directors accept the Classification and Compensation Study, job classifications and salary schedules will be submitted to the Board of Directors at a future meeting for consideration of approval.

Ms. Anderson discussed the determination of the salary ranges based on the data sheets provided in the board packets.

Most of the Agency employees left after the discussion of this item.

2. Approval of Change Order No. 2 for the 2019 Plant Concrete Repair Project.

MOTION by Director Tresan, **SECOND** by Director Wilkins to approve Change Order No. 2, Alternative A, for the 2019 Plant Concrete Repair Project; unanimously approved.

The Board approved the motion by the following vote:

AYES:	Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion passed.

3. Approval of the 2019 Sewer System Management Plan Audit.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the 2019 Sewer System Management Plan Audit; unanimously approved.

The Board approved the motion by the following vote:

AYES:	Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion passed.

4. Approval of the Annual Budget for fiscal year 2019-2020.

Mr. Griffin provided a presentation and overview of the annual budget for fiscal year 2019-2020. He informed the Board of Directors of the budget format change from the previous annual budget and there was further discussion on possible additional format revisions to the next fiscal year budget.

MOTION by Director Northrop, **SECOND** by Director Cox to approve the Annual Budget for fiscal year 2019-2020; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES: None
ABSENT: None
ABSTAIN: None

Motion passed.

5. Approval of Resolution No. 9-2019 to revise the wastewater capital reserve fund budget and making related findings.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve Resolution No. 9-2019 to revise the wastewater capital reserve fund budget and making related findings; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES: None
ABSENT: None
ABSTAIN: None

Motion passed.

6. Approval of Resolution No. 10-2019 to establish appropriations limits for fiscal year 2019-2020.

MOTION by Director Northrop, **SECOND** by Director Wilkins to approve Resolution No. 10-2019 to establish appropriations limits for fiscal year 2019-2020; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES: None
ABSENT: None
ABSTAIN: None

Motion passed.

7. Approval to terminate the Memorandum of Understanding of Cooperative Purchasing of Renewable Energy with Strategic Energy Innovations.

MOTION by Director Cox, **SECOND** by Director Tresan to approve the termination of the Memorandum of Understanding of Cooperative Purchasing of Renewable Energy with Strategic Energy Innovations; unanimously approved.

The Board approved the motion by the following vote:

AYES:	Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion passed.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that all waste discharge requirements were met for the month.

Mr. Pallante provided an update on current and past projects for the maintenance department.

Mr. Gray provided an update on current and past projects for the IT department.

Mr. Parker provided an update on current and past projects for the engineering department.

Mrs. Chavez provided an update on current and past projects for the administration department.

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided an update on the status of various ongoing projects, none of which required action by the Board.

No action was taken by the Board.

VII. Board of Director Comment

There was no comment. No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:39 AM.

1. Closed session for public employee discipline/dismissal/release.

There was no action to report from closed session.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:57 AM.

LaRue Griffin
Secretary to the Board

Approved: _____

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TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-2
Subject: Approval of general fund warrants

Background

Warrants paid and payable for the previous calendar month(s).

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.


Attachments

Report of general fund warrants.

Recommendation

Management recommends approval of the general fund warrants paid and payable.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
150 GPP LLC				
	78486	8/14/2019	ANNUAL MONITORING STATION	1,080.00
			Total:	1,080.00
3T EQUIPMENT COMPANY INC.				
	78487	8/14/2019	DEBRIS BASKET	695.33
			Total:	695.33
ACCURATE AIR ENGINEERING				
	78419	8/14/2019	OIL FILTER	673.93
			Total:	673.93
ALLDATA LLC				
	78420	8/14/2019	ANNL SUB FOR VHCL MAINT	1,500.00
			Total:	1,500.00
ALPHA ANALYTICAL, INC				
	78421	8/14/2019	2019 RAW EFFLUENT	185.00
	78421	8/14/2019	BARIUMS	175.00
	78421	8/14/2019	RAW EFFLUENT	315.00
	78421	8/14/2019	2019 RAW EFFLUENT	230.00
	78421	8/14/2019	JUNE TOC'S	385.00
	78421	8/14/2019	JUNE TOC'S	800.00
			Total:	2,090.00
AMAZON CAPITAL SERVICES				
	78422	8/14/2019	GLASS SCREEN PROTECT	25.97
	78422	8/14/2019	SPRINKLERS	503.80
	78422	8/14/2019	ZUGU IPAD CASE	100.14
			Total:	629.91
AMERPRIDE UNIFORM SERVICES				
	78423	8/14/2019	AMERPRIDE	394.31
	78423	8/14/2019	AMERPRIDE	416.36
	78423	8/14/2019	AMERPRIDE	715.55
			Total:	1,526.22
AT&T				
	78526	8/30/2019	TELEPHONE BILL 966	1,211.52
	78424	8/14/2019	TELEPHONE BILL 380	1,320.69
	78425	8/14/2019	TELEPHONE BILL 001	969.52
	78426	8/14/2019	TELEPHONE BILL 966	1,229.66
			Total:	4,731.39
AUTOMATION DIRECT				
	78427	8/14/2019	OPEN SLOT, PNEUMATIC TUB	202.44
			Total:	202.44
B & H PHOTO				
	78428	8/14/2019	BOSCH SINGLE PORT	343.15
	78428	8/14/2019	VIVOTEK	3,056.62
			Total:	3,399.77
BARTKIEWICZ, KRONICK & SHANAHAN				
	78512	8/14/2019	BARTKIEWICZ BILL	13,132.28
			Total:	13,132.28
BILL PINDAR				
	78462	8/14/2019	REIMBURSEMENT	236.93
	78507	8/14/2019	REIMBURSEMENT	145.00
	78507	8/14/2019	REIMBURSEMENT	390.00
			Total:	771.93
BLAKE TRESAN				
	78501	8/14/2019	AUG BOARD MEETING	100.00
	78515	8/14/2019	AD HOC SVC	200.00
			Total:	300.00



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
BRYCE CONSULTING, INC.				
	78496	8/9/2019	BRYCE CONSULTING	5,819.31
			Total:	5,819.31
CALTROL, INC.				
	78429	8/14/2019	ASCO SOLENOID VALVE	449.06
			Total:	449.06
CAROLLO				
	78514	8/14/2019	MASTER SEWER PLAN	65,361.72
			Total:	65,361.72
CHAMPION CHEVROLET - GEO				
	78430	8/14/2019	REPAIRS VHCL-11	760.89
			Total:	760.89
CLARK PEST CONTROL				
	78431	8/14/2019	CLARK PEST	275.00
			Total:	275.00
CORELOGIC INFORMATION SOLUTION, INC				
	78432	8/14/2019	CORE LOGIC BILL	463.50
			Total:	463.50
CWEA				
	78433	8/14/2019	MEMBER RENEW CLAUSSEN	192.00
	78433	8/14/2019	MEMBER RENEW FUCHS	192.00
	78433	8/14/2019	MEMBER RENEWAL SCHULTZ	192.00
	78433	8/14/2019	COLLECT SYST GRD1 SNIDER	89.00
	78433	8/14/2019	ZARATE MECH TECH 3	99.00
	78433	8/14/2019	LAB ANALYST GRD3 DAVIS	99.00
			Total:	863.00
DALE COX				
	78499	8/14/2019	REIMBURSEMENT	134.00
	78499	8/14/2019	AUG BOARD MEETING	100.00
	78499	8/14/2019	JULY AD HOC SVC	500.00
	78524	8/29/2019	REIMBURSEMENT	58.70
	78524	8/29/2019	REIMBURSEMENT	195.42
	78525	8/30/2019	REIMBURSEMENT	167.65
	78525	8/30/2019	REIMBURSEMENT	29.90
			Total:	1,185.67
DAMORE, HAMRIC & SCHNEIDER				
	78434	8/14/2019	ADD FEES BY US BANK	276.00
			Total:	276.00
DANIEL WILKINS				
	78500	8/14/2019	AUG BOARD MEETING	100.00
	78500	8/14/2019	JULY AD HOC SVC	200.00
			Total:	300.00
DAWN DAVIS				
	78511	8/14/2019	REIMBURSEMENT	25.00
	78511	8/14/2019	REIMBURSEMENT	25.00
			Total:	50.00
DURAWEAR				
	78435	8/14/2019	VENTIS MX4 SLIDE ON PUMP	463.63
			Total:	463.63
E & M ELECTRIC				
	78436	8/14/2019	PL & AI CARDS	1,335.39
	78436	8/14/2019	PL & AI CARDS	1,908.16
	78436	8/14/2019	PL & AI CARDS	1,247.83
			Total:	4,491.38



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
ENVIRONMENTAL EXPRESS				
	78437	8/14/2019	COD DIGESTION VIALS	1,427.11
	78437	8/14/2019	COD DIGESTION VIALS	952.70
			Total:	2,379.81
FERGUSON ENTERPRISES, INC #1423				
	78438	8/14/2019	ADH SINKS	507.94
			Total:	507.94
FISHER SCIENTIFIC COMPANY				
	78439	8/14/2019	ASCORBIC ACID	259.70
	78439	8/14/2019	RAINBOW PACK	196.22
			Total:	455.92
GETGO, INC.				
	78440	8/14/2019	MONTHLY GETGO	39.00
	78440	8/14/2019	MONTHLY GETGO	39.55
			Total:	78.55
GRAINGER INC., W.W.				
	78442	8/14/2019	PIPE DIES REMAINING CRED	(16.12)
	78442	8/14/2019	OIL WASTE CAN	119.60
	78442	8/14/2019	SLUMP CONE TEST	289.90
	78442	8/14/2019	RING & FORK TERMINAL	142.27
			Total:	535.65
GRANLIBAKKEN MANAGEMENT				
	78527	8/30/2019	SVC CHARGE REFUND	1,989.00
			Total:	1,989.00
GRAVOTECH INC				
	78443	8/14/2019	MARKING TOOL	8,721.65
			Total:	8,721.65
HACH CHEMICAL COMPANY				
	78444	8/14/2019	HACH ANALYZERS	1,184.38
	78444	8/14/2019	PHOSVER	3,985.41
	78444	8/14/2019	NITRATAX SENSOR ANNUAL	4,600.00
	78444	8/14/2019	SODIUM CARBONATE	92.51
			Total:	9,862.30
HDR ENGINEERING				
	78445	8/14/2019	HDR-ON CALL AVERY	3,327.50
			Total:	3,327.50
HUNT & SONS INC.				
	78447	8/14/2019	CLEAR DIESEL	976.35
	78447	8/14/2019	UNLEADED GAS	1,907.99
	78447	8/14/2019	TURBINE OIL	3,023.91
			Total:	5,908.25
ILEANA VASSILIOU				
	78448	8/14/2019	ILEANA TRAINING	2,600.00
			Total:	2,600.00
JOHNSON CONTROLS FIRE PROTECTION LP				
	78449	8/14/2019	RISER LEAK REPAIR	471.00
			Total:	471.00
JON NORTHROP				
	78498	8/14/2019	AUG BOARD MEETING	100.00
	78498	8/14/2019	REIMBURSEMENT	219.80
	78498	8/14/2019	REIMBURSEMENT	219.80
			Total:	539.60
JONES-WEST FORD				
	78450	8/14/2019	PARTS FOR VHCL 21	205.02
			Total:	205.02



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
JOSEPH LOMBARD & TIMOTHY LOMBARD				
	78529	8/30/2019	SVC CHARGE REFUND	4,504.17
			Total:	4,504.17
KELLY GARRETT				
	78490	8/9/2019	SERVICE CHARGE REFUND	170.28
	78415	7/19/2019	SERVICE CHARGE REFUND	(170.28)
			Total:	0.00
KEN GRADY CO., INC.				
	78441	8/14/2019	METHANE	906.88
			Total:	906.88
KONICA MINOLTA BUSINESS SOLUTIONS				
	78506	8/14/2019	MONTHLY KONICA	127.22
	78506	8/14/2019	QTRLY KONICA W/10%INCREASE	400.35
	78452	8/14/2019	KONICA MONTHLY	127.22
			Total:	654.79
KRISTIN DAVIS				
	78508	8/14/2019	REIMBURSEMENT	25.00
			Total:	25.00
LARUE GRIFFIN				
	78523	8/21/2019	REIMBURSEMENT	400.00
	78523	8/21/2019	REIMBURSEMENT	85.00
	78518	8/16/2019	REIMBURSEMENT	303.12
	78513	8/14/2019	REIMBURSEMENT	85.00
	78513	8/14/2019	REIMBURSEMENT	400.00
			Total:	1,273.12
LAW OFFICES OF TERRY ROEMER				
	78522	8/20/2019	LEGAL EXPENSE	1,617.00
			Total:	1,617.00
LHOIST NORTH AMERICA				
	78453	8/14/2019	HYDRATED LIME	8,888.76
	78453	8/14/2019	HYDRATED LIME	8,712.67
	78453	8/14/2019	HYDRATED LIME	8,635.20
			Total:	26,236.63
LIBERTY UTILITIES				
	78454	8/14/2019	LIBERTY ELECTRIC	38.54
	78454	8/14/2019	LIBERTY ELECTRIC	21.33
	78454	8/14/2019	LIBERTY ELECTRIC	25.31
			Total:	85.18
MCMASTER-CARR				
	78456	8/14/2019	DIA CORE DRILL FOR O & M	880.56
	78456	8/14/2019	PARTS FOR BOILER	3,231.44
	78456	8/14/2019	NON CONTRACT TACHOMETER	213.66
	78456	8/14/2019	WIND DRIVER PROOF MOUNT	475.19
	78456	8/14/2019	RESTOCK PLANT SNOW POLES	231.96
			Total:	5,032.81
MCVICARS CONSULTING				
	78457	8/14/2019	MCVICARS CONSULTING	650.00
			Total:	650.00
MICHAEL ZANFAGNA				
	78491	8/9/2019	SERVICE CHARGE REFUND	2,088.00
			Total:	2,088.00
MOUNTAIN HARDWARE				
	78458	8/14/2019	STAPLES, WEED FABRIC	55.19
			Total:	55.19



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
MRC GLOBAL				
	78459	8/14/2019	WASTE GAS FLOWMETER	1,513.47
			Total:	1,513.47
NADINE MILHAM				
CHECK RE-INSTATED	77724	2/25/2019	SERVICE CHARGE REFUND	284.36
			Total:	284.36
NAPA- SIERRA				
	78460	8/14/2019	DOOR LATCH FOR VHCL 14	108.13
	78460	8/14/2019	AIR FILTER FOR BLOWER	34.42
			Total:	142.55
OFFICE DEPOT				
	78461	8/14/2019	OFFICE SUPPLIES, TONER	420.58
	78461	8/14/2019	OFFICE SUPPLIES, TONER	327.82
			Total:	748.40
PATRICIA BRADY				
	78528	8/30/2019	CONN FEE REFUND	5,000.00
			Total:	5,000.00
PAUL SHOUSE				
	78468	8/14/2019	REIMB GRADE 4 TESTING CWEA	215.00
	78468	8/14/2019	REIMBURSEMENT	361.43
	78520	8/20/2019	TRAINING EXP AUG 2019	200.21
			Total:	776.64
PAYMENTUS GROUP, INC.				
	78497	8/9/2019	JULY TRANSACTION FEES	426.00
			Total:	426.00
PETTY CASH				
	78532	8/30/2019	PETTY CASH REIMBURSEMENT	399.00
			Total:	399.00
PINNACLE TOWERS, INC.				
	78463	8/14/2019	TOWER RENTAL	721.99
			Total:	721.99
PRAXAIR DISTRIBUTION, INC.				
	78464	8/14/2019	CYLINDER RENTAL	65.40
			Total:	65.40
PROMANTEK INC				
	78519	8/20/2019	MANAGEMENT SOFTWARE	4,175.00
			Total:	4,175.00
Q & D CONSTRUCTION				
	78517	8/14/2019	PROG PAY#1 CONCRETE REPAIR	84,683.00
	78517	8/14/2019	RETENTION FOR PROG PAY 1	(4,234.15)
			Total:	80,448.85
ROSHELLE CHAVEZ				
	78505	8/14/2019	REIMB CELLPHONE CHAVEZ	42.80
			Total:	42.80
ROY SMITH COMPANY				
	78466	8/14/2019	LIQUID OXYGEN	2,753.52
	78466	8/14/2019	LIQUID OXYGEN	3,650.57
	78466	8/14/2019	LIQUID OXYGEN	2,906.75
	78466	8/14/2019	LIQUID OXYGEN	3,374.88
	78466	8/14/2019	LIQUID OXYGEN	567.49
	78466	8/14/2019	LIQUID OXYGEN	1,470.70
	78466	8/14/2019	LIQUID OXYGEN	741.51
			Total:	15,465.42



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
S. LANE LEWIS				
	78516	8/14/2019	REIMBURSEMENT	1,905.00
	78503	8/14/2019	AUG BOARD MEETING	100.00
			Total:	2,005.00
SAFEWAY INC.				
	78467	8/14/2019	GROCERIES	221.01
			Total:	221.01
SEAL ANALYTICAL, INC.				
	78494	8/9/2019	2019 - 2020 SVC CONTRACT	4,510.00
			Total:	4,510.00
SHRED-IT USA				
	78469	8/14/2019	SHRED IT BILL	148.00
			Total:	148.00
SIERRA ELECTRONICS				
	78470	8/14/2019	RADIO BATTERY	173.20
			Total:	173.20
SIERRA NORTHWEST PROPERTIES				
	78492	8/9/2019	SERVICE CHARGE REFUND	604.26
			Total:	604.26
SIERRA NV MEDIA GROUP ACCT#1066714				
	78472	8/14/2019	T-TSA PUBLIC NOTICE	376.20
			Total:	376.20
SIERRA OFFICE SOLUTIONS				
	78473	8/14/2019	SIERRA OFFICE BILL	284.42
			Total:	284.42
SIERRA SYSTEMS, INC.				
	78471	8/14/2019	SIERRA SYSTEM	600.00
			Total:	600.00
SOLENIS				
	78474	8/14/2019	POLYMER	11,968.75
			Total:	11,968.75
SOUTHWEST GAS CORP.				
	78495	8/9/2019	NATURAL GAS	106.00
	78495	8/9/2019	NATURAL GAS	390.43
			Total:	496.43
SOUTHWEST VALVE, LLC				
	78475	8/14/2019	PLUG VALVE	5,090.89
			Total:	5,090.89
STANDARD INSURANCE-DENTAL				
	78489	8/7/2019	DENTAL INSURANCE PREMIUMS	8,223.60
			Total:	8,223.60
STANDARD INSURANCE-LIFE				
	78488	8/7/2019	LIFE INSURANCE PREMIUMS	2,176.00
			Total:	2,176.00
STATE OF CALIFORNIA DEPT OF GENERAL				
	78530	8/30/2019	CONN FEE REFUND	23,500.00
			Total:	23,500.00
STATE WATER BOARD ACCT. OFFICE				
	78521	8/20/2019	SWRCB-ELAP FEES	851.00
			Total:	851.00



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
STEVE MATSON				
	78493	8/9/2019	SERVICE CHARGE REFUND	175.80
			Total:	175.80
TAHOE SUPPLY COMPANY, LLC				
	78476	8/14/2019	BATHROOM TISSUE	275.78
	78476	8/14/2019	BATHROOM TISSUE	275.78
	78476	8/14/2019	LIQUID BLEACH	37.27
	78476	8/14/2019	CLEANING SUPPLIES	283.06
			Total:	871.89
TAHOE TRUCKEE DISPOSAL				
	78477	8/14/2019	JULY SLUDGE	12,623.01
	78477	8/14/2019	JULY CENTRIFUGE	12,968.28
			Total:	25,591.29
THATCHER COMPANY OF CA, INC.				
	78478	8/14/2019	METHANOL	13,730.55
	78478	8/14/2019	METHANOL	12,935.76
	78478	8/14/2019	METHANOL	12,891.60
	78478	8/14/2019	METHANOL	12,792.25
	78478	8/14/2019	CHLORINE EMPTIES	(4,000.00)
	78478	8/14/2019	CHLORINE EMPTIES	(4,000.00)
			Total:	44,350.16
THE HON COMPANY				
	78446	8/14/2019	DUAL ARM MONITOR	598.83
	78446	8/14/2019	DUAL MONITOR ARMS	695.16
			Total:	1,293.99
THOMAS AND ASSOCIATES				
	78479	8/14/2019	RAS PUMPS	921.38
	78479	8/14/2019	GASKET SUCTION FLANGE	138.74
			Total:	1,060.12
TIFFANY HAMBRICK				
	78509	8/14/2019	REIMBURSEMENT	25.00
			Total:	25.00
TIP INC.				
	78480	8/14/2019	BATCH CARDS	211.09
			Total:	211.09
TRANE COMPANY				
	78481	8/14/2019	ANNUAL SVC AGREEMENT	3,844.00
			Total:	3,844.00
TROY KILLGORE				
	78510	8/14/2019	REIMB EXAM & CERT	455.00
	78451	8/14/2019	REIMBURSEMENT	190.00
			Total:	645.00
TRUCKEE DONNER PUD				
	78465	8/14/2019	ELECTRIC BILL	69,608.01
	78465	8/14/2019	ELECTRIC BILL	27.32
	78465	8/14/2019	WATER BILL	113.40
	78465	8/14/2019	ELECTRIC BILL	44.52
	78465	8/14/2019	ELECTRIC BILL	51.05
			Total:	69,844.30
VERIZON WIRELESS				
	78482	8/14/2019	VERIZON BILL	668.49
			Total:	668.49
VICKY LUFRANO				
	78504	8/14/2019	REIMB CELL PHONE LUFRANO	42.80
	78455	8/14/2019	REIMB CALPERS CONF	449.00
			Total:	491.80



Tahoe-Truckee Sanitation Agency
Accounts Payable
Print Check Detail
08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
VOID ZERO AMOUNT CHECKS VENDOR				
	78502	8/14/2019	PRINTING ERROR	0.00
			Total:	0.00
VWR SCIENTIFIC, INC.				
	78483	8/14/2019	SODIUM CARBONATE	162.94
	78483	8/14/2019	GLOVE,DISH,TUBING	530.00
	78483	8/14/2019	RETURNED ELECTRODE	(193.40)
			Total:	499.54
WESTERN NEVADA SUPPLY				
	78484	8/14/2019	STOCK	120.16
	78484	8/14/2019	STOCK	144.19
			Total:	264.35
WILEY, PRICE & RADULOVICH				
	78531	7/31/2019	LEGAL SVC	78,594.02
			Total:	78,594.02
ZORO				
	78485	8/14/2019	CARTON SEALING	41.38
	78485	8/14/2019	BUSHINGS, ROUGH ELBOW	104.88
	78485	8/14/2019	FINAL PAY - Y STRAINER	260.74
	78485	8/14/2019	SEAL KIT	605.53
			Total:	1,012.53
Print Check Total				593,085.33



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
EMPLOYMENT DEVELOPMENT DEPARTMENT				
	1112680	8/30/2019	STATE TAX DEPOSIT	13,140.32
	1112672	8/16/2019	STATE TAX DEPOSIT	13,312.74
	1112664	8/1/2019	STATE TAX DEPOSIT	13,605.21
			Total:	40,058.27
FEDERAL TAXES/EFTPS				
	1112681	8/30/2019	FEDERAL TAX DEPOSIT	34,369.85
	1112671	8/16/2019	FEDERAL TAX DEPOSIT	34,771.46
	1112663	8/1/2019	FEDERAL TAX DEPOSIT	34,996.31
			Total:	104,137.62
FIRST US COMMUNITY CREDIT UNION				
	1112678	8/30/2019	PAYROLL DEPOSITS	3,200.00
	1112673	8/16/2019	PAYROLL DEPOSITS	3,200.00
	1112665	8/1/2019	PAYROLL DEPOSITS	3,200.00
			Total:	9,600.00
NATIONWIDE RETIREMENT SOLUTIONS				
	1112682	8/30/2019	DEFERRED COMP DEPOSITS	4,369.96
	1112670	8/16/2019	DEFERRED COMP DEPOSITS	4,369.96
	1112667	8/1/2019	DEFERRED COMP DEPOSITS	4,519.96
			Total:	13,259.88
NAVIA BENEFIT SOLUTIONS				
	1112675	8/26/2019	HRA DISBURSEMENTS	1,416.78
			Total:	1,416.78
PERS 457 PLAN				
	1112679	8/30/2019	DEFERRED COMP DEPOSITS	6,232.37
	1112679	8/30/2019	DEFERRED COMP DEPOSITS	825.00
	1112674	8/16/2019	DEFERRED COMP DEPOSITS	6,232.37
	1112674	8/16/2019	DEFERRED COMP DEPOSITS	825.00
	1112666	8/1/2019	DEFERRED COMP DEPOSITS	825.00
	1112666	8/1/2019	DEFERRED COMP DEPOSITS	6,232.37
			Total:	21,172.11
PERS-HEALTH PREMIUM				
	1112668	8/7/2019	HEALTH PREM ACTIVE EMP	95,752.78
	1112668	8/7/2019	HEALTH PREM RETIREES	52,469.26
			Total:	148,222.04
PERS-RETIREMENT				
	1112676	8/26/2019	FOR PAYROLL ENDING 081519	8,635.29
	1112676	8/26/2019	FOR PAYROLL ENDING 081519	33,709.57
	1112669	8/7/2019	FOR PAYROLL ENDING 073119	9,040.12
	1112669	8/7/2019	FOR PAYROLL ENDING 073119	33,720.11
			Total:	85,105.09



Tahoe-Truckee Sanitation Agency

Accounts Payable

Print Check Detail

08/01/2019 - 08/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
U.S. BANK BANK CARD DIVISION				
	1112677	8/27/2019	STAND TEST FOR CONCRETE	42.00
	1112677	8/27/2019	CREDIT ON MERCHANDISE	(0.90)
	1112677	8/27/2019	8 HR HAZWOPER PENN	39.95
	1112677	8/27/2019	BARK NUGGETS FOR FLOWERS	30.27
	1112677	8/27/2019	FLOWERS FOR THE WALKWAY	254.16
	1112677	8/27/2019	ADOBE,GOOGLE,MSFT,AMA WEB	1,213.52
	1112677	8/27/2019	CREDIT ON MERCHANDISE	(594.00)
	1112677	8/27/2019	DATE STAMPS	257.77
	1112677	8/27/2019	LAB SUPPLIES	112.99
	1112677	8/27/2019	EMP APPREC DINNER DEPOSIT	100.00
	1112677	8/27/2019	FLOW ANALYZER BATTERY	63.68
	1112677	8/27/2019	FLOWERS JIM REDMOND	59.95
	1112677	8/27/2019	MEDICINE	27.01
	1112677	8/27/2019	SUPPLIES	228.61
	1112677	8/27/2019	SUPPLIES	145.45
	1112677	8/27/2019	VALVE FOR ROOTS BLOWER	649.01
	1112677	8/27/2019	SCREEN KIT FOR WATER FILT	335.37
	1112677	8/27/2019	TELETYPE TTY DEVICE	346.95
	1112677	8/27/2019	DEVALVING TOOL	99.38
	1112677	8/27/2019	APC SMART UPS	661.56
	1112677	8/27/2019	HONDA AIR FILTERS	65.40
			Total:	4,138.13
Electronic Transfer Total				427,109.92



Tahoe-Truckee Sanitation Agency
Accounts Payable
Print Check Detail
08/01/2019 - 08/31/2019

Description	Pay Date	Amount
Payroll	08/01/19	162,521.03
Payroll	08/15/19	159,400.59
Payroll	08/31/19	157,981.55
Payroll Total		479,903.17

General Fund Warrant Summary	Amount
Print Check Total	593,085.33
Electronic Transfer Total	427,109.92
Payroll Total	479,903.17
Warrant Total	1,500,098.42



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-3
Subject: Approval of financial statements

Background

Financial statements for the previous calendar month(s).

Fiscal Impact

None.


Attachments

Report of financial statements.

Recommendation

Management recommends approval of the financial statements.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Fund 00: Administration
Fiscal Year 2019 - 2020
Period Ending August 31, 2019

	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
REVENUE					
Tax Revenue - Ad Valorem	3,900,000.00	140,561.71	3.6	132,730.93	3.4
TOTAL REVENUE	3,900,000.00	140,561.71	3.6	132,730.93	3.4
EXPENDITURE					
Salaries & Wages	1,040,000.00	88,407.59	8.5	176,830.89	17.0
Employee Benefits	753,450.00	48,773.05	6.4	111,745.69	14.8
Director Fees	7,000.00	1,400.00	20.0	1,900.00	27.1
Vehicle	1,950.00	0.00	0.0	0.00	0.0
CSRMA Insurance	175,000.00	0.00	0.0	27,588.00	15.7
Professional Memberships	27,710.00	0.00	0.0	209.00	0.7
Permits & Licenses	0.00	(9,399.11)	0.0	0.00	0.0
Office Expense	132,850.00	10,539.27	7.9	16,273.64	12.2
Contractual Services	154,500.00	1,046.69	0.6	2,586.50	1.6
Professional Services	644,000.00	165,449.33	25.6	170,765.33	26.5
Conferences and Training	31,500.00	1,300.00	4.0	3,549.00	11.2
Uncollectible Accounts	2,000.00	52.50	2.0	52.50	2.0
Utilities	105,200.00	9,844.39	9.0	17,375.39	16.5
TOTAL EXPENDITURE	3,075,160.00	317,413.71	10.3	528,875.94	17.1
NET INCOME	824,840.00			(396,145.01)	

Footnote: Above budget for Retirement Benefits includes amounts towards the UAL which is posted to Net Pension Liability.



Tahoe-Truckee Sanitation Agency
 Fund 01: Operation and Maintenance
 Fiscal Year 2019 - 2020
 Period Ending August 31, 2019

	Budget (\$)	Month Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
REVENUE					
Service Charges	12,754,000.00	11,510.40	0.0	10,873,851.21	85.0
TOTAL REVENUE	12,754,000.00	11,510.40	0.0	10,873,851.21	85.0
EXPENDITURE					
Salaries & Wages	4,790,000.00	352,119.82	7.0	715,594.74	14.9
Employee Benefits	2,909,000.00	203,118.61	7.0	485,498.15	16.7
Vehicle	71,000.00	29.23	0.0	3,987.61	5.6
Professional Memberships	15,500.00	1,514.00	9.8	2,592.00	16.7
Agency Permits & Licenses	176,000.00	10,250.11	0.5	10,250.11	0.5
Office Expense	152,000.00	6,408.80	4.2	12,154.50	7.9
Professional Services	650,000.00	85,046.62	13.0	88,374.12	13.5
Conferences and Training	62,500.00	1,824.60	2.9	4,101.10	6.5
Utilities	953,000.00	79,208.37	8.3	120,880.81	13.0
Contractual Services	1,711,500.00	154,542.62	9.0	292,408.49	17.0
Supplies, Repairs and Maintenance	711,500.00	72,747.67	10.2	124,297.17	17.4
TOTAL EXPENDITURE	12,202,000.00	966,810.45	7.9	1,860,138.80	15.1
NET INCOME	552,000.00			9,013,712.41	



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve Fund
 Fiscal Year 2019 - 2020
 Period Ending August 31, 2019

DESCRIPTION	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
Barscreens, Washers, Compactors	350,000.00	0.00	0.0	0.00	0.0
Operation and Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0
Plant Air Compressor	25,000.00	0.00	0.0	0.00	0.0
Portable Emergency Pump Systems	400,000.00	0.00	0.0	0.00	0.0
Security Improvements	50,000.00	0.00	0.0	0.00	0.0
Utility/Snow Vehicle	50,000.00	0.00	0.0	0.00	0.0
SUB TOTOAL	900,000.00	0.00	0.0	0.00	0.0
Debt Payment of SRF Loan (73.2%)	2,587,684.00			0.00	
TOTAL	3,487,684.00	0.00	0.0	0.00	0.0

Note: * Project Complete



Tahoe-Truckee Sanitation Agency
Fund 06: Replacement, Rehabilitation and Upgrade
Fiscal Year 2019 - 2020
Period Ending August 31, 2019

DESCRIPTION	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
Lab Equipment Replacement	25,000.00	0.00	0.0	0.00	0.0
Admin. Office Improvement	66,000.00	1,025.50	2.0	7,139.14	11.0
Accounting Software Upgrade	90,000.00	0.00	0.0	0.00	0.0
EPDM Roof Replacement *	420,000.00	2,190.00	0.5	2,190.00	0.5
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0
Robicon Drive Upgrade	35,000.00	0.00	0.0	0.00	0.0
Facilities Security System	50,000.00	0.00	0.0	0.00	0.0
Plant Concrete Repair	450,000.00	0.00	0.0	0.00	0.0
Corten/Fascia Installation	150,000.00	0.00	0.0	0.00	0.0
BNR Blower Replacement	25,000.00	0.00	0.0	0.00	0.0
SUB TOTAL	1,391,000.00	3,215.50	0.2	9,329.14	0.7
Debt Payment on SRF Loan (26.8%)	870,329.00	0.00	0.0	0.00	0.0
TOTAL	2,261,329.00	3,215.50	0.1	9,329.14	0.4

Note: * Project Complete



**Tahoe Truckee Sanitation Agency
Fund Balances
Period Ending August 31, 2019**

Fund No.	Description	Beginning Month Balance	Interest	Revenue	Expenditure	Transfers	Ending Month Balance
				<i>140,561.71</i>	<i>317,413.71</i>		
					<i>35,731.26</i>		
0	Admininstration	162,746.37	54.73	140,561.71	353,144.97	240,000.00	190,217.84
				<i>11,510.40</i>	<i>966,810.45</i>		
				<i>283,460.09</i>	<i>56,935.01</i>		
1	Operations & Maintenance	1,085,142.44	0.19	294,970.49	1,023,745.46		356,367.66
				<i>94,934.37</i>	<i>0.00</i>		
				<i>6,431.26</i>			
2	WWCRF	19,105,731.37	645.22	101,365.63	0.00		19,207,742.22
4	SRF	3,038,179.17	0.00	0.00	0.00		3,038,179.17
					<i>87,898.50</i>		
					<i>(2,707.56)</i>		
6	Rehab	21,072,822.52	0.00	0.00	85,190.94	(240,000.00)	20,747,631.58
7	Emergency Reserve	4,050,325.54	0.00	0.00	0.00	0.00	4,050,325.54
Total Fund Balance		48,514,947.41	700.14	536,897.83	1,462,081.37	0.00	47,590,464.01

Note: Revenue and expenditure consist of accrued and cash totals.

**End of Month Cash Balances
Period Ending August 31, 2019**

Account	Description	Avg. Monthly Interest Rate	Beginning Month Balance	Ending Month Balance
L.A.I.F.		2.34%	46,596,115.02	46,740,115.02
Savings	Wells Fargo - Investment	0.10%	681,262.63	363,914.63
	US Bank - Service Charge	NA	379,198.29	23,750.09
	US Bank - Tax Revenue	0.25%	70,730.32	180,214.37
	US Bank - WWCRF	0.25%	145,248.83	70,883.04
Checking	US Bank - General Checking	NA	475,112.99	206,950.94
	Wells Fargo - Payroll	NA	165,679.33	3,035.92
Checking	US Bank - Petty Cash	NA	1,600.00	1,600.00
Cash Balance Totals		NA	48,514,947.41	47,590,464.01

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

September 03, 2019

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

August 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
8/7/2019	8/7/2019	RD	1614781	DAWN DAVIS	176,000.00
8/7/2019	8/7/2019	RD	1614782	DAWN DAVIS	300,000.00
8/7/2019	8/7/2019	RD	1614783	DAWN DAVIS	68,000.00
8/20/2019	8/20/2019	RW	1615626	DAWN DAVIS	-100,000.00
8/30/2019	8/30/2019	RW	1616424	MICHELLE MACKEY	-300,000.00

Account Summary

Total Deposit:	544,000.00	Beginning Balance:	46,596,115.02
Total Withdrawal:	-400,000.00	Ending Balance:	46,740,115.02



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 1 for the Administration Building Office Remodel project

Background

The Administration Building Office Remodel project provides additional office space adjacent to the Agency's reception area. The reception area is being reduced in size and the existing storage space immediately adjacent to it is being expanded and converted into an office. The remodeling work being performed by a general contractor includes modifications to the architectural, structural, electrical, and telecommunication features of the existing space.

In addition to the work described above, T-TSA staff is installing a number of improvements, modifications, and additions to various facilities to improve accessibility for the disabled.

Work is currently underway and is progressing quickly. Progress payment no. 1 is for the period from August 23, 2019 to August 31, 2019.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 1 would yield a payment to the contractor of \$32,205.00.


Attachments

Progress pay estimate no. 1.

Recommendation

Management and staff recommend approval of progress pay estimate no. 1 for the 2019 Administration Building Office Remodel project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 Administration Building Office Remodel

Progress Pay Estimate No. 1

August 23, 2019 to August 31, 2019

OWNER:

Tahoe-Truckee Sanitation Agency
 13720 Butterfield Drive
 Truckee, CA 96161

CONTRACTOR:

CNW Construction
 Attn:Alicia Storrs
 2520 Sierra Vista Road
 Rescue, CA 95672

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Bonds	\$2,000.00	1	L.S.	\$2,000.00	100.00%	\$ 2,000.00
2	Mobilization	\$5,000.00	1	L.S.	\$5,000.00	100.00%	\$ 5,000.00
3	Demolition	\$12,000.00	1	L.S.	\$12,000.00	100.00%	\$ 12,000.00
4	Metal Frames / Glazing	\$8,000.00	1	L.S.	\$8,000.00	50.00%	\$ 4,000.00
5	Electrical / HVAC and Finish Trim	\$8,000.00	1	L.S.	\$8,000.00	30.00%	\$ 2,400.00
6	Drywall / Texture / Paint	\$10,000.00	1	L.S.	\$10,000.00	20.00%	\$ 2,000.00
7	Architectural Casework / Counter Tops	\$6,000.00	1	L.S.	\$6,000.00	50.00%	\$ 3,000.00
8	Acoustical Ceiling Repair	\$6,000.00	1	L.S.	\$6,000.00	0.00%	\$ -
9	Flooring and Base	\$5,000.00	1	L.S.	\$5,000.00	0.00%	\$ -
10	Punchlist	\$4,000.00	1	L.S.	\$4,000.00	0.00%	\$ -
CO#1	Change Order No.1	\$3,500.00	1	L.S.	\$3,500.00	100.00%	\$ 3,500.00
TOTAL					\$69,500.00		\$ 33,900.00

TOTAL EARNED TO DATE:	\$33,900.00
5% TOTAL RETENTION TO DATE:	\$1,695.00
TOTAL AMOUNT PREVIOUSLY PAID:	\$0.00
TOTAL AMOUNT DUE CONTRACTOR:	\$32,205.00

ACCEPTED BY:

CNW Construction

BY:

DATE:

08/30/18

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-5
Subject: Approval of Progress Pay Estimate No. 2 for the 2019 Plant Concrete Repair project

Background

The 2019 Plant Concrete Repair Project involves various rehabilitation work throughout the plant to address areas with significant concrete deterioration. The goal of the project is to extend the expected service life of the various facilities involved. The work includes repairing or making modifications to the following structures:

- Area 1: Secondary Clarifier No. 2
- Area 2: Ammonium Sulfate Containment Area
- Area 3: Rapid Mix and Flocculation Basin
- Area 4: Biological Filtration Effluent Pond
- Areas 5 & 6: Chemical Clarifier Nos. 1 and 2
- Area 7: Ballast Pond Nos. 1 and 2
- Area 8: Building 4 Load-out Apron

Work has been completed on all areas except for Areas 3, 6, 7, and 8. Progress payment no. 2 is for the period from July 20, 2019 to August 20, 2019.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 2 would yield a payment to the contractor of \$258,467.07.

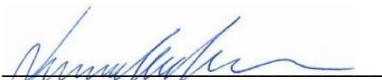
Attachments

Progress pay estimate no. 2.

Recommendation

Management and staff recommend approval of progress pay estimate no. 2 for the 2019 Plant Concrete Repair project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 Plant Concrete Repair Project

Progress Pay Estimate No. 2
 July 20, 2019 to August 20, 2019

OWNER:

Tahoe-Truckee Sanitation Agency
 13720 Butterfield Drive
 Truckee, CA 96161

CONTRACTOR:


Q & D Construction LLC (Invoice # 15403-001)
 PO Box 10865
 Reno, NV 89510

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Secondary Clarifier No. 2 Exterior Wall Rehabilitation: Remove and dispose failed section of exterior wall; install rebar, forms, and place concrete; cure walls and remove forms; and perform all related Work described in the Contract Documents.	\$535.00	75	FT ³	\$40,125.00	100.00%	\$40,125.00
2	Ammonium Sulfate Secondary Containment Concrete Pad Rehabilitation: Remove failed areas, repair existing concrete pad; cure repairs; and perform all related Work as described in these Contract Documents.	\$259.00	34	FT ²	\$8,806.00	100.00%	\$8,806.00
3	Structure 16, Concrete Repair Around Two Slide Gates: Repair existing concrete around two (2) existing slide gates; cure repaired areas; and perform all related Work as described in these Contract Documents.	\$4,300.00	2	EA	\$8,600.00	0.00%	\$0.00
4A	Biological Filtration Effluent Pond Asphalt Curb & Speed Hump Installation: Prepare existing ground around Biological Filtration Effluent Pond; install base course; asphalt curb; and perform all related Work as described in these Contract Documents.	\$104.00	238	LF	\$24,752.00	100.00%	\$24,752.00
4B	Biological Filtration Effluent Pond Asphalt Curb & Speed Hump Installation: Remove existing asphalt in two (2) discrete locations; prepare subgrade; install two (2) speed humps, and perform all related Work as described in these Contract Documents.	\$5,500.00	2	EA	\$11,000.00	100.00%	\$11,000.00
5A	Chemical Clarifier No. 1 Floor Resurfacing: Provide dust containment and prepare the existing interior concrete surfaces; and perform all related Work as described in these Contract Documents.	\$2.10	3,317	FT ²	\$6,965.70	100.00%	\$6,965.70
5B	Chemical Clarifier No. 1 Floor Resurfacing: Resurface prepared interior concrete surfaces, and perform all related Work as described in these Contract Documents.	\$14.00	3,317	FT ²	\$46,438.00	100.00%	\$46,438.00
5C	Chemical Clarifier No. 1 Floor Resurfacing: Cure interior coated areas, and perform all related Work as described in these Contract Documents.	\$1.60	3,317	FT ²	\$5,307.20	100.00%	\$5,307.20
6A	Chemical Clarifier No. 2 Floor Resurfacing: Provide dust containment and prepare the existing interior concrete surfaces; and perform all related Work as described in these Contract Documents.	\$2.10	3,317	FT ²	\$6,965.70	0.00%	\$0.00
6B	Chemical Clarifier No. 2 Floor Resurfacing: Resurface prepared interior concrete surfaces, and perform all related Work as described in these Contract Documents.	\$14.00	3,317	FT ²	\$46,438.00	0.00%	\$0.00
6C	Chemical Clarifier No. 2 Floor Resurfacing: Cure interior coated areas, and perform all related Work as described in these Contract Documents.	\$1.60	3,317	FT ²	\$5,307.20	0.00%	\$0.00
7A	Ballast Pond No. 1 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are between 1/8" – 1" wide, and perform all related Work as described in these Contract Documents.	\$51.00	550	LF	\$28,050.00	100.00%	\$28,050.00
7B	Ballast Pond No. 1 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are wider than 1", and perform all related Work as described in these Contract Documents.	\$184.00	5	LF	\$920.00	0.00%	\$0.00

7C	Ballast Pond No. 1 Concrete Rehabilitation: Remove failed areas, repair existing concrete pad; cure repairs; and perform all related Work as described in these Contract Documents.	\$565.00	9	FT ²	\$5,085.00	100.00%	\$5,085.00
7D	Ballast Pond No. 2 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are between 1/8" – 1" wide, and perform all related Work as described in these Contract Documents.	\$48.00	600	LF	\$28,800.00	100.00%	\$28,800.00
7E	Ballast Pond No. 2 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are wider than 1", and perform all related Work as described in these Contract Documents.	\$95.00	180	LF	\$17,100.00	0.00%	\$0.00
7F	Ballast Pond No. 2 Concrete Rehabilitation: Remove failed areas, repair existing concrete pad; cure repairs; and perform all related Work as described in these Contract Documents.	\$420.00	12	FT ²	\$5,040.00	100.00%	\$5,040.00
8A	Concrete Apron Restoration: Remove existing concrete, and perform Work as described in these Contract Documents.	\$8.00	2,011	FT ²	\$16,088.00	100.00%	\$16,088.00
8B	Concrete Apron Restoration: Remove existing asphalt, and perform all related Work as described in these Contract Documents.	\$8.00	630	FT ²	\$5,040.00	100.00%	\$5,040.00
8C	Concrete Apron Restoration: Install drain, piping and other related appurtenances, and perform all related Work as described in these Contract Documents.	\$780.00	50	LF	\$39,000.00	95.00%	\$37,050.00
8D	Concrete Apron Restoration: Install base and compact, and perform all related Work as described in these Contract Documents.	\$630.00	1	YD ³	\$630.00	100.00%	\$630.00
8E	Concrete Apron Restoration: Install concrete and rebar, and perform all related Work as described in these Contract Documents.	\$89.00	790	FT ²	\$70,310.00	95.00%	\$66,794.50
8F	Concrete Apron Restoration: Install Asphalt, and perform all related Work as described in these Contract Documents.	\$12.00	1,823	FT ²	\$21,876.00	95.00%	\$20,782.20
TOTAL					\$448,643.80		\$356,753.60

TOTAL EARNED TO DATE:	\$356,753.60
5% TOTAL RETENTION TO DATE:	\$17,837.68
TOTAL AMOUNT PREVIOUSLY PAID:	\$80,448.85
TOTAL AMOUNT DUE CONTRACTOR:	\$258,467.07

ACCEPTED BY:
Q & D Construction LLC

BY: 
DATE: 8/30/19

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: _____
DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Appointment of Agency Board President and Vice President

Background

Tahoe-Truckee Sanitation Agency Act requires a President and Vice-President be elected to the Agency Board of Directors. The President and Vice-President elect shall preside at the next Board of Directors meeting.

§ 114-65. President and vice president; election

Sec. 65. At the first regular meeting of the board next succeeding September 1 of each odd-numbered year, the board shall elect from its membership a president and vice president.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends the Board of Directors elect a President and Vice President.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-2
Subject: Appeal of service charges for APN N45-050-71-000B

Background

Mr. & Mrs. Zanfagna, owner of APN N45-050-71-000B have requested a relief from the Board of Directors for over paid sewer service charges dating back to 01/01/2006. T-TSA staff discovered an error was made when entering the inspection detail into the AS400 Accounting System. Staff entered forty-five outside seats (F45) instead of forty-five outside seats (Z45), therefore, overcharging the customer \$11,599.20 from 01/01/2006 through 12/31/2019. Below is a service charge summary showing the accumulated overpayments.

Service Charge Summary			
Billing Period	Assessed Sewer Service Charge	Amended Sewer Service Charge	Over Payment
1/1/06 - 6/30/06	475.20	172.80	302.40
7/1/06 - 12/31/06	475.20	172.80	302.40
1/1/07 - 6/30/07	594.00	216.00	378.00
7/1/07 - 12/31/07	607.50	221.40	386.10
1/1/08 - 6/30/08	607.50	221.40	386.10
7/1/08 - 12/31/08	634.50	229.50	405.00
1/1/09 - 6/30/09	634.50	229.50	405.00
7/1/09 - 12/31/09	648.00	234.90	413.10
1/1/10 - 6/30/10	648.00	234.90	413.10
7/1/10 - 12/31/10	675.00	243.00	432.00
1/1/11 - 6/30/11	675.00	243.00	432.00
7/1/11 - 12/31/11	675.00	243.00	432.00
1/1/12 - 6/30/12	675.00	243.00	432.00
7/1/12 - 12/31/12	675.00	243.00	432.00
1/1/13 - 6/30/13	675.00	243.00	432.00
7/1/13 - 12/31/13	675.00	243.00	432.00
1/1/14 - 6/30/14	675.00	243.00	432.00
7/1/14 - 12/31/14	675.00	243.00	432.00
1/1/15 - 6/30/15	675.00	243.00	432.00
7/1/15 - 12/31/15	675.00	243.00	432.00
1/1/16 - 6/30/16	675.00	243.00	432.00
7/1/16 - 12/31/16	675.00	243.00	432.00

1/1/17 - 6/30/17	675.00	243.00	432.00
7/1/17 - 12/31/17	675.00	243.00	432.00
1/1/18 - 6/30/18	675.00	243.00	432.00
7/1/18 - 12/31/18	675.00	243.00	432.00
1/1/19 - 6/30/19	675.00	243.00	432.00
7/1/19 - 12/31/19	675.00	243.00	432.00
Total	18,149.40	6,550.20	11,599.20
Refunded to Customer			2,088.00
Total			9,511.20

Agency staff has issued a refund of \$2,088 upholding Ordinance 2-2015 Section 10.O, refunding two years prior service, plus a five month adjustment of the current billing period. The owners are requesting a complete refund which would result in an additional \$9,511.20. Agency management and staff recommend refunding this amount to the customer, however, has not done so per Section 10.O of Agency Ordinance 2-2015 which states:

Adjustments of sewer service charges will be made when the Agency determines there is a billing error. Any amount paid in excess of the actual computed charges shall be credited against the account. Any deficiency in the amount paid and the actual computed charge shall be added to the account. Deficiencies or credits may not be made for a period more than two years prior to the date the Agency determines that a billing error exists, except in the case of an unreported connection or discharge in which case all charges and fees shall be assessed pursuant to Section 15, or in the case that service charges have been paid and no service has ever been rendered on an unimproved parcel, charges and fees shall be refunded without interest as provided by law.”

Attached is the appeal letter to the Board of Directors and other correspondences for consideration.

Fiscal Impact

A refund of overpaid service charges would equal \$9,511.20 for the period of 01/01/2006 through 7/31/17.


Attachments

1. Property owner appeal letter to the Board of Directors.
2. Agency correspondences.

Recommendation

Management and staff recommend refunding the customer the entire amount of overpayment.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

September 4, 2019

Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

RE: N45-050-71-000B 12716 Northwoods Blvd. Billing Credit Appeal

To the Agency Board of Directors:

By letter of August 29, 2019, LaRue Griffin, General Manager of T-TSA rejected the request of property owners Michael and Amy Zanfagna for a refund of \$9,511.20 in overcharges paid on their account for the period January 2006 through July 2017, citing the provision in Section 10.O of Agency Ordinance No. 2-2015 that reads “Deficiencies or credits may not be made for a period more than two years prior to the date the Agency determines that a billing error exists...”

In a letter dated August 9, 2019, T-TSA Customer service supervisor Emily Pinder wrote to Mr. and Mrs. Zanfagna that the agency had discovered “an error was made when processing the billing unit changes on this account ***at the time of the last inspection in December 2005***” (emphasis added).

With respect to the Zanfagna’s appeal of the General Manager’s determination to the Board, please be advised that Section 10.P of Agency Ordinance No. 2-2015 provides “The Agency Board of Directors may find that by reason of special circumstances, any provision of these rules and regulations may be suspended or modified as applied to a particular parcel ***and may grant relief for said parcel***” (emphasis added).

Furthermore, Section 18.B of Agency Ordinance No. 2-2015 provides that “It is the intent of the Agency...to verify that the Agency billing units associated with the parcel are correct, and that all charges ***which have been*** or will be charged to the owner are correct” (emphasis added), while Section 18.C of the same ordinance provides “It is the intent of the Agency to inspect all commercial buildings ***at least once every four years*** to verify the billing units associated with the parcel” (emphasis added).

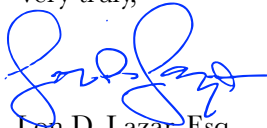
In the matter before the Board, it seems clear the Agency did not fulfill its stated intent to inspect the Zanfagna’s commercial property according to the periodic schedule stated in the ordinance, nor the intent to verify the charges to their account

FROM THE DESK OF
LON D. LAZAR, ESQ.

were correct. Given also that the provisions of Section 10.O of the ordinance allow a refund of “all charges” in cases where “no service has ever been rendered” – albeit, per the ordinance “on an unimproved parcel” – the present case is such that no service was ever rendered on the billing units for which the Zanfagnas were overcharged between January 2006 through July 2017.

For the reasons stated above and in the interest of a fair and equitable application of the stated intent of the Agency as well as the relief provisions expressed in the ordinance, I respectfully request the Board of Directors reconsider the General Manager’s determination and approve the Zanfagna’s request for refund of the additional \$9,511.20 they were overcharged for sewer service by the Agency between January 2006 and the end of July 2017.

Very truly,



Lon D. Lazar, Esq.

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
(530) 587-2525 • FAX (530) 587-5840

Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan

General Manager

LaRue Griffin

August 29, 2019

Michael and Amy Zanfagna
71 Gates Street
San Francisco, CA 94110

RE: N45-050-71-000B 12716 Northwoods Blvd.

Dear Mr. and Mrs. Zanfagna:

It was a pleasure meeting the both of you on August 14, 2019 at which time you submitted your appeal regarding the subject property. Please accept this written notice in response to your appeal.

In your appeal, you request a credit of sewer service charges in excess of 2 years be applied to your account as Agency billing errors caused you to overpay sewer service charges for 14 years. Your appeal specifically requests the credit be applied for 12 years as you were provided a refund for the past 2 years.

Upon investigation, I have determined there was an error in billing causing you to be overcharged since January 2006. The total overcharged amount is \$11,599.20 and you were provided a refund of 2 years and 5 months totaling \$2,088. It should be noted the 5 month refund applies to future service up to December 31, 2019. The remaining overcharge amount requested to be credited is \$9,511.20. I've attached a breakdown of the charges and refund for your reference.

Adjustments of sewer service charges are addressed in Section 10.O of Agency Ordinance No. 2-2015 and is as follows:

“Adjustments of sewer service charges will be made when the Agency determines there is a billing error. Any amount paid in excess of the actual computed charges shall be credited against the account. Any deficiency in the amount paid and the actual computed charge shall be added to the account. Deficiencies or credits may not be made for a period more than two years prior to the date the Agency determines that a billing error exists, except in the case of an unreported connection or discharge in which case all charges and fees shall be assessed pursuant to Section 15, or in the case that service charges have been paid and no service has ever been rendered on an unimproved parcel, charges and fees shall be refunded without interest as provided by law.”

As I understand your frustration, the credit of \$2,088 provided to you is consistent with the Agency ordinance, therefore, I am unable to grant the additional credit that you request.

As discussed during our meeting, you indicated that you would like to appeal to the Board of Directors should I not apply the credit requested in your appeal. Our next Board of Directors meeting is scheduled for 9:00 a.m. on September 11, 2019 and I have scheduled your appeal as the first regular agenda item. Please forward any documentation that you wish to be presented to the Board of Directors for their consideration of your appeal by September 4, 2019.

Please contact me if there are any questions.

A handwritten signature in blue ink, appearing to read 'L. Griffin', with a long horizontal flourish extending to the right.

LaRue Griffin
General Manager

Enclosures: Sewer service charge billing breakdown
Appeal of charges letter dated 8/14/19
T-TSA letter dated 8/9/19

APN: N45-050-71-000B

Billing Breakdown

Service Charge Summary			
Billing Period	Assessed Sewer Service Charge	Amended Sewer Service Charge	Over Payment
1/1/06 - 6/30/06	475.20	172.80	302.40
7/1/06 - 12/31/06	475.20	172.80	302.40
1/1/07 - 6/30/07	594.00	216.00	378.00
7/1/07 - 12/31/07	607.50	221.40	386.10
1/1/08 - 6/30/08	607.50	221.40	386.10
7/1/08 - 12/31/08	634.50	229.50	405.00
1/1/09 - 6/30/09	634.50	229.50	405.00
7/1/09 - 12/31/09	648.00	234.90	413.10
1/1/10 - 6/30/10	648.00	234.90	413.10
7/1/10 - 12/31/10	675.00	243.00	432.00
1/1/11 - 6/30/11	675.00	243.00	432.00
7/1/11 - 12/31/11	675.00	243.00	432.00
1/1/12 - 6/30/12	675.00	243.00	432.00
7/1/12 - 12/31/12	675.00	243.00	432.00
1/1/13 - 6/30/13	675.00	243.00	432.00
7/1/13 - 12/31/13	675.00	243.00	432.00
1/1/14 - 6/30/14	675.00	243.00	432.00
7/1/14 - 12/31/14	675.00	243.00	432.00
1/1/15 - 6/30/15	675.00	243.00	432.00
7/1/15 - 12/31/15	675.00	243.00	432.00
1/1/16 - 6/30/16	675.00	243.00	432.00
7/1/16 - 12/31/16	675.00	243.00	432.00
1/1/17 - 6/30/17	675.00	243.00	432.00
7/1/17 - 12/31/17	675.00	243.00	432.00
1/1/18 - 6/30/18	675.00	243.00	432.00
7/1/18 - 12/31/18	675.00	243.00	432.00
1/1/19 - 6/30/19	675.00	243.00	432.00
7/1/19 - 12/31/19	675.00	243.00	432.00
Total	18,149.40	6,550.20	11,599.20
Refund			2,088.00
Total			9,511.20

August 14, 2019

LaRue Griffin, General Manager

TTSA

13720 Butterfield Drive

Truckee, CA 96161

RE: N45-050-71-000B

12716 Northwoods Blvd.

Dear Mr. Griffin:

As outlined in the refund memo that we received from TTSA we are informing you in writing that we are appealing the decision to credit us for just two years of the 14 years we were overcharged. Due to the negligence on the part of TTSA staff, we have been overpaying since 2005. As Truckee business owners, we have continued to be required to pay copious fees to numerous agencies.

We, in good faith, trust that these agencies are doing what is necessary to insure our fees are accurately accessed. To ask a small business to take the financial hit for your mistake is simply unreasonable. We respectfully ask you to do what we believe is the right thing and credit us for the remaining 12 years.

We look forward to hearing from you.

Best to you,



Michael and Amy Zanfagna

amyz@dreammountainllc.com

415-297-9998

415-297-9939

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
(530) 587-2525 • FAX (530) 587-5840

Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan
General Manager
LaRue Griffin

August 9, 2019

Michael Zanfagna
71 Gates Street
San Francisco, CA 94110

RE: N45-050-71-000B 12716 Northwoods Blvd.

Dear Mrs. Zanfagna:

This letter is regarding the Tahoe-Truckee Sanitation Agency sewer allocations for the property referenced above.

T-TSA has discovered that an error was made when processing the billing unit changes on this account at the time of the last inspection in December 2005. At that time, six inside restaurant seats and nine business fixture units were converted to forty-five outside restaurant seats. This was input into the billing system as forty-five inside restaurant seats instead of forty-five outside restaurant seats in error.

The T-TSA Ordinance Section O. Adjustments of Sewer Service Charges states:

"Adjustments of sewer service charges will be made when the Agency determines there is a billing error. Any amount paid in excess of the actual computed charge shall be credited against the account. Any deficiency in the amount paid and the actual computed charge shall be added to the account. Deficiencies or credits may not be made for a period more than two years prior to the date the Agency determines that a billing error exists..."

The service charge rate for an inside restaurant seat is \$15.00 per six-month billing period. The service charge rate for an outside restaurant seat is \$5.40 per six-month billing period. Below is a breakdown of the credit adjustment:

8/1/2017- 12/31/2017	(\$360.00)
1/1/2018 - 6/30/2018	(\$432.00)
7/1/2018 -12/31/2018	(\$432.00)
1/1/2019 - 6/30/2019	(\$432.00)
7/1/2019 -12/31/2019	<u>(\$432.00)</u>
TOTAL CREDIT	(\$2,088.00)

Enclosed with this letter you will find a refund check in the amount of \$2,088.00 for the overpayment.

We apologize for any inconvenience this error may have caused.

If you wish to appeal this adjustment determination, please submit a letter of appeal to the General Manager of T-TSA. If the General Manager's decision is unsatisfactory to you, it can be appealed in writing or in person to the T-TSA Board of Directors at their next regular meeting. Your appeal must be received 7 days prior to the date of the Board meeting. The Board of Directors regular meetings are normally held on the second Wednesday of each month at 9:00 AM.

If you should have any other questions, please contact our office at (530)587-2525.

Sincerely,

A handwritten signature in cursive script that reads "Emily Pindar".

Emily Pindar
Customer Service Supervisor



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-3
Subject: Presentation of the Classification and Compensation Study

Background

Bryce Consulting, Inc. was approved to perform an Agency Compensation and Classification Study (study) at the September 12, 2018 Board meeting. At the July 10, 2019 Board of Directors meeting, an ad hoc committee was established to review the draft study data and potential implementation issues of the Classification and Compensation Study. The ad hoc committee had provided its recommendations to the Board of Directors at the August 14, 2019 Board of Directors meeting.

The Classification and Compensation Study has been finalized and Ms. Shellie Anderson of Bryce Consulting, Inc. will provide a presentation of the Classification and Compensation Study.

Fiscal Impact

None.

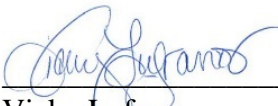
Attachments

1. Bryce Consulting Inc. PowerPoint presentation.
2. Classification and Compensation Study.

Recommendation

None.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

Tahoe -Truckee Sanitation Agency

September 11, 2019

Board of Directors

Study State Update

- All tasks associated with the classification and compensation study have been completed.
 - Deliverables:
 - Classification recommendations for each position
 - New job descriptions for each classification
 - Market data for benchmark classifications
 - Salary recommendations for each classification based on market data and/or internal alignment
 - A detailed report that includes:
 - Policy decisions (survey agencies, labor market position)
 - Methodology
 - Findings
 - Recommendations

Compensation Study Results

- Calculated 75th percentile for agencies recommended by the Ad Hoc Committee and approved by the Board of Directors in July
 - City of Roseville
 - City of Sparks (Truckee Meadows Wastewater Reclamation Facility)
 - Delta Diablo Sanitation District
 - El Dorado Irrigation District
 - Incline Village General Improvement District
 - Mammoth Community Water District
 - Napa Sanitation District
 - North Tahoe Public Utility District
 - South Tahoe Public Utility District
 - Squaw Valley Public Service District
 - Tahoe City Public Utility District
 - Truckee Donner Public Utility District
 - Truckee Sanitary District

Summary of Results

- On average:
 - 2.1% below market for maximum base salary
 - 2.09% above market for total cash
 - 6.21% above market for total compensation
- Under market
 - 0% to 5% - 3 classifications
 - 5% to 10% - 4 classifications
- Over market
 - 0% to 5% - 3 classifications
 - 5% to 10% - 2 classifications
 - 10% to 15% - 3 classifications
 - 15% to 20% - 3 classifications
 - +20% - 2 classifications

Summary of Recommendations

- Based on 75th percentile for total compensation using the agencies recommended by the Ad Hoc Committee and approved by the Board
- Created consistency in ranges
 - 6 steps
 - 5% between steps
- Recommended two salary schedules
 - Salary Schedule A
 - Existing Employees
 - Current salaries remain in effect
 - No COLA
 - Salary Schedule B
 - New employees
 - Set to market
 - Receive COLA

Q & A

**BRYCE
CONSULTING**

**TAHOE-TRUCKEE SANITATION AGENCY
CLASSIFICATION & COMPENSATION PLAN
SEPTEMBER 2019 – FINAL REPORT**

Prepared by
Bryce Consulting
1024 Iron Point Road, Ste. 100
Folsom, CA 95630
916-974-0199



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SECTION I - INTRODUCTION

The Tahoe-Truckee Sanitation Agency (Agency) retained Bryce Consulting to conduct an Agency-wide classification and compensation study. This report presents the classification and compensation study results and recommendations for the Agency. This introductory section of the report addresses the classification and compensation study objectives and methodology.

This report includes:

Section I	Introduction
Section II	Classification Conceptual Framework
Section III	Classification Plan Allocations
Section IV	Class Specifications
Section V	Compensation Study Survey Parameters
Section VI	Compensation Survey Results
Section VII	Salary Setting Methodology

STUDY OBJECTIVES

Classification Study:

In conducting the classification phase of the study, Bryce Consulting, had the following major objectives:

- To systematically describe in the classification plan the kinds of work currently performed by employees and the levels of responsibility and difficulty of that work.
- To develop a classification structure that reflects the Agency's overall classification and compensation strategy and includes a clear definition of terms.
- To allocate each position to the appropriate class based on the duties and responsibilities assigned at the time the position was studied.
- To draft new or revised class specifications.

- To allow for a review process that permits each employee to review the draft classification recommendation and to submit concerns directly to the consultants.

Compensation Study

In conducting the compensation phase of the study, Bryce Consulting, had the following major objectives:

- Identify an appropriate labor market.
- Recommend classifications to survey.
- Collect and analyze base salary and benefit data for the selected survey classes.
- Develop a salary plan for all Agency classes using market data and internal relationships to ensure parity to the labor market and internal equity within the organization.

STUDY METHODOLOGY

To achieve the above objectives, the following tasks occurred:

Classification Study:

- The project consultant met with all available employees to discuss the study objectives and procedures. At that time, Position Inventory Questionnaires were distributed to employees to complete regarding their current position.
- Upon independent completion of the questionnaire by the employees, management reviewed the questionnaire for accuracy and provided additional comments. The consultant then conducted a preliminary analysis of the information provided by the employee and management.
- The consultant returned to the field to conduct interviews with the majority of employees, in addition to management staff. The purpose of these interviews was to gain clarification and additional information regarding each position.
- Based on the information obtained through the questionnaires and interviews, the consultant analyzed and developed a conceptual classification plan that groups classes into series and levels which are similar in the kind of work performed. The class concepts were reviewed by management.

- Thereafter, the consultant drafted new class specifications for each classification. Management staff then reviewed the draft of the classification plan along with the new class specifications, and then the employees had an opportunity to review the class specification for their recommended classification. Following the employee review process, the plan was finalized and submitted to the Agency for review and adoption.

Compensation Study:

- The consultant researched and recommended survey agencies which were presented to the Board of Directors. It should be noted that a group of employees presented a supplemental list of agencies to the Board of Directors and the direction to the consultant was to survey all of the agencies suggested.
- The consultant selected the classifications to be surveyed for compensation purposes, solicited salary and benefit information from the survey agencies, reviewed and analyzed the data, followed up with the survey agencies as needed to gain clarification and developed, and presented the salary and benefit findings to the Agency.
- Once the data was collected and analyzed, the consultant provided management with the detailed datasheets for a thorough review.
- The compensation data was presented to an Ad Hoc Committee of the Board who recommended a final list of survey agencies for approval from the Board of Directors.
- The consultant presented the classification and compensation results and recommendations to the Board of Directors.

SECTION II – CLASSIFICATION CONCEPTUAL FRAMEWORK

This section of the report presents a conceptual framework for the classification plan. The classification analysis as applied to positions within the Agency used sound principles of job evaluation and job analyses. The approach utilized classes that reflect distinct differences in levels and types of work as determined through the use of established allocation factors and class concepts.

The classifications emerging from the analysis represent a carefully designed classification structure tailored to the particular needs of the Agency. While the Agency is a relatively stable organization, it is one that needs classes that provide flexibility and allow for career progression. Within these job classes are positions that require a full range of knowledge, skills, and abilities to successfully accomplish a wide array of administrative, managerial, professional, technical, and maintenance assignments. The class concepts as outlined in the following pages accommodate these diverse needs and requirements in a manner that encourages the highest degree of management flexibility possible. At the same time, these class concepts reflect organizational consistency within job series. Finally, the proposed classifications emphasize the duties performed and responsibility exercised as documented through the job analysis process. This section elaborates upon these and other classification concepts used to build the proposed classification plan. The concepts addressed include the following:

Classification Levels
Class Series
Flexible Staffing
Titling of Supervisory and Management Job Classes
Class Specification Format
Definitions of Levels of Supervision
Allocation Factors

CLASSIFICATION LEVELS

Position classification represents the grouping of jobs within the Agency into a systematic classification structure based on the interrelationship of the duties performed, nature and level of responsibilities and other work-related requirements of the jobs. Within the overall classification plan it is possible to generally categorize each classification according to the following possible levels:

Class Level

Trainee

Entry

Journey

Advanced Journey

Supervisor

Section Head

Department Head

Within each job family, there may exist a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization's needs and priorities. For instance, there are areas where it is to the Agency's advantage to fill positions at a fully working journey level. In those areas, there is no need for functions to be performed at the entry level. Therefore, there would be no entry level classification in that particular job family. Furthermore, it is important to note that while two given job families may both contain, for example, a journey level classification, the two journey level classes will likely be treated differently for compensation purposes, based on a number of different relevant factors such as duties, experience, and/or certifications. Distinctions between class levels for all types of job families may be expressed in terms of the general amount of responsibility to be assumed within each class level. The following subsections generally define the responsibilities to be assumed at each class level identified.

Trainee level classes are designed to provide employees with a short-term formal training program in either technical or professional work areas in order to prepare for advancement to the next higher level class. Once training has occurred and the Agency determines the employee has gained sufficient experience and job knowledge and meets the requirements of the next level, including qualification requirements, the employee is promoted to the entry-level class and expected to apply the aforementioned training and experience. The trainee level is most commonly used in series where experience is required to obtain a minimum level of certification such as Operator-in-Training.

Entry level classes are designed to provide an on-the-job training and experience opportunity to an employee who has limited directly related work experience and is not yet prepared to perform the full range of work assigned to the journey level class.

Journey level classes are designed to recognize those positions which require the incumbent to perform a broad range of tasks usually under general supervision. A journey level position is fully trained in the scope of duties associated with this level.

Advanced Journey level classes possess a specialized technical or functional expertise. Positions are assigned significant responsibilities above the journey level, possess specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Advanced journey level administrative or technical classes may provide technical and functional supervision. Advanced journey level professional classifications may provide technical and functional supervision or first-line supervision.

The **Supervisor** level class recognizes full, first-line supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a program area within a work unit or department.

The **Section Head** level class recognizes positions with full, first-line supervisory or programmatic responsibilities for a section.

The **Department Head** level class recognizes positions with full responsibility for the administration of a department.

CLASS SERIES – OFFICE SUPPORT, MAINTENANCE AND TECHNICAL

A class series is a set of two or more classes within a job family that are closely related in terms of work performed and distinguished primarily by the level of responsibility and scope of duties assumed. Within a class series it is possible to distinguish general categories or levels based upon factors such as the scope of responsibility assumed, the training and experience required to perform assigned duties, and the nature of supervision received and exercised. Also, common titling designations are generally used to clearly define the applicable class level. The following subsections indicate for each of the defined class levels in the office support, maintenance, and technical class series the titling distinctions, scope of duties assumed, the general experience and training required, and the nature of supervision received and exercised which typically reflect each level.

ENTRY LEVEL -- "I" CLASSES -- Entry level classes provide on-the-job training to employees with limited related work experience. Assignments are generally limited in scope and are performed within a framework of procedures established by higher level employees. As experience is acquired, the employee performs with less immediate supervision.

JOURNEY LEVEL -- "II"/"III" OR "NO DESIGNATION" CLASSES -- Journey level classes recognize positions that require the incumbent to work under general supervision and within a framework of established procedures. Incumbents are expected to perform the full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate direction of a supervisor. A journey level position is fully trained in the scope of duties associated with this level and work is normally reviewed only on completion and for overall results. It should be noted that some classifications also flex to a III level to allow for progression based on certification requirements.

ADVANCED JOURNEY LEVEL -- "LEAD" CLASSES -- Advanced journey level classes recognize positions that perform a full range of duties, possess specialized technical or functional expertise, and are assigned specialized duties. Positions are typically assigned significant responsibilities above the journey level that requires specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Advanced journey positions may exercise technical, functional or lead supervision over lower level positions.

CLASS SERIES - PROFESSIONAL

As with the clerical, maintenance, and technical job families, professional job families may contain classes at the entry through advanced journey levels. Distinctions in levels in professional class series parallel those for other job families, but differ in some respects in scope of duties, supervision, and titling designations, as the following subsections indicates. Typically, professional classes require a Bachelor's degree.

ENTRY LEVEL -- "ASSISTANT" OR "I" CLASSES -- The Assistant level classes are designed to provide an on-the-job training opportunity to incumbents. This level recognizes the longer learning curve inherent in professional positions and provides incumbents with an opportunity to assume increasing levels of responsibility. Positions at this level are expected to perform the less complex work with complete independence and assume increasingly complex tasks associated with the full journey level. Incumbents may be expected to provide indirect supervision to clerical or technical staff. Less complex work

may normally be reviewed only on completion while more complex tasks are typically performed under direct supervision.

JOURNEY LEVEL -- "ASSOCIATE" OR "II"/"III" OR "NO DESIGNATION" CLASSES -- Journey level professional classes pertain to positions that perform a full range of tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Incumbents may be expected to provide direct supervision to subordinate clerical or technical staff and indirect supervision to other professional staff. Work is normally reviewed only on completion and for overall results. It should be noted that some classifications also flex to a III level to allow for progression based on certification requirements.

FLEXIBLE STAFFING

Associated with the above described class series is the practice of flexible staffing. The Agency may choose to flexibly staff positions within a class series containing an entry and a journey level position. Flexible staffing gives the Agency the flexibility to hire employees at the entry level or the journey level depending upon applicant qualifications and staffing needs. Positions budgeted at the journey level and encompassing full journey level work would normally be filled at the entry level when they become vacant, unless the needs of the Agency require that the position be filled at the journey level. The distinction between the entry level and the journey level is based upon the degree of responsibility to which an incumbent is expected to perform, and not necessarily, the types of duties assigned. After gaining the experience and knowledge to perform the full range of journey level tasks and fulfilling any special requirements for the journey level, the employee may progress to the journey level based upon the judgment of management. It is emphasized that flexible staffing does not preclude the Agency from identifying certain positions in the class that contain primarily routine and repetitive tasks and assigning those positions to the entry level permanently. In these cases, the employee at the entry level would not advance to the journey level while in the assigned position.

Advancement to the advanced journey level would be achieved through competitive selection rather than the more routine promotion from the entry to the journey level under the flexible staffing concept. Should the Agency choose not to flexibly staff a given class series, appointment to the journey level would also be done through the traditional competitive selection method. The following classes are recommended for flexible staffing:

Accounting Technician I/II
Administrative Assistant I/II
Assistant/Associate Engineer
Chemist I/II/III
Customer Service Specialist I/II
Instrumentation and Electrical Technician I/II/III
Maintenance Mechanic I/II/III
Operator-in-Training/Operator I/II/III
Purchasing Agent I/II

TITLING OF SUPERVISORY AND MANAGEMENT JOB CLASSES

To promote consistency in position titling both within the Agency and in relationship to other public agencies, we suggest specific titles be used to reflect organization responsibilities and levels. The titles recommended for supervisory and management classifications are defined as follows:

SUPERVISOR -- Where the word "Supervisor" appears in a job title, it identifies classes that:

- Provide full, first-line, direct supervision to assigned employees.
- Plan, assign, supervise, and review the work of subordinates.
- Assume responsibility for program development and management.
- Assume responsibility for effectively recommending a variety of personnel actions in such areas as performance evaluations, training, selections, transfers, and disciplinary measures.
- Perform the most difficult and complex work of the section or unit.
- Assist in budget development and administration.

ADMINISTRATOR -- Where the words "Administrator" appear in a job title, it identifies classes that:

- Assume responsibility for the development and implementation of section goals, objectives, policies, and priorities.
- Assume responsibility for the preparation and administration of an assigned section budget.

MANAGER -- Where the word "Manager" appears in a job title, it denotes the administrative head of a major department and identifies classes that:

- Assume responsibility for a department.
- Assume responsibility for the development and implementation of department goals, objectives, policies and priorities.
- Assume responsibility for preparation and administration of department budget.
- Provide supervision over staff which may include supervisors.

EXCEPTIONS TO TITLING GUIDELINES

At times, a title has been recommended that uses terminology that may appear inconsistent with the recommended titling guidelines. The recommended title in these instances conforms to titles used conventionally within the respective industry, trade or profession or past history within the Agency (e.g. Chief Plant Operator). Nothing in this report will preclude the Agency from using working titles in individual employees' day-to-day business activities.

CLASS SPECIFICATIONS FORMAT

The class specifications for the proposed job classes as outlined in this report are descriptive and explanatory in defining classes. Each class specification may contain all or part of the following information:

Class Title - The class title is a brief and descriptive designation of the type of work performed. The class title as stated on payroll, budgets, personnel reports and other official forms and reports dealing with positions or personnel and will provide a common reference to the position. It should be understood that the class title is selected to serve this purpose and is not to be construed as limiting the use of working titles.

Definition - This section is a general description of the work and includes a brief, concise definition of the primary responsibilities assigned to positions in the class.

Distinguishing Characteristics - This section, when used, describes the level of work in comparison to higher or lower classes in the same series.

Supervision Received and Exercised - This section describes the level of supervision received and exercised by positions in the class. For a definition of the terms used to denote levels of supervision, see the next part of this section.

Examples of Duties - This section is intended to enable the reader to obtain a more complete concept of the actual work performed by positions allocated to the class and typical tasks which are common to positions of the class are listed. These examples show, further, the range of duties performed by positions in the class. The list is descriptive, but not limiting, and is not intended to describe all the work performed by all positions allocated to the class. This section merely serves to illustrate the more typical portions of the work. The statement "Performs related duties as assigned" is included in all class specifications to provide flexibility to management in assigning duties.

Qualifications - This section lists those knowledge and abilities that the duties of the class require and that applicants for positions in the class at a minimum must possess to be qualified.

Also included are the desirable levels of experience and education most likely to produce the desired knowledge and abilities. It should be stressed that this section does not in any way refer to the qualifications of present employees. Personal characteristics commonly required of all employees, such as honesty, industry, freedom from habitual use of intoxicating beverages to excess or drug addiction, should not be listed since they are to be implied as required qualifications for all classes.

License and Certificates - In certain classifications, legal or special provisions require possession of a specific license or certification issued by a Board of Licensure as a condition of employment or continued employment. These requirements will appear on the class specification under the section entitled License and Certificates.

Physical Requirements – This section provides the physical requirements to perform the duties.

Working Conditions - This section provides an idea of the typical working conditions positions within the classification will experience.

CLASS SPECIFICATION FORMAT

TAHOE-TRUCKEE SANITATION AGENCY

JOB TITLE

FLSA Status

Revised as of:

DEFINITION

DISTINGUISHING CHARACTERISTICS

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES - *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

QUALIFICATIONS

Knowledge of:

Ability to:

Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Education:

SPECIAL QUALIFICATIONS

License and Certificate

PHYSICAL REQUIREMENTS

WORKING CONDITIONS

DEFINITIONS OF LEVELS OF SUPERVISION

The following terms may be used to denote the levels of supervision received and exercised by positions in the various classes of work:

DIRECT SUPERVISION - The basic characteristics of direct supervision include the assignment of tasks; the observance, review, and evaluation of performance; the administration of line personnel functions (e.g., selection, discipline, grievances, privileges); and responsibility for the worker, as well as the work. The gradations of direct supervision are described below in terms of supervision received by employees.

- **Immediate Supervision** - The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routinized that few, if any, deviations from established practice are made by the employee without checking with the supervisor. This type of supervision generally is exercised over the entry level in a series.
- **General Supervision** - Assigned duties require the exercise of judgment or choice among possible actions by the worker, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in close proximity to his/her supervisor. This type of supervision typically pertains to the journey level in a technical, clerical, or maintenance class series and entry level of professional classes.
- **Direction** - The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are normally left to the discretion of the employee. This category is usually applied to advanced journey level technical, clerical, maintenance and journey level of professional classes, in which employees are expected to operate with a reasonable degree of independence.
- **General Direction** -- The employee is responsible for a program or function(s) and is typically expected to carry out necessary activities without direction except as new or unusual circumstances require. This category is usually reserved for supervisory positions or section heads.
- **Administrative Direction** -- The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals; review is received in terms of results. This category is usually reserved for department heads.

- **Policy Direction** -- The employee has broad management responsibility for a department. Policy direction is usually received in terms of Agency-wide goals; review is received in terms of results. This category is usually reserved for the General Manager.

INDIRECT SUPERVISION -- Indirect supervision is characterized by some form of authority over the work of employees not under direct supervision. In other words, the "Supervisor" is responsible for the work but not for the worker. The descriptions above were written in relation to the employee under direct supervision; the following describes persons with responsibility for exercising indirect supervision:

- **Technical Supervision** - The "Supervisor" is responsible for prescribing procedures, methods, materials, and formats as a technical expert in a specialty. He/she may produce or approve specifications, guides, lists, or directions. He/she may give direction to employees, but that direction usually consists of "how" and "why", rather than assigning tasks, observing tasks, or evaluating performance. "Technical supervision" is related to an occupational specialty or function, not to specified employees.
- **Functional Supervision** - The "Supervisor" is responsible for a project or recurrent activities which involve tasks performed by persons over whom he/she has authority to give direction in regard to that project, even though they are under the direct supervision of someone else. "Functional supervision" may include "technical supervision", but goes beyond it in that the supervisor schedules and assigns tasks, monitors progress, reviews results, and is the person responsible for the completed work product.

ALLOCATION FACTORS

Allocation factors are standards that are used to measure job requirements of individual positions. These factors can be compared in order to measure the similarities and differences among positions. The allocation factors used to develop the Agency's Classification Plan are:

Decision Making
Scope and Complexity
Contact with Others Required by the Job
Supervision Exercised and Received
Knowledge, Skills and Abilities

These criteria are briefly defined below:

Decision Making

This standard consists of (a) the decision making responsibility and degree of independence or latitude that is inherent in the position and (b) the impact of the decisions.

Scope and Complexity

This standard defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.

Contact with Others Required by the Job

This standard measures (a) the types of contacts and (b) the purpose of the contacts.

Supervision Received and Exercised

This standard describes the level of supervision received from others and the nature of supervision provided by the position to other workers. It relates to the independence of action inherent in a position.

Knowledge, Skills and Abilities

This standard defines the knowledge, skills and abilities necessary to perform assigned responsibilities.

These allocation factors are carefully and consistently applied during the analysis of each position included in the scope of the study. They are then compared with the same elements in positions that involve similar kinds of work. Not all factors will be as pertinent to all positions and each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study.

Consideration of these allocation factors leads to the identification of various classes. More specifically, positions are typically divided first into classification families and series that involve the same kind of work and then subdivided into classes based on levels of responsibility within each group.

Positions are classified according to the nature and kind of duties assigned to the position. The assignment of additional duties of a similar nature to a position does not justify a higher

classification. Redistributing work or adding employees, not by reclassifying existing positions, properly solves problems of excessive workload.

SECTION III - CLASSIFICATION PLAN ALLOCATIONS

This section presents the preliminary classification plan for the Agency's review. As such, it includes a proposed classification list.

ALLOCATION OF POSITIONS TO CLASSES

Each position included in the scope of the study has been allocated to an appropriate class within the recommended classification plan. The allocation list has been provided to the Agency under separate cover.

It should be noted that changes in titles do not necessarily represent a major change in duties or responsibilities. In the same vein, the retention of a job title currently in use does not always indicate that the job specification for that class will remain unchanged.

CLASS LIST

The proposed classification plan includes the following classes:

Administration

General Manager

Human Resources Administrator

Administrative Services

Administrative Department Manager

Accounting Supervisor

Accounting Technician I/II

Purchasing Agent I/II

Customer Service Supervisor

Customer Service Specialist I/I

Administrative Assistant I/II

Engineer

Engineering Department Manager

Senior Engineer

Assistant/Associate Engineer

Safety Officer

Operations

Operations Department Manager

Chief Plant Operator

Operations Supervisor

Operations Shift Supervisor

Operator-in-Training/I/II/III

Laboratory Director

Chemist I/II/III

Maintenance

Maintenance Department Manager

Lead Maintenance Mechanic

Maintenance Mechanic I/II/III

Instrumentation and Electrical Supervisor

Instrumentation and Electrical Technician I/II/III

Inventory Control Specialist

Information Technology

Information Technology Department Manager

Information Technology Specialist

SECTION IV – CLASS SPECIFICATIONS

Bryce Consulting has developed class specifications describing the classes recommended in the preceding section. These specifications are written to be general descriptions of the main focus of the assigned duties and responsibilities and are not inclusive of every task assigned to a position. For a general explanation of the format of the class specifications refer to Section II of this report. The complete class specifications have been provided in Appendix E.

For the majority of the classifications, a new class specification was simply developed to reflect more accurately the work and requirements of positions. However, for some classifications, there were more significant classification changes recommended based on the information provided by the employees and management and the consultant's analysis of the classification.

Accountant I/II – The Agency currently has a classification entitled Accountant I/II; however, the industry standard for Accountant classifications is to require incumbents to possess a Bachelor's degree and perform professional level accounting duties such as preparing and/or reviewing bank reconciliations for conformance with approved reconciliation formats, claims, reports and schedules; assisting with the preparation for annual audit and completion of the Comprehensive Annual Financial Report; preparing and/or reviewing complex financial reports in conformance with internal and external requirements and designing, and recommending and implementing changes in accounting systems and procedures. By contrast, the Agency's position is primarily responsible for payroll with the duties being technical in nature. The duties do not require possession of a Bachelor's degree and the title of Accountant is not appropriate for the duties being performed. The consultant has recommended that the title be changed to Accounting Technician I/II.

Associate Civil Engineer – The current Associate Civil Engineer classification is entry through journey level requiring staff to obtain registration as a professional engineer within two years of hire. Industry standard is to have an Assistant Engineer classification that requires an Engineer-in-Training certificate with the Associate Engineer being the level requiring registration as a professional engineer upon entry. Therefore, the series has been modified to include Assistant/Associate Engineer.

Administrative Department Manager – The Administrative Department Manager classification is a department manager responsible for managing the Agency’s finance, customer service, administrative support and purchasing functions. The industry standard for such a classification is to require a Bachelor’s degree in finance, accounting or related field. That requirement is not consistent with the current incumbent. While the qualifications provided in the new class specifications are not specific to current incumbents, because there is a significant difference in qualifications, the consultant has not listed a Bachelor’s degree as a requirement. Should the Agency recruit for the position in the future, it is recommended that the qualifications be revised to be consistent with industry standards. This difference has also been taken into consideration for compensation purposes.

Electrical Technician and Instrumentation and Electrical Technician I/II – The Agency currently has a classification of Electrical Technician and Instrumentation and Electrical Technician I and II. The Electrical Technician currently serves as the entry level; therefore, it has been recommended that the two classifications be collapsed with the Electrical Technician becoming the Instrumentation and Electrical Technician I, the Electrical and Instrumentation Technician I becoming the II and the Electrical and Instrumentation Technician II becoming the III (Electrical and Instrumentation Technician I/II/III). This is consistent with other series within the Agency.

Field Inspector – The Agency currently has a classification of Field Inspector that is responsible for financial record keeping, utility billing and customer service including receiving and responding to utility billing questions and serving as liaison between the Agency and customers by answering questions and solving utility billing issues. While a component of the position is to perform field inspections for the purposes of determining fees, the title is misleading, and it has been recommended that the title be changed to Customer Services Specialist I/II.

Laboratory Technician I/II, Chemist and Senior Chemist – The classification series has too many levels for the size of the Agency and the Laboratory Technician is very rarely utilized. Therefore, the consultant recommended that the Laboratory Technician I/II be collapsed into Chemist I, that the current Chemist become Chemist II, and that the Senior Chemist be retitled to Chemist III (Chemist I/II/III). The revised series will allow incumbents to progress through the series based on experience, certification and the ability to demonstrate an ability to perform at the higher level. Furthermore, Senior tends to be a title used for lead classifications and the current Senior Chemist does not serve as a lead, nor is a lead level required given the small number of Laboratory staff. The recommended classification series is consistent with the series progression used for other Agency classifications.

Maintenance Foreman – The current title is consistent with a first-line supervisor classification; however, the positions are not performing full supervisory duties. The positions do not independently perform performance evaluations, handle disciplinary matters, approve time off, provide input into hiring and promotional decisions, or participate in the development and oversight of an assigned budget. Furthermore, the current class specification is not written to the full supervisory level; therefore, the consultant has recommended that the title be changed to Lead Maintenance Mechanic.

FLSA ANALYSIS

Bryce was also asked to conduct a Fair Labor and Standards Act audit to determine which classifications meet the test for exemption from overtime. Based on a review of the FLSA exemption criteria, the following recommendations are provided:

Managers - With respect to the General Manager, Engineering Department Manager, Maintenance Department Manager, Operations Department Manager, and Administrative Department Manager, these positions are currently classified as exempt and would remain exempt under the Executive Exemption. With respect to the Information Technology Department Manager, the position is currently exempt and would remain exempt from overtime under the Administrative exemption.

Human Resources Administrator – The Human Resources Administrator is currently classified as non-exempt; however, the consultant recommends that the classification be exempt under the Administrative exemption. The classification meets the salary threshold, the primary duties are directly related to management and general business operations, and the position performs duties requiring significant independent judgment with respect to the human resources activities.

Laboratory Director – The Laboratory Director is currently non-exempt; however, the classification meets the salary threshold, the test for exemption under the Executive exemption (independently supervising two or more staff), the Administrative exemption with respect to having primary duties directly related to management or general business operations and operating with independent judgment, as well as the Learned Professional Exemption which requires work of advanced knowledge, defined as work that is predominately intellectual in character and requires consistent exercise of discretion and judgment, and advanced knowledge

in the field of science or learning that would be acquired through prolonged course of specialized intellectual instruction.

Senior Engineer – The Senior Engineer is currently non-exempt; however the classification meets the salary threshold and the test for exemption under the Learned Professional Exemption whereby the employee’s duties are predominately intellectual in character which includes work requiring the consistent exercise of discretion and judgment as well as an advanced knowledge in a field of science or learning that would be acquired through prolonged course of specialized intellectual instruction.

All other classifications are recommended to remain non-exempt for the purposes of overtime.

SECTION V – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the Agency's "Labor Market." A labor market consists of those employers with whom the Agency might compete with for employees. The criteria typically utilized in identifying those employers include the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the Agency are likely to have departmental structures and organization of positions more similar to the Agency than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the Agency must directly compete with to recruit and retain quality staff.
- **NATURE OF SERVICES PROVIDED** - As a general rule similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.

LABOR MARKET

Table 1 provides the list of agencies that the Ad Hoc Committee recommended to the Board of Directors which was ultimately approved.

TABLE 1 SURVEY AGENCIES
City of Roseville
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)
Delta Diablo Sanitation District
El Dorado Irrigation District
Incline Village General Improvement District
Mammoth Community Water District
Napa Sanitation District
North Tahoe Public Utility District
South Tahoe Public Utility District
Squaw Valley Public Service District
Tahoe City Public Utility District
Truckee Donner Public Utility District
Truckee Sanitary District

Of the 13 agencies surveyed, all participated in the process.

SURVEY CLASSES

Survey classes are a representative sample of all classes within the Agency’s classification plan and provide a reference point for the subsequent salary determinations of the classifications not surveyed. The number of classifications selected to survey is somewhat dependent on the number of classifications a particular agency has within their classification plan. For instance, a smaller agency may have nearly all of the classifications selected as a survey class while a larger organization may have only one-third to one-half of the classifications within their organization surveyed, as larger organizations often have stronger internal relationships between classifications; whereas a smaller organization may face challenges in developing internal ties due to the limited number of similar classifications. Survey classifications should generally be selected utilizing the criteria outlined on the following page.

- The survey classifications should have a significant relationship to other classes in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classes within their occupational group.

- The survey classifications should be reasonably well known and able to be clearly and concisely described. This enables the consultant to more easily communicate with survey employers in establishing accurate comparability for the survey classes.
- The survey classifications should have counterparts that can readily be found in other agencies so that sufficient compensation data can be gathered.

Table 2 displays the survey classifications based on the above criteria.

TABLE 2 SURVEY CLASSIFICATIONS
Accounting Technician II
Administrative Assistant II
Administrative Department Manager
Associate Engineer
Chemist II
Chief Plant Operator
Customer Service Specialist II
Engineering Department Manager
General Manager
Human Resources Administrator
Instrumentation and Electrical Supervisor
Instrumentation and Electrical Technician II
Information Technology Department Manager
Information Technology Specialist
Inventory Control Specialist
Laboratory Director
Maintenance Department Manager
Maintenance Mechanic II
Operations Department Manager
Operations Shift Supervisor
Operations Supervisor
Operator III
Purchasing Agent II
Safety Officer

SURVEY SCOPE

The scope of the survey included the labor market agencies presented in this report. The data collected for each survey classification included:

- Title of comparable class
- Minimum and maximum monthly salary
- Employer pick-up of the employee contribution for retirement
(For both new “Classic” and “PEPRA” members)
- Employer contribution towards deferred compensation
- Longevity Pay at Year 10
- Certification/Education Pay
- Employer contribution towards cafeteria plan, the most expensive health plan, dental, vision insurance
- Employer paid life insurance
- Employer paid long-term disability insurance
- Employer paid short-term disability insurance
- Social Security practices
- Retiree Health Savings Account contribution
- Employee pick-up of employer contribution for retirement
- Cost of living information including date and amount of last and next cost of living increase
- Retirement benefit, formula and employer’s rate
- Retiree health benefit information
- Paid leave (vacation, sick leave, holidays, administrative/management leave)
- Post-employment retiree health benefits
- Stand by/On call pay
- Housing Assistance
- Auto allowance/Take home vehicle practices

It should be noted that salary and benefit data was collected for newly hired employees. The salary and benefit data was collected in May of 2019.

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- The consultant utilized the survey agencies' websites, where available, to collect base salary data and to collect and compare class specifications, organization charts and position allocation lists to determine comparability.
- The consultant contacted the survey agencies to gain clarification and/or collect additional information regarding the classifications and salary and benefit data.

In addition to the collection of base salary information, careful efforts were made to document the full range of duties and requirements of all job classes as comparable to the Agency's corresponding survey classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

As mentioned, the data was analyzed to produce a number of scenarios including a mix of survey agencies and statistics. Ultimately, at the August 2019 Board of Directors' meeting, the consultant was directed to develop salary recommendations using the agencies recommended by the Ad Hoc Committee and listed in Table 1, using the Classic tier, as that is the tier that most public employees currently fall under (Appendix A). The 75th percentile was selected as the labor market position, which is a more aggressive position to compare to, but it also is appropriate given the technical nature of many of the Agency's classifications and the higher cost of living.

The following pages display the results based on Board direction. The Agency's position for each classification was compared to the labor market, for each survey classification, which produced the percentage the Agency is above or below the labor market 75th percentile for maximum base salary, total cash, and total compensation.

SECTION VI – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings with respect to base salary. As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3** displays the comparability for each survey classification out of 13 survey agencies. It should be noted that those classifications with three or fewer matches are reported as insufficient data and it is not recommended that those classifications be surveyed in the future studies due to limited comparability.

TABLE 3 COMPARABILITY	
Survey Classifications	Number of Comparable Matches
Accounting Technician II	10
Administrative Assistant II	8
Administrative Department Manager	11
Associate Engineer	9
Chemist II	5
Chief Plant Operator	5
Customer Service Specialist II	8
Engineering Department Manager	9
General Manager	11
Human Resources Administrator	11
Instrumentation and Electrical Supervisor	4
Instrumentation and Electrical Technician II	7
Information Technology Department Manager	8
Information Technology Specialist	7
Inventory Control Specialist	5
Laboratory Director	4
Maintenance Department Manager	1*
Maintenance Mechanic II	7
Operations Department Manager	2*
Operations Shift Supervisor	2*
Operations Supervisor	1*
Operator III	8
Purchasing Agent II	4
Safety Officer	5

*Insufficient data – Fewer than 3 matches

BASE SALARY SURVEY RESULTS

The data has been organized into a number of tables that summarize the Agency’s relationship to the labor market for each class. **Table 4** summarizes, for each classification, how the Agency’s base salaries compare to the labor market. The following data is presented:

- Title of the Agency’s classification.
- The Agency’s current maximum base salary
- The labor market 75th percentile maximum monthly base salary.
- Percentage the Agency’s maximum base salary is above or below the 75th percentile of the labor market.

TABLE 4 BASE SALARY RESULTS			
Survey Classification	TTSA Maximum Base Salary	Labor Market 75th Percentile Base Salary	% TTSA Is Above or Below Labor Market 75th Percentile
Accounting Technician II	\$7,786	\$5,868	24.64%
Administrative Assistant II	\$5,874	\$5,707	2.84%
Administrative Department Manager	\$11,884	\$14,129	-18.89%
Associate Engineer	\$10,308	\$10,580	-2.64%
Chemist II	\$8,265	\$8,105	1.94%
Chief Plant Operator	\$10,707	\$11,381	-6.30%
Customer Service Specialist II	\$7,786	\$5,468	29.77%
Engineering Department Manager	\$14,062	\$14,730	-4.75%
General Manager	\$16,805	\$19,559	-16.39%
Human Resources Administrator	\$9,948	\$12,054	-21.17%
Instrumentation and Electrical Supervisor	\$10,688	\$10,174	4.81%
Instrumentation and Electrical Technician II	\$8,357	\$8,546	-2.27%
Information Department Technology Manager	\$11,884	\$13,850	-16.54%
Information Technology Specialist	\$8,568	\$9,325	-8.83%
Inventory Control Specialist	\$5,729	\$6,004	-4.80%

**TABLE 4
BASE SALARY RESULTS**

Survey Classification	TTSA Maximum Base Salary	Labor Market 75th Percentile Base Salary	% TTSA Is Above or Below Labor Market 75th Percentile
Laboratory Director	\$10,707	\$11,233	-4.92%
Maintenance Department Manager	\$11,884	Insuff Data	---
Mechanic II	\$7,036	\$7,782	-10.60%
Operations Department Manager	\$11,884	Insuff Data	---
Operations Shift Supervisor	\$8,581	Insuff Data	---
Operations Supervisor	\$9,473	Insuff Data	---
Operator III	\$7,769	\$7,708	0.79%
Purchasing Agent II	\$7,195	\$6,467	10.12%
Safety Officer	\$9,473	\$9,448	0.26%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary, the employee's share of retirement paid by the Agency, the employer's contribution towards deferred compensation, longevity pay at year 10, and certification/education pay. **Table 5** displays, for each classification, how the Agency compares to the labor market with respect to total cash. The following data is presented:

- Title of the Agency's classification.
- The Agency's current total cash for each classification salary.
- The labor market 75th percentile for total cash.
- Percentage the Agency's total cash is above or below the 75th percentile of the labor market.

TABLE 5 TOTAL CASH RESULTS			
Survey Classification	TTSA Total Cash	Labor Market 75th Percentile Total Cash	% TTSA Is Above or Below Labor Market 75th Percentile
Accounting Technician II	\$8,409	\$6,035	28.23%
Administrative Assistant II	\$6,344	\$6,067	4.36%
Administrative Department Manager	\$12,835	\$14,402	-12.21%
Associate Engineer	\$11,133	\$11,382	-2.24%
Chemist II	\$8,926	\$8,255	7.52%
Chief Plant Operator	\$11,564	\$11,899	-2.90%
Customer Service Specialist II	\$8,409	\$5,777	31.29%
Engineering Department Manager	\$15,187	\$15,774	-3.87%
General Manager	\$18,149	\$19,888	-9.58%
Human Resources Administrator	\$10,744	\$12,225	-13.78%
Instrumentation and Electrical Supervisor	\$11,543	\$10,669	7.58%
Instrumentation and Electrical Technician II	\$9,026	\$9,015	0.12%
Information Technology Department Manager	\$12,835	\$14,329	-11.64%
Information Technology Specialist	\$9,253	\$9,511	-2.78%
Inventory Control Specialist	\$6,187	\$6,147	0.65%
Laboratory Director	\$11,564	\$11,420	1.24%
Maintenance Department Manager	\$12,835	Insuff Data	---
Maintenance Mechanic II	\$7,599	\$8,228	-8.28%
Operations Department Manager	\$12,835	Insuff Data	---
Operations Shift Supervisor	\$9,267	Insuff Data	---
Operations Supervisor	\$10,231	Insuff Data	---
Operator III	\$8,391	\$7,918	5.64%
Purchasing Agent II	\$7,771	\$6,601	15.05%
Safety Officer	\$10,231	\$9,466	7.47%

TOTAL COMPENSATION SURVEY RESULTS

Total compensation represents the maximum base salary, the total cash elements, plus the Agency's contribution towards cafeteria, health, dental, vision, life, long-term disability insurance, short-term disability insurance, social security, the Agency's contribution towards retiree health savings account, less the employer's share of retirement paid by the employee. **Table 6** displays, for each classification, how the Agency compares to the labor market with respect to total compensation for. The following data is presented:

- Title of the Agency's classification.
- The Agency's current total compensation for each classification
- The labor market 75th percentile for total compensation.
- Percentage the Agency's total compensation is above or below the 75th percentile of the labor market.

**TABLE 6
TOTAL COMPENSATION RESULTS**

Survey Classification	TTSA Total Compensation	Labor Market 75th Percentile Total Compensation	% TTSA Is Above or Below Labor Market 75th Percentile
Accounting Technician II	\$11,977	\$9,341	22.01%
Administrative Assistant II	\$9,855	\$8,501	13.74%
Administrative Department Manager	\$16,506	\$17,793	-7.80%
Associate Engineer	\$14,766	\$14,512	1.72%
Chemist II	\$12,509	\$10,491	16.13%
Chief Plant Operator	\$15,206	\$14,157	6.90%
Customer Service Specialist II	\$11,977	\$8,779	26.71%
Engineering Department Manager	\$18,912	\$18,977	-0.34%
General Manager	\$21,942	\$23,296	-6.17%
Human Resources Administrator	\$14,368	\$15,357	-6.88%
Instrumentation and Electrical Supervisor	\$15,185	\$12,802	15.70%
Instrumentation and Electrical Technician II	\$12,611	\$12,058	4.38%
Information Technology Department Manager	\$16,506	\$17,786	-7.75%
Information Technology Specialist	\$12,844	\$13,238	-3.07%
Inventory Control Specialist	\$9,694	\$9,944	-2.58%
Laboratory Director	\$15,206	\$15,124	0.54%
Maintenance Department Manager	\$16,506	Insuff Data	---
Maintenance Mechanic II	\$11,145	\$10,323	7.37%
Operations Department Manager	\$16,506	Insuff Data	---
Operations Shift Supervisor	\$12,858	Insuff Data	---
Operations Supervisor	\$13,843	Insuff Data	---
Operator III	\$11,958	\$10,266	14.16%
Purchasing Agent II	\$11,321	\$9,546	15.68%
Safety Officer	\$13,843	\$11,951	13.67%

RELATIONSHIP TO THE MARKET

When compared to the 75th percentile, on average, the Agency is 2.15% below market for maximum base salary, 2.09% above market for total cash, and 6.21% above market for total compensation.

MISCELLANEOUS BENEFIT DATA

Appendix B presents the miscellaneous benefit data that was collected including cost of living, retirement practices, retiree health benefits, education/certification pay, leave benefits, retiree health benefits, stand-by/on call pay, housing assistance, and auto allowance and take home vehicle.

COST OF LIVING INCREASE- APPENDIX B – TABLE 1

The Agency's last cost of living increase was 3.45% in July of 2018. It should be noted that the Agency received a cost of living increase in July 2019 of 3.23%. Since it was after the effective date of the data collection, it has not been included and is listed as the next cost of living increase. Similarly, any increase a survey agency received after May 1, 2019 is not included and is listed as the next increase.

With respect to the survey agencies, seven agencies had an increase in early 2019 with the amounts ranging from 2.5% to 5%. Six agencies are scheduled to receive a cost of living increase later in 2019 (after May 1st) with the amounts ranging from 1% to 5%.

RETIREMENT PRACTICES – APPENDIX B – TABLE 2

With respect to retirement practices, the Agency has a CalPERS retirement plan with a benefit of 2.7% @ 55 and a formula of Highest Three Year Average.

With respect to the survey agencies, 10 of the responding agencies participate in CalPERS, one of the responding agencies participates in Nevada PERS, and two have a defined contribution plan. Six have a benefit of 2.7% @ 55, four have a benefit of 2% @ 55, and one has a benefit that varies by age and years of service. Five have a formula of Highest Three Year Average, four have a formula of Single Highest Year, and two have a formula of Average Last Three Years.

EDUCATION/CERTIFICATION PAY – APPENDIX B – TABLE 3

The Agency provides a \$250 one-time payment for certification pay.

Eight of the survey agencies provide some level of education and/or certification pay with the amounts varying by agency and certification as displayed in Table 3.

LEAVE – APPENDIX B – TABLES 4 & 5

The Agency provides 240 hours of vacation at year 1, 6, 11 and 16 for exempt positions and 96 hours at year 1, 120 at year 6, 160 at year 11, and 184 at year 16 for non-exempt positions. Additionally, the Agency provides 12 days of sick leave with an unlimited accrual, observes 11 holidays (fixed plus floaters), and provide 8 hours of personal leave for non-exempt position.

One agency has paid time off whereby vacation and sick leave are combined. For those with separate leave banks, the average for vacation is 93 – 112 hours at year 1; 130 – 145 hours at year 6, 153 – 168 hours at year 11; and 157 – 169 hours at year 16. Most of the survey agencies provide 12 days of sick leave with an unlimited accrual. The average number of holidays (fixed plus floaters) is 12. Nine of the survey agencies provide administrative/management/personal leave, varying by agency and bargaining unit, ranging from 16 to 156 hours. One of the agencies does not have a set number of hours provided.

RETIREE MEDICAL BENEFITS – APPENDIX B – TABLE 6

The Agency does not contribute to a Retiree Health Savings Plan but does pay 100% of the cost for retiree health benefits, including dependents.

One of the agencies contributes to a Retiree Health Savings Plan. Eight of the agencies contribute to post employment retiree health benefits with the amounts ranging from the PEHMCA minimum up to 100% with 20 years of service.

STAND BY/ON CALL PAY – APPENDIX B – TABLE 7

The agency provides 2 hours of OT for rolling 24-hour period or portion thereof for stand by pay.

All of the survey agencies provide some level of stand by and/or call back pay with the policies varying by agency as provided in Table 7 of Appendix B.

HOUSING ASSISTANCE – APPENDIX B – TABLE 8

The Agency does not provide housing assistance. Two of the agencies provide housing assistance with one agency owning four condominiums that employees can rent in addition to having a first time home buyer down payment assistance program. The other agency has provided a forgivable loan agreement for the General Manager.

AUTO ALLOWANCE AND TAKE HOME VEHICLES – APPENDIX B1 – TABLE 9

The Agency provides an auto allowance for the General Manager as part of the employment agreement. Additionally, the Agency provides take home vehicles to select classifications including the following:

- Chief Plant Operator
- Operations Department Manager
- Engineering Department Manager
- Information Technology Department Manager
- Maintenance Department Manager
- Administrative Department Manager

With respect to the survey agencies, eight provide auto allowance and eight provide take home vehicles for specific classifications. One organization either provides an auto or provides auto allowance.

SECTION VII – SALARY SETTING METHODOLOGY

This section of the report presents the salary setting methodology and salary recommendation guidelines for Agency classes.

SALARY SETTING METHODOLOGY

In setting salaries for the Agency, Bryce Consulting has applied consistent compensation principles and practices typically utilized in the public sector as outlined below:

1. The 75th percentile maximum labor market salary adjusted for benefits is used to set the top of the range for the Agency's benchmark classification salary.
2. The adjusted labor market 75th percentile is placed on the closest salary range of the Agency's salary matrix (**Appendix C**). The salary matrix was created to introduce consistency to the Agency's compensation plan whereby the ranges are set 0.5% apart and consist of 6 steps with 5% between steps.
3. Classes not surveyed or where insufficient data was collected are then set to the benchmarks using internal relationship guidelines typically utilized by local government agencies:
 - Approximately 10% between entry and journey level classes in a series.
 - Approximately 10% between journey and advanced journey level classes in a series.
 - A minimum of 15% - 20% between supervisor and highest level supervised.

As a practical matter, there could be occasions when market data will skew internal alignments. In those cases, internal alignments may take precedence over market data.

SALARY RECOMMENDATIONS

Using the above methodology, Bryce Consulting prepared salary recommendations for all Agency classes. The recommended salary plan has been included in **Appendix D**.

APPENDIX A
DETAILED DATASHEETS

CLASSIC MEMBERS										
MEDIAN										
	Base Salary			Total Cash			Total Compensation			
Survey Classification	TTSA Maximum Base Salary	Labor Market Median Base Salary	% TTSA Is Above or Below Labor Market Median	TTSA Total Cash	Labor Market Median Total Cash	% TTSA Is Above or Below Labor Market Median	TTSA Total Compensation	Labor Market Median Total Compensation	% TTSA Is Above or Below Labor Market Median	# of Comparables
Accounting Technician II	\$7,786	\$5,700	26.80%	\$8,409	\$5,716	32.02%	\$11,977	\$8,123	32.18%	10
Administrative Assistant II	\$5,874	\$5,039	14.21%	\$6,344	\$5,126	19.20%	\$9,855	\$7,312	25.81%	8
Administrative Department Manager	\$11,884	\$11,489	3.32%	\$12,835	\$12,373	3.60%	\$16,506	\$15,968	3.26%	11
Associate Engineer	\$10,308	\$10,429	-1.17%	\$11,133	\$10,485	5.81%	\$14,766	\$13,174	10.78%	9
Chemist II	\$8,265	\$7,836	5.19%	\$8,926	\$8,086	9.41%	\$12,509	\$10,091	19.33%	5
Chief Plant Operator	\$10,707	\$10,897	-1.77%	\$11,564	\$11,609	-0.39%	\$15,206	\$13,315	12.44%	5
Customer Service Specialist II	\$7,786	\$5,210	33.08%	\$8,409	\$5,426	35.47%	\$11,977	\$8,130	32.12%	8
Engineering Department Manager	\$14,062	\$14,567	-3.59%	\$15,187	\$14,618	3.75%	\$18,912	\$17,635	6.75%	9
General Manager	\$16,805	\$17,859	-6.27%	\$18,149	\$17,904	1.35%	\$21,942	\$20,669	5.80%	11
Human Resources Administrator	\$9,948	\$11,522	-15.82%	\$10,744	\$11,528	-7.30%	\$14,368	\$14,364	0.03%	11
Instrumentation and Electrical Supervisor	\$10,688	\$9,666	9.56%	\$11,543	\$9,878	14.42%	\$15,185	\$12,472	17.87%	4
Instrumentation and Electrical Technician II	\$8,357	\$7,714	7.69%	\$9,026	\$7,718	14.48%	\$12,611	\$10,412	17.43%	7
Information Technology Department Manager	\$11,884	\$12,238	-2.98%	\$12,835	\$12,363	3.67%	\$16,506	\$14,966	9.33%	8
Information Technology Specialist	\$8,568	\$8,299	3.14%	\$9,253	\$8,324	10.05%	\$12,844	\$10,714	16.58%	7
Inventory Control Specialist	\$5,729	\$5,489	4.19%	\$6,187	\$5,492	11.24%	\$9,694	\$8,703	10.22%	5
Laboratory Director	\$10,707	\$9,968	6.91%	\$11,564	\$10,095	12.70%	\$15,206	\$12,963	14.75%	4
Maintenance Department Manager	\$11,884	Insuff Data	---	\$12,835	Insuff Data	---	\$16,506	Insuff Data	---	1
Mechanic II	\$7,036	\$6,397	9.08%	\$7,599	\$6,401	15.77%	\$11,145	\$9,049	18.80%	7
Operations Department Manager	\$11,884	Insuff Data	---	\$12,835	Insuff Data	---	\$16,506	Insuff Data	---	2
Operations Shift Supervisor	\$8,581	Insuff Data	---	\$9,267	Insuff Data	---	\$12,858	Insuff Data	---	2
Operations Supervisor	\$9,473	Insuff Data	---	\$10,231	Insuff Data	---	\$13,843	Insuff Data	---	1
Operator III	\$7,769	\$7,046	9.31%	\$8,391	\$7,373	12.13%	\$11,958	\$9,626	19.50%	8
Purchasing Agent II	\$7,195	\$6,006	16.53%	\$7,771	\$6,213	20.04%	\$11,321	\$8,906	21.33%	4
Safety Officer	\$9,473	\$8,669	8.49%	\$10,231	\$9,448	7.65%	\$13,843	\$10,710	22.64%	5

Average

6.29%

11.25%

15.85%

CLASSIC MEMBERS										
Mean										
	Base Salary			Total Cash			Total Compensation			
Survey Classification	TTSA Maximum Base Salary	Labor Market Mean Base Salary	% TTSA Is Above or Below Labor Market Mean	TTSA Total Cash	Labor Market Mean Total Cash	% TTSA Is Above or Below Labor Market Mean	TTSA Total Compensation	Labor Market Mean Total Compensation	% TTSA Is Above or Below Labor Market Mean	# of Comparables
Accounting Technician II	\$7,786	\$5,726	26.46%	\$8,409	\$6,011	28.51%	\$11,977	\$8,581	28.36%	10
Administrative Assistant II	\$5,874	\$5,182	11.78%	\$6,344	\$5,433	14.35%	\$9,855	\$7,680	22.07%	8
Administrative Department Manager	\$11,884	\$12,083	-1.68%	\$12,835	\$12,447	3.02%	\$16,506	\$15,325	7.16%	11
Associate Engineer	\$10,308	\$10,065	2.36%	\$11,133	\$10,539	5.33%	\$14,766	\$13,261	10.19%	9
Chemist II	\$8,265	\$8,108	1.90%	\$8,926	\$8,384	6.07%	\$12,509	\$10,783	13.80%	5
Chief Plant Operator	\$10,707	\$11,010	-2.83%	\$11,564	\$11,499	0.56%	\$15,206	\$14,087	7.36%	5
Customer Service Specialist II	\$7,786	\$5,302	31.90%	\$8,409	\$5,555	33.94%	\$11,977	\$8,114	32.26%	8
Engineering Department Manager	\$14,062	\$14,756	-4.94%	\$15,187	\$15,310	-0.81%	\$18,912	\$18,163	3.96%	9
General Manager	\$16,805	\$18,406	-9.52%	\$18,149	\$18,876	-4.00%	\$21,942	\$22,087	-0.66%	11
Human Resources Administrator	\$9,948	\$11,277	-13.36%	\$10,744	\$11,625	-8.20%	\$14,368	\$14,489	-0.84%	11
Instrumentation and Electrical Supervisor	\$10,688	\$9,124	14.63%	\$11,543	\$9,486	17.82%	\$15,185	\$11,774	22.46%	4
Instrumentation and Electrical Technician II	\$8,357	\$8,114	2.91%	\$9,026	\$8,483	6.01%	\$12,611	\$10,857	13.90%	7
Information Technology Department Manager	\$11,884	\$12,584	-5.89%	\$12,835	\$12,981	-1.14%	\$16,506	\$15,783	4.38%	8
Information Technology Specialist	\$8,568	\$8,447	1.41%	\$9,253	\$8,787	5.04%	\$12,844	\$11,463	10.75%	7
Inventory Control Specialist	\$5,729	\$5,951	-3.87%	\$6,187	\$6,285	-1.58%	\$9,694	\$9,045	6.70%	5
Laboratory Director	\$10,707	\$10,604	0.97%	\$11,564	\$11,050	4.44%	\$15,206	\$13,718	9.78%	4
Maintenance Department Manager	\$11,884	Insuff Data	---	\$12,835	Insuff Data	---	\$16,506	Insuff Data	---	1
Mechanic II	\$7,036	\$6,814	3.16%	\$7,599	\$7,097	6.61%	\$11,145	\$9,510	14.67%	7
Operations Department Manager	\$11,884	Insuff Data	---	\$12,835	Insuff Data	---	\$16,506	Insuff Data	---	2
Operations Shift Supervisor	\$8,581	Insuff Data	---	\$9,267	Insuff Data	---	\$12,858	Insuff Data	---	2
Operations Supervisor	\$9,473	Insuff Data	---	\$10,231	Insuff Data	---	\$13,843	Insuff Data	---	1
Operator III	\$7,769	\$7,290	6.17%	\$8,391	\$7,608	9.32%	\$11,958	\$9,984	16.51%	8
Purchasing Agent II	\$7,195	\$6,160	14.38%	\$7,771	\$6,371	18.01%	\$11,321	\$9,443	16.59%	4
Safety Officer	\$9,473	\$8,846	6.62%	\$10,231	\$9,218	9.90%	\$13,843	\$11,462	17.20%	5

CLASSIC MEMBERS										
Mean										
	Base Salary			Total Cash			Total Compensation			
Survey Classification	TTSA Maximum Base Salary	Labor Market 75th Percentile Base Salary	% TTSA Is Above or Below Labor Market 75th Percentile	TTSA Total Cash	Labor Market 75th Percentile Total Cash	% TTSA Is Above or Below Labor Market 75th Percentile	TTSA Total Compensation	Labor Market 75th Percentile Total Compensation	% TTSA Is Above or Below Labor Market 75th Percentile	# of Comparables
Accounting Technician II	\$7,786	\$5,868	24.64%	\$8,409	\$6,035	28.23%	\$11,977	\$9,341	22.01%	10
Administrative Assistant II	\$5,874	\$5,707	2.84%	\$6,344	\$6,067	4.36%	\$9,855	\$8,501	13.74%	8
Administrative Department Manager	\$11,884	\$14,129	-18.89%	\$12,835	\$14,402	-12.21%	\$16,506	\$17,793	-7.80%	11
Associate Engineer	\$10,308	\$10,580	-2.64%	\$11,133	\$11,382	-2.24%	\$14,766	\$14,512	1.72%	9
Chemist II	\$8,265	\$8,105	1.94%	\$8,926	\$8,255	7.52%	\$12,509	\$10,491	16.13%	5
Chief Plant Operator	\$10,707	\$11,381	-6.30%	\$11,564	\$11,899	-2.90%	\$15,206	\$14,157	6.90%	5
Customer Service Specialist II	\$7,786	\$5,468	29.77%	\$8,409	\$5,777	31.29%	\$11,977	\$8,779	26.71%	8
Engineering Department Manager	\$14,062	\$14,730	-4.75%	\$15,187	\$15,774	-3.87%	\$18,912	\$18,977	-0.34%	9
General Manager	\$16,805	\$19,559	-16.39%	\$18,149	\$19,888	-9.58%	\$21,942	\$23,296	-6.17%	11
Human Resources Administrator	\$9,948	\$12,054	-21.17%	\$10,744	\$12,225	-13.78%	\$14,368	\$15,357	-6.88%	11
Instrumentation and Electrical Supervisor	\$10,688	\$10,174	4.81%	\$11,543	\$10,669	7.58%	\$15,185	\$12,802	15.70%	4
Instrumentation and Electrical Technician II	\$8,357	\$8,546	-2.27%	\$9,026	\$9,015	0.12%	\$12,611	\$12,058	4.38%	7
Information Technology Department Manager	\$11,884	\$13,850	-16.54%	\$12,835	\$14,329	-11.64%	\$16,506	\$17,786	-7.75%	8
Information Technology Specialist	\$8,568	\$9,325	-8.83%	\$9,253	\$9,511	-2.78%	\$12,844	\$13,238	-3.07%	7
Inventory Control Specialist	\$5,729	\$6,004	-4.80%	\$6,187	\$6,147	0.65%	\$9,694	\$9,944	-2.58%	5
Laboratory Director	\$10,707	\$11,233	-4.92%	\$11,564	\$11,420	1.24%	\$15,206	\$15,124	0.54%	4
Maintenance Department Manager	\$11,884	Insuff Data	---	\$12,835	Insuff Data	---	\$16,506	Insuff Data	---	1
Mechanic II	\$7,036	\$7,782	-10.60%	\$7,599	\$8,228	-8.28%	\$11,145	\$10,323	7.37%	7
Operations Department Manager	\$11,884	Insuff Data	---	\$12,835	Insuff Data	---	\$16,506	Insuff Data	---	2
Operations Shift Supervisor	\$8,581	Insuff Data	---	\$9,267	Insuff Data	---	\$12,858	Insuff Data	---	2
Operations Supervisor	\$9,473	Insuff Data	---	\$10,231	Insuff Data	---	\$13,843	Insuff Data	---	1
Operator III	\$7,769	\$7,708	0.79%	\$8,391	\$7,918	5.64%	\$11,958	\$10,266	14.16%	8
Purchasing Agent II	\$7,195	\$6,467	10.12%	\$7,771	\$6,601	15.05%	\$11,321	\$9,546	15.68%	4
Safety Officer	\$9,473	\$9,448	0.26%	\$10,231	\$9,466	7.47%	\$13,843	\$11,951	13.67%	5

Average -2.15%

2.09%

6.21%

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Education Pay	Certification/Education Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Accounting Technician II	\$6,402	\$7,786	2	8%	\$623	\$0	\$0	\$0	1x payment (not included)	\$8,409	2	\$83	\$2,942	\$211	\$100	\$41	\$0	\$78	\$113	\$0	\$11,977	0%	\$0	\$11,977	2	
City of Roseville	Finance Technician II	\$3,615	\$5,086	9	6.197%	\$315	\$153	\$127	\$0		\$5,681	8	\$1,515	inc	inc	inc	\$15	\$14	\$0	\$74	\$100	\$7,399	6.197%	\$315	\$7,083	10	
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Accounting Specialist II	\$4,112	\$5,233	8	0%	\$0	\$54	\$250	\$0		\$5,537	9	\$1,848	inc	inc	inc	inc	\$0	\$0	\$76	\$0	\$7,461	0%	\$0	\$7,461	9	
Delta Diablo Sanitation District	Accounting Technician	\$6,479	\$8,091	1	0%	\$0	\$429	\$202	\$0		\$8,722	1	\$0	\$2,524	\$217	\$31	\$8	\$15	\$0	\$619	\$0	\$12,135	0%	\$0	\$12,135	1	
El Dorado Irrigation District	Finance Assistant II	\$3,912	\$4,754	11	0%	\$0	\$0	\$0	\$0		\$4,754	11	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$364	\$0	\$6,898	0%	\$0	\$6,898	11	
Incline Village General Improvement District	Payroll Coordinator	\$4,193	\$5,871	4	0%	\$0	\$176	\$0	\$0		\$6,047	4	\$1,266	inc	inc	inc	\$0.43	\$17	\$4	\$449	\$0	\$7,784	0%	\$0	\$7,784	8	
Mammoth Community Water District	No Comparable Class																										Account Clerk II not budgeted
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	Accounting Technician II	\$3,938	\$4,786	10	0%	\$0	\$0	\$0	\$479	10% max	\$5,265	10	\$2,256	inc	inc	inc	\$17	\$57	\$0	\$366	\$0	\$7,960	0.657%	\$31	\$7,929	7	
South Tahoe Public Utility District	Accounting Technician	\$4,478	\$5,715	6	0.055%	\$3	\$0	\$0	\$0		\$5,718	6	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$437	\$117	\$8,947	0%	\$0	\$8,947	5	
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	Accounting Assistant II	\$4,372	\$5,684	7	0%	\$0	\$31	\$0	\$0		\$5,715	7	\$42	\$2,076	\$122	\$27	\$7	\$12	\$0	\$435	\$0	\$8,436	2.08%	\$118	\$8,318	6	
Truckee Donner Public Utility District	Account Specialist	\$4,820	\$5,859	5	1.89%	\$111	\$0	\$29	\$0		\$5,999	5	\$0	\$3,081	\$178	\$33	\$43	\$1	\$0	\$448	\$0	\$9,784	0%	\$0	\$9,784	3	
Truckee Sanitary District	Accounting Technician II	\$5,190	\$6,181	3	8%	\$494	\$0	\$0	\$0	1x award (not included)	\$6,675	3	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$473	\$0	\$9,472	0%	\$0	\$9,472	4	

Labor Market Median	\$5,700	\$5,716	\$8,123
% TTSA is Above or Below Median	26.80%	32.02%	32.18%
Labor Market Mean	\$5,726	\$6,011	\$8,581
% TTSA is Above or Below Mean	26.46%	28.51%	28.36%
Labor Market 75th Percentile	\$5,868	\$6,035	\$9,341
% TTSA is Above or Below 75th Percentile	24.64%	28.23%	22.01%
# Of Comparable Matches	10		TTSA's rank 80th Percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Education Pay	Certification/Education Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Administrative Assistant II	\$4,830	\$5,874	3	8%	\$470	\$0	\$0	\$0	1x payment (not included)	\$6,344	2	\$83	\$2,942	\$211	\$100	\$31	\$0	\$59	\$85	\$0	\$9,855	0%	\$0	\$9,855	2	
City of Roseville	Office Assistant II	\$2,998	\$4,218	9	6.197%	\$261	\$127	\$105	\$0		\$4,711	8	\$1,515	inc	inc	inc	\$13	\$11	\$0	\$61	\$100	\$6,412	6.197%	\$261	\$6,150	9	
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Office Assistant II	\$3,593	\$4,573	7	0%	\$0	\$54	\$229	\$0		\$4,855	7	\$1,848	inc	inc	inc	inc	\$0	\$0	\$66	\$0	\$6,770	0%	\$0	\$6,770	6	
Delta Diablo Sanitation District	Administrative Assistant II	\$5,271	\$6,582	1	0%	\$0	\$349	\$165	\$0		\$7,095	1	\$0	\$2,524	\$217	\$31	\$8	\$12	\$0	\$504	\$0	\$10,390	0%	\$0	\$10,390	1	
El Dorado Irrigation District	Administrative Assistant II	\$3,576	\$4,345	8	0%	\$0	\$0	\$0	\$0		\$4,345	9	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$332	\$0	\$6,458	0%	\$0	\$6,458	8	
Incline Village General Improvement District	Receptionist/Senior Administrative Clerk	\$3,450	\$4,830	6	0%	\$0	\$145	\$0	\$0		\$4,975	6	\$1,266	inc	inc	inc	\$0.43	\$14	\$4	\$369	\$0	\$6,629	0%	\$0	\$6,629	7	
Mammoth Community Water District	No Comparable Class																										
Napa Sanitation District	Administrative Assistant II	\$4,531	\$6,077	2	0%	\$0	\$100	\$0	\$0		\$6,177	3	\$0	\$1,997	\$174	\$26	\$14	\$21	DNA	\$88	\$0	\$8,498	1.5%	\$91	\$8,407	4	
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	No Comparable Class																										
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	Administrative Assistant II	\$4,038	\$5,249	5	0%	\$0	\$28	\$0	\$0		\$5,277	5	\$42	\$2,076	\$122	\$27	\$7	\$11	\$0	\$402	\$0	\$7,964	2.08%	\$109	\$7,855	5	
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	Administrative Assistant II	\$4,689	\$5,584	4	8%	\$447	\$0	\$0	\$0	1x award (not included)	\$6,031	4	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$427	\$0	\$8,781	0%	\$0	\$8,781	3	

Labor Market Median	\$5,039	\$5,126	\$7,312
% TTSA is Above or Below Median	14.21%	19.20%	25.81%
Labor Market Mean	\$5,182	\$5,433	\$7,680
% TTSA is Above or Below Mean	11.78%	14.35%	22.07%
Labor Market 75th Percentile	\$5,707	\$6,067	\$8,501
% TTSA is Above or Below 75th Percentile	2.84%	4.36%	13.74%
# Of Comparable Matches	8		TTSA's rank 77th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Administrative Department Manager	\$10,242	\$11,884	6	8%	\$951	\$0	\$0	\$0	1x payment (not included)	\$12,835	6	\$83	\$2,942	\$211	\$100	\$44	\$0	\$119	\$172	\$0	\$16,506	0%	\$0	\$16,506	6	
City of Roseville	Finance Manager	\$8,456	\$11,331	8	6.197%	\$702	\$340	\$0	\$0		\$12,373	7	\$1,515	inc	inc	inc	\$34	\$16	\$0	\$164	\$100	\$14,202	6.197%	\$702	\$13,500	9	Division Manager
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Accounting Manager	\$7,141	\$10,712	9	0%	\$0	\$0	\$250	\$0		\$10,962	9	\$1,848	inc	inc	inc	inc	\$43	\$0	\$155	\$0	\$13,008	0%	\$0	\$13,008	10	BA
Delta Diablo Sanitation District	Finance Manager	\$10,843	\$13,542	5	0%	\$0	\$717	\$0	\$0		\$14,259	5	\$0	\$2,524	\$217	\$31	\$19	\$19	\$0	\$883	\$0	\$17,952	0%	\$0	\$17,952	3	
EI Dorado Irrigation District	Director of Finance	\$11,804	\$14,347	3	0%	\$0	\$0	\$0	\$0		\$14,347	4	\$0	\$1,624	\$136	\$17	\$52	\$0	\$0	\$895	\$0	\$17,071	0%	\$0	\$17,071	5	BA
Incline Village General Improvement District	Controller	\$6,830	\$9,563	11	0%	\$0	\$287	\$0	\$0		\$9,849	11	\$1,266	inc	inc	inc	\$1	\$28	\$4	\$732	\$0	\$11,880	0%	\$0	\$11,880	11	BA
Mammoth Community Water District	Finance Manager	\$9,341	\$14,730	1	0%	\$0	\$295	\$0	\$0		\$15,024	1	\$0	\$2,096	\$164	\$24	\$53	\$59	DNA	\$214	\$0	\$17,635	0%	\$0	\$17,635	4	
Napa Sanitation District	No Comparable Class																										Administrative Services Director/CFO over HR, Finance, Safety, Training and Fleet
North Tahoe Public Utility District	Chief Financial Officer	\$11,894	\$14,457	2	0%	\$0	\$0	\$0	\$0		\$14,457	3	\$125	\$2,231	\$134	\$34	\$17	\$172	\$0	\$896	\$0	\$18,065	0.657%	\$95	\$17,970	2	BA
South Tahoe Public Utility District	Accounting Manager	\$8,192	\$10,455	10	0.055%	\$6	\$0	\$0	\$0		\$10,461	10	\$0	\$2,482	\$142	\$24	\$31	\$34	\$17	\$800	\$184	\$14,175	0%	\$0	\$14,175	8	
Squaw Valley Public Service District	No Comparable Class																										Finance and Administration Manager over Finance, HR, Risk Management
Tahoe City Public Utility District	Accounting Manager	\$6,445	\$8,379	12	0%	\$0	\$45	\$0	\$0		\$8,424	12	\$42	\$2,076	\$122	\$27	\$8	\$18	\$0	\$641	\$0	\$11,358	2.08%	\$174	\$11,184	12	
Truckee Donner Public Utility District	Finance and Accounting Manager	\$9,451	\$11,489	7	1.89%	\$217	\$0	\$29	\$0		\$11,735	8	\$0	\$3,081	\$178	\$33	\$84	\$3	\$0	\$853	\$0	\$15,968	0%	\$0	\$15,968	7	
Truckee Sanitary District	Finance and Administrative Services Manager	\$11,681	\$13,910	4	8%	\$1,113	\$0	\$0	\$0	1x award (not included)	\$15,023	2	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$888	\$0	\$18,235	0%	\$0	\$18,235	1	BA

Labor Market Median	\$11,489	\$12,373	\$15,968
% TTSA is Above or Below Median	3.32%	3.60%	3.26%
Labor Market Mean	\$12,083	\$12,447	\$15,325
% TTSA is Above or Below Mean	-1.68%	3.02%	7.16%
Labor Market 75th Percentile	\$14,129	\$14,402	\$17,793
% TTSA is Above or Below 75th Percentile	-18.89%	-12.21%	-7.80%
# Of Comparable Matches	11		TTSA's rank 46th percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Associate Engineer	\$8,889	\$10,308	6	8%	\$825	\$0	\$0	\$0	1x payment (not included) 5% PE pay added to base	\$11,133	4	\$83	\$2,942	\$211	\$100	\$44	\$0	\$103	\$149	\$0	\$14,766	0%	\$0	\$14,766	2	PE
City of Roseville	Associate Engineer	\$6,451	\$9,077	9	6.197%	\$563	\$272	\$227	\$0		\$10,139	7	\$1,515	inc	inc	inc	\$27	\$24	\$0	\$132	\$100	\$11,937	6.197%	\$563	\$11,375	9	5% added to base for PE
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Civil Engineer	\$4,751	\$7,128	10	0%	\$0	\$0	\$250	\$0		\$7,378	10	\$1,848	inc	inc	inc	inc	\$43	\$0	\$103	\$0	\$9,372	0%	\$0	\$9,372	10	PE
Delta Diablo Sanitation District	Associate Engineer	\$10,283	\$12,842	1	0%	\$0	\$680	\$321	\$0		\$13,843	1	\$0	\$2,524	\$217	\$31	\$11	\$19	\$0	\$873	\$0	\$17,518	0%	\$0	\$17,518	1	PE
El Dorado Irrigation District	Associate Civil Engineer	\$8,086	\$9,828	7	0%	\$0	\$0	\$0	\$0		\$9,828	8	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$752	\$0	\$12,360	0%	\$0	\$12,360	8	PE
Incline Village General Improvement District	No Comparable Class																										
Mammoth Community Water District	No Comparable Class																										PE not required
Napa Sanitation District	Associate Engineer	\$7,894	\$10,580	3	0%	\$0	\$250	\$0	\$0		\$10,830	5	\$0	\$1,997	\$174	\$26	\$28	\$35	DNA	\$153	\$0	\$13,245	1.5%	\$159	\$13,086	7	PE within 18 months
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Associate Engineer	\$7,480	\$9,547	8	0.055%	\$5	\$0	\$0	\$0		\$9,552	9	\$0	\$2,482	\$142	\$24	\$29	\$31	\$16	\$730	\$168	\$13,174	0%	\$0	\$13,174	6	PE
Squaw Valley Public Service District	Associate Engineer	\$8,735	\$10,617	2	0%	\$0	\$0	\$0	\$796	7.5% max	\$11,413	2	\$0	\$2,076	\$187	\$49	\$8	\$40	\$8	\$812	\$0	\$14,594	0%	\$0	\$14,594	3	PE
Tahoe City Public Utility District	Associate Civil Engineer	\$8,022	\$10,429	5	0%	\$0	\$56	\$0	\$0		\$10,485	6	\$42	\$2,076	\$122	\$27	\$8	\$22	\$0	\$798	\$0	\$13,580	2.08%	\$217	\$13,363	5	PE; D2
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	Associate Engineer	\$8,850	\$10,539	4	8%	\$843	\$0	\$0	\$0	1x award (not included)	\$11,382	3	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$806	\$0	\$14,512	0%	\$0	\$14,512	4	PE
Labor Market Median		\$10,429																									
% TTSA is Above or Below Median		-1.17%																									
Labor Market Mean		\$10,065																									
% TTSA is Above or Below Mean		2.36%																									
Labor Market 75th Percentile		\$10,580																									
% TTSA is Above or Below 75th Percentile		-2.64%																									
# Of Comparable Matches		9																									
																							TTSA's rank		64th percentile		

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Chief Plant Operator	\$9,227	\$10,707	5	8%	\$857	\$0	\$0	\$0	1x payment (not included)	\$11,564	4	\$83	\$2,942	\$211	\$100	\$44	\$0	\$107	\$155	\$0	\$15,206	0%	\$0	\$15,206	2	Grade V
City of Roseville	Wastewater Treatment Plant Chief Operator	\$8,132	\$10,897	3	6.197%	\$675	\$327	\$0	\$0		\$11,899	2	\$1,515	inc	inc	inc	\$33	\$16	\$0	\$158	\$100	\$13,721	6.197%	\$675	\$13,046	5	Grade IV with 1 year; Grade V within 1 year
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Treatment Plant Operations Manager	\$7,141	\$10,712	4	0%	\$0	\$0	\$250	\$0		\$10,962	5	\$1,848	inc	inc	inc	inc	\$43	\$0	\$155	\$0	\$13,008	0%	\$0	\$13,008	6	Grade IV
Delta Diablo Sanitation District	Operations Supervisor	\$9,840	\$12,289	1	0%	\$0	\$651	\$307	\$0		\$13,247	1	\$0	\$2,524	\$217	\$31	\$8	\$19	\$0	\$865	\$0	\$16,910	0%	\$0	\$16,910	1	Grade III
El Dorado Irrigation District	No Comparable Class																										Lead
Incline Village General Improvement District	No Comparable Class																										
Mammoth Community Water District	Wastewater Treatment Plant Chief Operator	\$7,854	\$11,381	2	0%	\$0	\$228	\$0	\$0		\$11,609	3	\$0	\$2,096	\$164	\$24	\$53	\$46	DNA	\$165	\$0	\$14,157	0%	\$0	\$14,157	3	Grade IV
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Chief Plant Operator	\$7,656	\$9,771	6	0.055%	\$5	\$0	\$0	\$0		\$9,776	6	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$747	\$117	\$13,315	0%	\$0	\$13,315	4	Grade V
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	\$10,897										\$11,609																\$13,315
% TTSA is Above or Below Median	-1.77%										-0.39%																12.44%
Labor Market Mean	\$11,010										\$11,499																\$14,087
% TTSA is Above or Below Mean	-2.83%										0.56%																7.36%
Labor Market 75th Percentile	\$11,381										\$11,899																\$14,157
% TTSA is Above or Below 75th Percentile	-6.30%										-2.90%																6.90%
# Of Comparable Matches	5																										TTSA's rank 57th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Education Pay	Certification/Education Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments	
Tahoe Truckee Sanitation Agency	Customer Service Specialist II	\$6,402	\$7,786	1	8%	\$623	\$0	\$0	\$0	1x payment (not included)	\$8,409	1	\$83	\$2,942	\$211	\$100	\$41	\$0	\$78	\$113	\$0	\$11,977	0%	\$0	\$11,977	1		
City of Roseville	Finance Technician II	\$3,615	\$5,086	7	6.197%	\$315	\$153	\$127	\$0		\$5,681	4	\$1,515	inc	inc	inc	\$15	\$14	\$0	\$74	\$100	\$7,399	6.197%	\$315	\$7,083	8		
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Customer Services Specialist II	\$4,112	\$5,233	5	0%	\$0	\$54	\$250	\$0		\$5,537	5	\$1,848	inc	inc	inc	inc	\$0	\$0	\$76	\$0	\$7,461	0%	\$0	\$7,461	7		
Delta Diablo Sanitation District	No Comparable Class																											
El Dorado Irrigation District	Finance Assistant II	\$3,912	\$4,754	8	0%	\$0	\$0	\$0	\$0		\$4,754	9	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$364	\$0	\$6,898	0%	\$0	\$6,898	9		
Incline Village General Improvement District	No Comparable Class																											
Mammoth Community Water District	No Comparable Class																										Account Clerk II not used	
Napa Sanitation District	No Comparable Class																											
North Tahoe Public Utility District	Customer Services Representative II	\$3,836	\$4,663	9	0%	\$0	\$0	\$0	\$466	10% max	\$5,129	8	\$2,256	inc	inc	inc	\$17	\$55	\$0	\$357	\$0	\$7,814	0.657%	\$31	\$7,783	6		
South Tahoe Public Utility District	Customer Services Representative II	\$4,136	\$5,279	4	0.055%	\$3	\$0	\$0	\$0		\$5,282	7	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$404	\$117	\$8,477	0%	\$0	\$8,477	5		
Squaw Valley Public Service District	No Comparable Class																											
Tahoe City Public Utility District	Accounting Technician	\$4,641	\$6,034	3	0%	\$0	\$33	\$0	\$0		\$6,067	3	\$42	\$2,076	\$122	\$27	\$8	\$13	\$0	\$462	\$0	\$8,816	2.08%	\$126	\$8,690	4		
Truckee Donner Public Utility District	Customer Service Representative	\$4,267	\$5,188	6	1.89%	\$98	\$0	\$29	\$0		\$5,315	6	\$0	\$3,081	\$178	\$33	\$38	\$1	\$0	\$397	\$0	\$9,044	0%	\$0	\$9,044	3		
Truckee Sanitary District	Accounting Technician II	\$5,190	\$6,181	2	8%	\$494	\$0	\$0	\$0	1x award (not included)	\$6,675	2	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$473	\$0	\$9,472	0%	\$0	\$9,472	2		
Labor Market Median		\$5,210																										\$8,130
% TTSA is Above or Below Median		33.08%																										32.12%
Labor Market Mean		\$5,302																										\$8,114
% TTSA is Above or Below Mean		31.90%																										32.26%
Labor Market 75th Percentile		\$5,468																										\$8,779
% TTSA is Above or Below 75th Percentile		29.77%																										26.71%
# Of Comparable Matches		8																										TTSA's rank 85th percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Engineering Department Manager	\$12,122	\$14,062	7	8%	\$1,125	\$0	\$0	\$0	1x payment (not included)	\$15,187	4	\$83	\$2,942	\$211	\$100	\$44	\$0	\$141	\$204	\$0	\$18,912	0%	\$0	\$18,912	4	
City of Roseville	Engineering Manager	\$9,989	\$13,387	9	6.197%	\$830	\$402	\$0	\$0		\$14,618	6	\$1,515	inc	inc	inc	\$40	\$16	\$0	\$194	\$100	\$16,483	6.197%	\$830	\$15,654	10	Division Manager, PE
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	No Comparable Class																										Division Manager level
Delta Diablo Sanitation District	Engineering Services Director/District Engineer	\$14,928	\$18,643	1	0%	\$0	\$988	\$0	\$0		\$19,631	1	\$0	\$2,524	\$217	\$31	\$19	\$19	\$0	\$957	\$0	\$23,397	0%	\$0	\$23,397	1	PE
El Dorado Irrigation District	Director of Engineering	\$11,804	\$14,347	6	0%	\$0	\$0	\$0	\$0		\$14,347	8	\$0	\$1,624	\$136	\$17	\$52	\$0	\$0	\$895	\$0	\$17,071	0%	\$0	\$17,071	7	PE
Incline Village General Improvement District	No Comparable Class																										Division Manager
Mammoth Community Water District	District Engineer	\$9,341	\$14,730	3	0%	\$0	\$295	\$0	\$0		\$15,024	5	\$0	\$2,096	\$164	\$24	\$53	\$59	DNA	\$214	\$0	\$17,635	0%	\$0	\$17,635	6	PE; Wastewater Treatment Plant Operator Grade III, Water Treatment Operator Grade T3 and Water Distribution Operator Grade D3 certifications are desirable.
Napa Sanitation District	Technical Services Director/District Engineer	\$10,246	\$13,737	8	0%	\$0	\$250	\$0	\$0		\$13,987	9	\$0	\$1,997	\$174	\$26	\$28	\$35	DNA	\$199	\$0	\$16,447	1.5%	\$206	\$16,241	9	PE
North Tahoe Public Utility District	No Comparable Class																										Engineering and Operations Manager
South Tahoe Public Utility District	Engineering Department Manager	\$11,413	\$14,567	5	0.055%	\$8	\$0	\$0	\$0		\$14,575	7	\$0	\$2,482	\$142	\$24	\$44	\$47	\$24	\$898	\$256	\$18,492	0%	\$0	\$18,492	5	PE
Squaw Valley Public Service District	District Engineer	\$10,524	\$12,792	10	0%	\$0	\$0	\$0	\$959	7.5% max	\$13,751	10	\$0	\$2,076	\$187	\$49	\$8	\$48	\$8	\$872	\$0	\$17,000	0%	\$0	\$17,000	8	PE within 1 year
Tahoe City Public Utility District	District Engineer/Assistant General Manager	\$12,306	\$15,998	2	0%	\$0	\$86	\$0	\$0		\$16,084	2	\$42	\$2,076	\$122	\$27	\$8	\$32	\$0	\$919	\$0	\$19,310	2.08%	\$333	\$18,977	3	PE
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	Assistant General Manager/District Engineer	\$12,265	\$14,606	4	8%	\$1,168	\$0	\$0	\$0	1x award (not included)	\$15,774	3	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$898	\$0	\$18,997	0%	\$0	\$18,997	2	PE

Labor Market Median	\$14,567	\$14,618	\$17,635
% TTSA is Above or Below Median	-3.59%	3.75%	6.75%
Labor Market Mean	\$14,756	\$15,310	\$18,163
% TTSA is Above or Below Mean	-4.94%	-0.81%	3.96%
Labor Market 75th Percentile	\$14,730	\$15,774	\$18,977
% TTSA is Above or Below 75th Percentile	-4.75%	-3.87%	-0.34%
# Of Comparable Matches	9		TTSA's rank 46th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	General Manager	\$16,805	\$16,805	9	8%	\$1,344	\$0	\$0	\$0	1x payment (not included)	\$18,149	6	\$83	\$2,942	\$211	\$100	\$44	\$0	\$168	\$244	\$0	\$21,942	0%	\$0	\$21,942	6	
City of Roseville	No Comparable Class																										
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	No Comparable Class																										
Delta Diablo Sanitation District	General Manager	\$22,779	\$22,779	1	0%	\$0	\$1,207	\$0	\$0		\$23,986	1	\$0	\$2,524	\$217	\$31	\$38	\$19	\$0	\$1,017	\$0	\$27,831	0%	\$0	\$27,831	1	
El Dorado Irrigation District	General Manager	\$14,692	\$17,859	6	0%	\$0	\$0	\$0	\$0		\$17,859	8	\$0	\$1,624	\$136	\$17	\$53	\$0	\$0	\$946	\$0	\$20,634	0%	\$0	\$20,634	8	
Incline Village General Improvement District	General Manager	\$15,416	\$15,416	12	0%	\$0	\$771	\$0	\$0		\$16,187	11	\$1,266	inc	inc	inc	\$1	\$33	\$4	\$910	\$0	\$18,401	0%	\$0	\$18,401	12	Licensure or certification as an engineer, public accountant, or similar pertinent professional field is preferred.
Mammoth Community Water District	General Manager	\$17,167	\$17,167	8	0%	\$0	\$343	\$0	\$0		\$17,510	9	\$0	\$2,096	\$164	\$24	\$53	\$69	DNA	\$249	\$0	\$20,165	0%	\$0	\$20,165	9	
Napa Sanitation District	General Manager	\$17,654	\$17,654	7	0%	\$0	\$250	\$0	\$0		\$17,904	7	\$0	\$1,997	\$174	\$26	\$28	\$35	DNA	\$256	\$0	\$20,421	1.5%	\$265	\$20,156	10	PE
North Tahoe Public Utility District	General Manager	\$15,417	\$15,417	11	0%	\$0	\$0	\$0	\$0		\$15,417	12	\$125	\$2,231	\$134	\$34	\$17	\$183	\$0	\$910	\$0	\$19,050	0.657%	\$101	\$18,949	11	
South Tahoe Public Utility District	General Manager	\$14,849	\$18,952	4	0.055%	\$10	\$0	\$0	\$0		\$18,962	5	\$0	\$2,482	\$142	\$24	\$50	\$57	\$31	\$961	\$334	\$23,043	0%	\$0	\$23,043	4	
Squaw Valley Public Service District	General Manager	\$20,166	\$20,166	3	0%	\$0	\$0	\$0	\$0		\$20,166	3	\$0	\$2,076	\$187	\$49	\$8	\$76	\$8	\$979	\$0	\$23,550	0%	\$0	\$23,550	3	PE desired
Tahoe City Public Utility District	General Manager	\$14,430	\$18,759	5	0%	\$0	\$852	\$0	\$0		\$19,611	4	\$42	\$2,076	\$122	\$27	\$8	\$32	\$0	\$959	\$0	\$22,876	2.08%	\$390	\$22,486	5	
Truckee Donner Public Utility District	General Manager	\$22,158	\$22,158	2	1.89%	\$419	\$0	\$29	\$0		\$22,606	2	\$0	\$3,081	\$178	\$33	\$163	\$6	\$0	\$1,008	\$0	\$27,075	0%	\$0	\$27,075	2	5% added to base for Water Utility Manager duties
Truckee Sanitary District	General Manager	\$16,134	\$16,134	10	8%	\$1,291	\$0	\$0	\$0	1x award (not included)	\$17,425	10	\$0	\$2,076	\$154	\$50	\$43	\$0	\$0	\$921	\$0	\$20,669	0%	\$0	\$20,669	7	PE

Labor Market Median	\$17,859	\$17,904	\$20,669
% TTSA is Above or Below Median	-6.27%	1.35%	5.80%
Labor Market Mean	\$18,406	\$18,876	\$22,087
% TTSA is Above or Below Mean	-9.52%	-4.00%	-0.66%
Labor Market 75th Percentile	\$19,559	\$19,888	\$23,296
% TTSA is Above or Below 75th Percentile	-16.39%	-9.58%	-6.17%
# Of Comparable Matches	11		
			TTSA's rank 40th percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Instrumentation and Electrical Supervisor	\$9,211	\$10,688	1	8%	\$855	\$0	\$0	\$0	1x payment (not included)	\$11,543	1	\$83	\$2,942	\$211	\$100	\$44	\$0	\$107	\$155	\$0	\$15,185	0%	\$0	\$15,185	1	Electrical Instrumentation Technology Grade IV
City of Roseville	Preventative Maintenance Supervisor	\$7,552	\$10,121	3	6.197%	\$627	\$304	\$0	\$0		\$11,052	2	\$1,515	inc	inc	inc	\$30	\$16	\$0	\$147	\$100	\$12,860	6.197%	\$627	\$12,233	4	Over mechanical/electrical
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Crew Supervisor	\$5,049	\$6,831	5	0%	\$0	\$54	\$250	\$0		\$7,135	5	\$1,848	inc	inc	inc	inc	\$0	\$0	\$99	\$0	\$9,082	0%	\$0	\$9,082	5	Plant Maintenance Technologist III
Delta Diablo Sanitation District	No Comparable Class																										Maintenance Supervisor over mechanics also
El Dorado Irrigation District	No Comparable Class																										Engineer
Incline Village General Improvement District	No Comparable Class																										
Mammoth Community Water District	Plant Technician Instrumentation Supervisor	\$6,861	\$10,334	2	0%	\$0	\$207	\$0	\$0		\$10,541	3	\$0	\$2,096	\$164	\$24	\$53	\$41	DNA	\$150	\$0	\$13,070	0%	\$0	\$13,070	2	Plant Maintenance Mechanical Technologist of Plant Instrumentation Technician; Water Distribution Operator cert
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Electrical/Instrumentation Supervisor	\$7,217	\$9,211	4	0.055%	\$5	\$0	\$0	\$0		\$9,216	4	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$705	\$117	\$12,712	0%	\$0	\$12,712	3	Electrical/Instrumentation Technician Grade II
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	\$9,666	\$9,878	\$12,472
% TTSA is Above or Below Median	9.56%	14.42%	17.87%
Labor Market Mean	\$9,124	\$9,486	\$11,774
% TTSA is Above or Below Mean	14.63%	17.82%	22.46%
Labor Market 75th Percentile	\$10,174	\$10,669	\$12,802
% TTSA is Above or Below 75th Percentile	4.81%	7.58%	15.70%
# Of Comparable Matches	4		TTSA's rank 67th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments	
Tahoe Truckee Sanitation Agency	Instrumentation and Electrical Technician II	\$7,200	\$8,357	3	8%	\$669	\$0	\$0	\$0	1x payment (not included)	\$9,026	3	\$83	\$2,942	\$211	\$100	\$44	\$0	\$84	\$121	\$0	\$12,611	0%	\$0	\$12,611	3	Electrical Instrumentation Technology Grade II	
City of Roseville	Instrumentation and Control Technician	\$8,499	\$11,959	1	6.197%	\$741	\$459	\$0	\$0		\$13,159	1	\$1,515	inc	inc	inc	\$36	\$25	\$0	\$173	\$100	\$15,008	6.197%	\$741	\$14,267	1		
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Treatment Plant Electrician/Instrumentation Technician II	\$4,444	\$5,656	8	0%	\$0	\$54	\$250	\$0		\$5,960	8	\$1,848	inc	inc	inc	inc	\$0	\$0	\$82	\$0	\$7,890	0%	\$0	\$7,890	8		
Delta Diablo Sanitation District	Electrical/Instrumentation Technician II	\$7,088	\$8,853	2	0%	\$0	\$469	\$221	\$0		\$9,543	2	\$0	\$2,524	\$217	\$31	\$8	\$16	\$0	\$677	\$0	\$13,016	0%	\$0	\$13,016	2		
El Dorado Irrigation District	Electrical and Instrumentation Technician II	\$5,996	\$7,289	6	0%	\$0	\$0	\$0	\$0		\$7,289	6	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$558	\$0	\$9,627	0%	\$0	\$9,627	7	CWEA Grade II PM Electrical/Instrumentation	
Incline Village General Improvement District	Senior Electrician/Instrumentation	\$5,886	\$8,240	4	0%	\$0	\$247	\$0	\$0		\$8,487	4	\$1,266	inc	inc	inc	\$0.43	\$24	\$4	\$630	\$0	\$10,412	0%	\$0	\$10,412	5	Electrical and Instrumentation Technician II	
Mammoth Community Water District	Instrumentation Technician	\$4,959	\$7,086	7	0%	\$0	\$142	\$0	\$0		\$7,228	7	\$0	\$2,096	\$164	\$24	\$45	\$28	DNA	\$103	\$0	\$9,688	0%	\$0	\$9,688	6	Also inspects backflow devices; Backflow Prevention Tester certification	
Napa Sanitation District	No Comparable Class																											
North Tahoe Public Utility District	No Comparable Class																											
South Tahoe Public Utility District	Electrical/Instrumentation Technician II	\$6,044	\$7,714	5	0.055%	\$4	\$0	\$0	\$0		\$7,718	5	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$590	\$117	\$11,100	0%	\$0	\$11,100	4	Electrical and Instrumentation Technician II	
Squaw Valley Public Service District	No Comparable Class																											
Tahoe City Public Utility District	No Comparable Class																											
Truckee Donner Public Utility District	No Comparable Class																											
Truckee Sanitary District	No Comparable Class																											

Labor Market Median	\$7,714	\$7,718	\$10,412
% TTSA is Above or Below Median	7.69%	14.48%	17.43%
Labor Market Mean	\$8,114	\$8,483	\$10,857
% TTSA is Above or Below Mean	2.91%	6.01%	13.90%
Labor Market 75th Percentile	\$8,546	\$9,015	\$12,058
% TTSA is Above or Below 75th Percentile	-2.27%	0.12%	4.38%
# Of Comparable Matches	7		TTSA's rank 73rd percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Information Technology Department Manager	\$10,242	\$11,884	6	8%	\$951	\$0	\$0	\$0	1x payment (not included)	\$12,835	4	\$83	\$2,942	\$211	\$100	\$44	\$0	\$119	\$172	\$0	\$16,506	0%	\$0	\$16,506	4	
City of Roseville	Information Technology Division Manager	\$8,269	\$11,081	8	6.197%	\$687	\$332	\$0	\$0		\$12,100	8	\$1,515	inc	inc	inc	\$33	\$16	\$0	\$161	\$100	\$13,925	6.197%	\$687	\$13,238	9	
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Information Technology	\$7,998	\$11,995	5	0%	\$0	\$0	\$250	\$0		\$12,245	6	\$1,848	inc	inc	inc	inc	\$43	\$0	\$174	\$0	\$14,310	0%	\$0	\$14,310	8	
Delta Diablo Sanitation District	Information Technology Manager	\$11,059	\$13,812	3	0%	\$0	\$732	\$0	\$0		\$14,544	2	\$0	\$2,524	\$217	\$31	\$19	\$19	\$0	\$887	\$0	\$18,240	0%	\$0	\$18,240	2	
EI Dorado Irrigation District	Director of Information Technology	\$10,268	\$12,482	4	0%	\$0	\$0	\$0	\$0		\$12,482	5	\$0	\$1,624	\$136	\$17	\$45	\$0	\$0	\$868	\$0	\$15,172	0%	\$0	\$15,172	5	
Incline Village General Improvement District	Director of Information Technology	\$8,302	\$11,623	7	0%	\$0	\$581	\$0	\$0		\$12,205	7	\$1,266	inc	inc	inc	\$1	\$33	\$4	\$855	\$0	\$14,364	0%	\$0	\$14,364	7	
Mammoth Community Water District	Information Systems Manager	\$9,341	\$14,730	1	0%	\$0	\$295	\$0	\$0		\$15,024	1	\$0	\$2,096	\$164	\$24	\$53	\$59	DNA	\$214	\$0	\$17,635	0%	\$0	\$17,635	3	
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Information Technology Manager	\$8,607	\$10,985	9	0.055%	\$6	\$0	\$0	\$0		\$10,991	9	\$0	\$2,482	\$142	\$24	\$33	\$36	\$18	\$840	\$193	\$14,759	0%	\$0	\$14,759	6	
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	Information Technology Director-CIO	\$11,489	\$13,964	2	1.89%	\$264	\$0	\$29	\$0		\$14,257	3	\$0	\$3,081	\$178	\$33	\$103	\$4	\$0	\$889	\$0	\$18,545	0%	\$0	\$18,545	1	
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	\$12,238	\$12,363	\$14,966
% TTSA is Above or Below Median	-2.98%	3.67%	9.33%
Labor Market Mean	\$12,584	\$12,981	\$15,783
% TTSA is Above or Below Mean	-5.89%	-1.14%	4.38%
Labor Market 75th Percentile	\$13,850	\$14,329	\$17,786
% TTSA is Above or Below 75th Percentile	-16.54%	-11.64%	-7.75%
# Of Comparable Matches	8		TTSA's rank 55th percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Bargaining Unit	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Information Technology Specialist	all same	\$7,381	\$8,568	3	8%	\$685	\$0	\$0	\$0	1x payment (not included)	\$9,253	3	\$83	\$2,942	\$211	\$100	\$44	\$0	\$86	\$124	\$0	\$12,844	0%	\$0	\$12,844	3	
City of Roseville	Information Technology Analyst II	39	\$5,329	\$7,498	6	6.197%	\$465	\$225	\$187	\$0		\$8,375	4	\$1,515	inc	inc	inc	\$22	\$20	\$0	\$109	\$100	\$10,141	6.197%	\$465	\$9,677	6	No SCADA
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Systems Analyst II	mnqt	\$4,751	\$7,128	8	0%	\$0	\$0	\$250	\$0		\$7,378	7	\$1,848	inc	inc	inc	\$43	\$0	\$103	\$0	\$9,372	0%	\$0	\$9,372	7		
Delta Diablo Sanitation District	Computer Analyst	local 1	\$8,271	\$10,330	2	0%	\$0	\$547	\$258	\$0		\$11,135	1	\$0	\$2,524	\$217	\$31	\$8	\$19	\$0	\$790	\$0	\$14,724	0%	\$0	\$14,724	2	
EI Dorado Irrigation District	Information Technology Analyst II	mou	\$6,828	\$8,299	5	0%	\$0	\$0	\$0	\$0		\$8,299	6	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$635	\$0	\$10,714	0%	\$0	\$10,714	5	No SCADA
Incline Village General Improvement District	Information Technology Network Administrator	same- 26	\$5,097	\$7,136	7	0%	\$0	\$214	\$0	\$0		\$7,350	8	\$1,266	inc	inc	inc	\$0.43	\$21	\$4	\$546	\$0	\$9,187	0%	\$0	\$9,187	8	
Mammoth Community Water District	No Comparable Class																											
Napa Sanitation District	No Comparable Class																											
North Tahoe Public Utility District	No Comparable Class																											
South Tahoe Public Utility District	Network/Telecommunications Systems Administrator II	39	\$6,518	\$8,319	4	0.055%	\$5	\$0	\$0	\$0		\$8,324	5	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$636	\$117	\$11,751	0%	\$0	\$11,751	4	
Squaw Valley Public Service District	No Comparable Class																											
Tahoe City Public Utility District	No Comparable Class																											
Truckee Donner Public Utility District	IT/SCADA Engineer	unrep mnqt	\$8,573	\$10,421	1	1.89%	\$197	\$0	\$29	\$0		\$10,647	2	\$0	\$3,081	\$178	\$33	\$77	\$3	\$0	\$797	\$0	\$14,816	0%	\$0	\$14,816	1	
Truckee Sanitary District	No Comparable Class																											GIS/IT Specialist

<i>Labor Market Median</i>	\$8,299											\$8,324																	\$10,714
<i>% TTSA is Above or Below Median</i>	3.14%											10.05%																	16.58%
<i>Labor Market Mean</i>	\$8,447											\$8,787																	\$11,463
<i>% TTSA is Above or Below Mean</i>	1.41%											5.04%																	10.75%
<i>Labor Market 75th Percentile</i>	\$9,325											\$9,511																	\$13,238
<i>% TTSA is Above or Below 75th Percentile</i>	-8.83%											-2.78%																	-3.07%
<i># Of Comparable Matches</i>	7																												TTSA's rank 45th percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments		
Tahoe Truckee Sanitation Agency	Inventory Control Specialist	\$4,933	\$5,729	3	8%	\$458	\$0	\$0	\$0	1x payment (not included)	\$6,187	2	\$83	\$2,942	\$211	\$100	\$30	\$0	\$57	\$83	\$0	\$9,694	0%	\$0	\$9,694	3			
City of Roseville	Warehouse Worker II	\$3,378	\$4,754	6	6.197%	\$295	\$143	\$119	\$0		\$5,310	5	\$1,515	inc	inc	inc	\$14	\$13	\$0	\$69	\$100	\$7,021	6.197%	\$295	\$6,726	6			
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Warehouse Technician	\$3,841	\$4,888	5	0%	\$0	\$54	\$244	\$0		\$5,187	6	\$1,848	inc	inc	inc	inc	\$0	\$0	\$71	\$0	\$7,105	0%	\$0	\$7,105	5			
Delta Diablo Sanitation District	Warehouse Technician II	\$6,902	\$8,619	1	0%	\$0	\$457	\$215	\$0		\$9,291	1	\$0	\$2,524	\$217	\$31	\$8	\$16	\$0	\$659	\$0	\$12,746	0%	\$0	\$12,746	1			
El Dorado Irrigation District	No Comparable Class																										Materials Technician help with specs		
Incline Village General Improvement District	No Comparable Class																												
Mammoth Community Water District	No Comparable Class																												
Napa Sanitation District	No Comparable Class																												
North Tahoe Public Utility District	No Comparable Class																												
South Tahoe Public Utility District	Shipping and Receiving Clerk	\$4,301	\$5,489	4	0.055%	\$3	\$0	\$0	\$0		\$5,492	4	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$420	\$117	\$8,703	0%	\$0	\$8,703	4			
Squaw Valley Public Service District	No Comparable Class																												
Tahoe City Public Utility District	No Comparable Class																												
Truckee Donner Public Utility District	Warehouse/Utility Worker	\$4,940	\$6,004	2	1.89%	\$113	\$0	\$29	\$0		\$6,147	3	\$0	\$3,081	\$178	\$33	\$44	\$2	\$0	\$459	\$0	\$9,944	0%	\$0	\$9,944	2			
Truckee Sanitary District	No Comparable Class																												
Labor Market Median		\$5,489																										\$5,492	\$8,703
% TTSA is Above or Below Median		4.19%																										11.24%	10.22%
Labor Market Mean		\$5,951																										\$6,285	\$9,045
% TTSA is Above or Below Mean		-3.87%																										-1.58%	6.70%
Labor Market 75th Percentile		\$6,004																										\$6,147	\$9,944
% TTSA is Above or Below 75th Percentile		-4.80%																										0.65%	-2.58%
# Of Comparable Matches		5																											TTSA's rank 50th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments	
Tahoe Truckee Sanitation Agency	Laboratory Director	\$9,227	\$10,707	2	8%	\$857	\$0	\$0	\$0	1x payment (not included)	\$11,564	2	\$83	\$2,942	\$211	\$100	\$44	\$0	\$107	\$155	\$0	\$15,206	0%	\$0	\$15,206	2	Possession of a CWEA Grade IV Laboratory Analyst Certificate in approximately 18 months.	
City of Roseville	Water Quality Lab Supervisor	\$6,468	\$8,668	5	6.197%	\$537	\$260	\$0	\$0		\$9,465	5	\$1,515	inc	inc	inc	\$26	\$14	\$0	\$126	\$100	\$11,246	6.197%	\$537	\$10,709	5	Lab Analyst II cert	
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Lab Manager	\$6,374	\$9,561	4	0%	\$0	\$0	\$250	\$0		\$9,811	4	\$1,848	inc	inc	inc	inc	\$43	\$0	\$139	\$0	\$11,841	0%	\$0	\$11,841	4	Wastewater Quality Analyst IV within 9 months	
Delta Diablo Sanitation District	Lab Manager	\$11,059	\$13,811	1	0%	\$0	\$732	\$0	\$0		\$14,543	1	\$0	\$2,524	\$217	\$31	\$19	\$19	\$0	\$887	\$0	\$18,239	0%	\$0	\$18,239	1		
El Dorado Irrigation District	No Comparable Class																											
Incline Village General Improvement District	No Comparable Class																											
Mammoth Community Water District	No Comparable Class																										Lab Technician reports to Water/Wastewater Operations Supervisor	
Napa Sanitation District	No Comparable Class																											
North Tahoe Public Utility District	No Comparable Class																											
South Tahoe Public Utility District	Lab Director	\$8,128	\$10,374	3	0.055%	\$6	\$0	\$0	\$0		\$10,380	3	\$0	\$2,482	\$142	\$24	\$31	\$34	\$17	\$794	\$183	\$14,085	0%	\$0	\$14,085	3	Lab Technologist III	
Squaw Valley Public Service District	No Comparable Class																											
Tahoe City Public Utility District	No Comparable Class																											
Truckee Donner Public Utility District	No Comparable Class																											
Truckee Sanitary District	No Comparable Class																											
Labor Market Median		\$9,968								\$10,095																		\$12,963
% TTSA is Above or Below Median		6.91%								12.70%																		14.75%
Labor Market Mean		\$10,604								\$11,050																		\$13,718
% TTSA is Above or Below Mean		0.97%								4.44%																		9.78%
Labor Market 75th Percentile		\$11,233								\$11,420																		\$15,124
% TTSA is Above or Below 75th Percentile		-4.92%								1.24%																		0.54%
# Of Comparable Matches		4																										TTSA's rank 55th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Education Pay	Certification/Education Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments	
Tahoe Truckee Sanitation Agency	Maintenance Department Manager	\$10,242	\$11,884	2	8%	\$951	\$0	\$0	\$0	1x payment (not included)	\$12,835	2	\$83	\$2,942	\$211	\$100	\$44	\$0	\$119	\$172	\$0	\$16,506	0%	\$0	\$16,506	2	Grade IV Mechanical Technologist	
City of Roseville	No Comparable Class																											Wastewater Utility Manager over operations and maintenance
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	No Comparable Class																											Treatment Plant Manager is over a division within community services and is over operations and maintenance
Delta Diablo Sanitation District	No Comparable Class																											Operations Manager is a division manager and reports to Resources Recovery Services Director Director of Operations over drinking water, wastewater and hydro
El Dorado Irrigation District	No Comparable Class																											
Incline Village General Improvement District	No Comparable Class																											
Mammoth Community Water District	Water and Wastewater Maintenance Superintendent	\$9,341	\$14,730	1	0%	\$0	\$295	\$0	\$0		\$15,024	1	\$0	\$2,096	\$164	\$24	\$53	\$59	DNA	\$214	\$0	\$17,635	0%	\$0	\$17,635	1	Operations Services Director is over operations and maintenance	
Napa Sanitation District	No Comparable Class																											
North Tahoe Public Utility District	No Comparable Class																											
South Tahoe Public Utility District	No Comparable Class																											
Squaw Valley Public Service District	No Comparable Class																											
Tahoe City Public Utility District	No Comparable Class																											
Truckee Donner Public Utility District	No Comparable Class																											
Truckee Sanitary District	No Comparable Class																											

Labor Market Median	Insuff Data	Insuff Data	Insuff Data
% TTSA is Above or Below Median	---	---	---
Labor Market Mean	Insuff Data	Insuff Data	Insuff Data
% TTSA is Above or Below Mean	---	---	---
Labor Market 75th Percentile	Insuff Data	Insuff Data	Insuff Data
% TTSA is Above or Below 75th Percentile	---	---	---
# Of Comparable Matches	1		TTSA's rank

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Mechanic II	\$6,062	\$7,036	3	8%	\$563	\$0	\$0	\$0	1x payment (not included)	\$7,599	4	\$83	\$2,942	\$211	\$100	\$37	\$0	\$70	\$102	\$0	\$11,145	0%	\$0	\$11,145	2	Grade II Mechanical Technologist
City of Roseville	Plant and Equipment Mechanic II	\$4,964	\$6,985	4	6.197%	\$433	\$310	\$0	\$0		\$7,727	3	\$1,515	inc	inc	inc	\$21	\$17	\$0	\$101	\$100	\$9,482	6.197%	\$433	\$9,049	5	
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Treatment Plant Mechanic II	\$4,444	\$5,656	7	0%	\$0	\$54	\$250	\$0		\$5,960	7	\$1,848	inc	inc	inc	inc	\$0	\$0	\$82	\$0	\$7,890	0%	\$0	\$7,890	7	Grade II Plant Maintenance Technologist within 2 years
Delta Diablo Sanitation District	Maintenance Mechanic II	\$6,902	\$8,619	1	0%	\$0	\$457	\$215	\$0		\$9,291	1	\$0	\$2,524	\$217	\$31	\$8	\$16	\$0	\$659	\$0	\$12,746	0%	\$0	\$12,746	1	Mechanical Technologist II
El Dorado Irrigation District	Plant Mechanic II	\$5,068	\$6,159	6	0%	\$0	\$0	\$0	\$0		\$6,159	6	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$471	\$0	\$8,410	0%	\$0	\$8,410	6	CWEA Plant Maintenance Grade I
Incline Village General Improvement District	No Comparable Class																										split between several classifications
Mammoth Community Water District	Mechanical Maintenance Worker II	\$3,864	\$5,304	8	0%	\$0	\$106	\$0	\$0		\$5,410	8	\$0	\$2,096	\$164	\$24	\$34	\$21	DNA	\$77	\$0	\$7,826	0%	\$0	\$7,826	8	Grade II Collection Maintenance Technician or Grade II Water Distribution Operator
Napa Sanitation District	Equipment Maintenance Specialist II	\$6,396	\$8,578	2	0%	\$0	\$100	\$0	\$50	Grade III and Grade IV	\$8,728	2	\$0	\$1,997	\$174	\$26	\$14	\$30	DNA	\$124	\$0	\$11,094	1.5%	\$129	\$10,966	3	Grade II Mechanical Technologist cert
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Maintenance Mechanical Technologist II	\$5,012	\$6,397	5	0.055%	\$4	\$0	\$0	\$0		\$6,401	5	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$489	\$117	\$9,681	0%	\$0	\$9,681	4	Maintenance Mechanical Technologist II
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										
Labor Market Median		\$6,397									\$6,401														\$9,049		
% TTSA is Above or Below Median			9.08%								15.77%															18.80%	
Labor Market Mean		\$6,814									\$7,097															\$9,510	
% TTSA is Above or Below Mean			3.16%								6.61%															14.67%	
Labor Market 75th Percentile		\$7,782									\$8,228															\$10,323	
% TTSA is Above or Below 75th Percentile			-10.60%								-8.28%															7.37%	
# Of Comparable Matches		7																									
Data effective as of 5.1.2019																							TTSA's rank		58th percentile		

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Education Pay	Certification/Education Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Operations Department Manager	\$10,242	\$11,884	3	8%	\$951	\$0	\$0	\$0	1x payment (not included)	\$12,835	2	\$83	\$2,942	\$211	\$100	\$44	\$0	\$119	\$172	\$0	\$16,506	0%	\$0	\$16,506	2	Grade V
City of Roseville	No Comparable Class																										Wastewater Utility Manager over operations and maintenance
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	No Comparable Class																										Treatment Plant Manager is over a division within community services and is over operations and maintenance
Delta Diablo Sanitation District	No Comparable Class																										Operations Manager is a division manager and reports to Resources Recovery Services Director
El Dorado Irrigation District	No Comparable Class																										Director of Operations over drinking water, wastewater and hydro
Incline Village General Improvement District	No Comparable Class																										Director of Public Works over utilities, engineering, buildings, fleet and resource
Mammoth Community Water District	Water and Wastewater Operations Superintendent	\$9,341	\$14,730	1	0%	\$0	\$295	\$0	\$0		\$15,024	1	\$0	\$2,096	\$164	\$24	\$53	\$59	DNA	\$214	\$0	\$17,635	0%	\$0	\$17,635	1	Over water and wastewater; Possession of the appropriate certification issued by the California Department of Health Services and the State Water Resources Control Board.
Napa Sanitation District	No Comparable Class																										Operations Services Director is over operations and maintenance
North Tahoe Public Utility District	No Comparable Class																										Engineering and Operations Manager
South Tahoe Public Utility District	Manager of Plant Operations	\$9,556	\$12,196	2	0.055%	\$7	\$0	\$0	\$0		\$12,203	3	\$0	\$2,482	\$142	\$24	\$37	\$40	\$20	\$863	\$215	\$16,025	0%	\$0	\$16,025	3	Over operations and maintenance; Possession of a California Wastewater Grade V State Certification is required within 18 months of appointment.
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										
Labor Market Median		Insuff Data								Insuff Data																	
% TTSA is Above or Below Median		---								---																	
Labor Market Mean		Insuff Data								Insuff Data																	
% TTSA is Above or Below Mean		---								---																	
Labor Market 75th Percentile		Insuff Data								Insuff Data																	
% TTSA is Above or Below 75th Percentile		---								---																	
# Of Comparable Matches		2																									
																								TTSA's rank		25th percentile	

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Education Pay	Certification/Education Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Operations Shift Supervisor	\$7,394	\$8,581	1	8%	\$686	\$0	\$0	\$0	1x payment (not included)	\$9,267	1	\$83	\$2,942	\$211	\$100	\$44	\$0	\$86	\$124	\$0	\$12,858	0%	\$0	\$12,858	1	Grade III
City of Roseville	No Comparable Class																										
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Crew Supervisor	\$5,049	\$6,831	3	0%	\$0	\$54	\$250	\$0		\$7,135	3	\$1,848	inc	inc	inc	inc	\$0	\$0	\$99	\$0	\$9,082	0%	\$0	\$9,082	3	Grade III
Delta Diablo Sanitation District	No Comparable Class																										
El Dorado Irrigation District	No Comparable Class																										
Incline Village General Improvement District	No Comparable Class																										
Mammoth Community Water District	No Comparable Class																										
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Operations Supervisor	\$6,365	\$8,124	2	0.055%	\$4	\$0	\$0	\$0		\$8,128	2	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$621	\$117	\$11,541	0%	\$0	\$11,541	2	assigned to a shift; Grade IV
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										
Labor Market Median		Insuff Data								Insuff Data																	
% T TSA is Above or Below Median		---								---																	
Labor Market Mean		Insuff Data								Insuff Data																	
% T TSA is Above or Below Mean		---								---																	
Labor Market 75th Percentile		Insuff Data								Insuff Data																	
% T TSA is Above or Below 75th Percentile		---								---																	
# Of Comparable Matches		2																									
																							T TSA's rank		50th percentile		

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Operations Supervisor	\$8,163	\$9,473	2	8%	\$758	\$0	\$0	\$0	1x payment (not included)	\$10,231	2	\$83	\$2,942	\$211	\$100	\$44	\$0	\$95	\$137	\$0	\$13,843	0%	\$0	\$13,843	2	Grade IV
City of Roseville	No Comparable Class																										
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	No Comparable Class																										
Delta Diablo Sanitation District	No Comparable Class																										
El Dorado Irrigation District	No Comparable Class																										Over operations and maintenance
Incline Village General Improvement District	No Comparable Class																										Over operations and maintenance
Mammoth Community Water District	Wastewater Treatment Plant Chief Operator	\$7,854	\$11,381	1	0%	\$0	\$228	\$0	\$0		\$11,609	1	\$0	\$2,096	\$164	\$24	\$53	\$46	DNA	\$165	\$0	\$14,157	0%	\$0	\$14,157	1	Grade IV
Napa Sanitation District	No Comparable Class																										Over operations and maintenance
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	No Comparable Class																										
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	Insuff Data										Insuff Data																
% T TSA is Above or Below Median	---										---																
Labor Market Mean	Insuff Data										Insuff Data																
% T TSA is Above or Below Mean	---										---																
Labor Market 75th Percentile	Insuff Data										Insuff Data																
% T TSA is Above or Below 75th Percentile	---										---																
# Of Comparable Matches	1																										

Data effective as of 5.1.2019

T TSA's rank Insuff Data

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Operator III	\$6,696	\$7,769	3	8%	\$622	\$0	\$0	\$0	1x payment (not included)	\$8,391	2	\$83	\$2,942	\$211	\$100	\$41	\$0	\$78	\$113	\$0	\$11,958	0%	\$0	\$11,958	2	Grade III
City of Roseville	Wastewater Treatment Plant Operator Grade III	\$4,754	\$6,689	8	6.197%	\$415	\$201	\$167	\$201	3% max cert pay	\$7,672	5	\$1,515	inc	inc	inc	\$20	\$18	\$0	\$97	\$100	\$9,422	6.197%	\$415	\$9,008	8	24 hour salary used; Grade III
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Wastewater Plant Operator III	\$4,444	\$5,656	9	0%	\$0	\$54	\$250	\$0		\$5,960	9	\$1,848	inc	inc	inc	inc	\$0	\$0	\$82	\$0	\$7,890	0%	\$0	\$7,890	9	Grade III
Delta Diablo Sanitation District	Wastewater Treatment Plant Operator III	\$7,592	\$9,481	1	0%	\$0	\$502	\$237	\$0		\$10,220	1	\$0	\$2,524	\$217	\$31	\$8	\$18	\$0	\$725	\$0	\$13,743	0%	\$0	\$13,743	1	Grade III
El Dorado Irrigation District	Wastewater Treatment Plant Operator III	\$5,821	\$7,074	5	0%	\$0	\$0	\$0	\$0		\$7,074	6	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$541	\$0	\$9,395	0%	\$0	\$9,395	7	Grade III
Incline Village General Improvement District	Water/Wastewater Operator III	\$5,471	\$7,660	4	0%	\$0	\$230	\$0	\$0		\$7,890	4	\$1,266	inc	inc	inc	\$0.43	\$22	\$4	\$586	\$0	\$9,769	0%	\$0	\$9,769	5	Grade III Water Treatment and Grade III Wastewater Treatment certification from Sate of Nevada Division of Environmental Protection (NDEP).
Mammoth Community Water District	Water/Wastewater Treatment Plant Operator III	\$5,122	\$6,890	7	0%	\$0	\$138	\$0	\$0		\$7,028	7	\$0	\$2,096	\$164	\$24	\$44	\$28	DNA	\$100	\$0	\$9,484	0%	\$0	\$9,484	6	Grade III and Grade III Water Treatment Operator
Napa Sanitation District	Operator III	\$5,855	\$7,852	2	0%	\$0	\$100	\$0	\$50	Grade IV and Grade V	\$8,002	3	\$0	\$1,997	\$174	\$26	\$14	\$27	DNA	\$114	\$0	\$10,355	1.5%	\$118	\$10,237	4	Grade III
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	Operator III	\$5,499	\$7,018	6	0.055%	\$4	\$0	\$0	\$0		\$7,022	8	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$537	\$117	\$10,350	0%	\$0	\$10,350	3	Grade III
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	\$7,046	\$7,373	\$9,626
% TTSA is Above or Below Median	9.31%	12.13%	19.50%
Labor Market Mean	\$7,290	\$7,608	\$9,984
% TTSA is Above or Below Mean	6.17%	9.32%	16.51%
Labor Market 75th Percentile	\$7,708	\$7,918	\$10,266
% TTSA is Above or Below 75th Percentile	0.79%	5.64%	14.16%
# Of Comparable Matches	8		TTSA's rank 58th percentile

Data effective as of 5.1.2019

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Purchasing Agent II	\$5,915	\$7,195	1	8%	\$576	\$0	\$0	\$0	1x payment (not included)	\$7,771	1	\$83	\$2,942	\$211	\$100	\$38	\$0	\$72	\$104	\$0	\$11,321	0%	\$0	\$11,321	1	
City of Roseville	No Comparable Class																										
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	No Comparable Class																										
Delta Diablo Sanitation District	No Comparable Class																										
El Dorado Irrigation District	No Comparable Class																										
Incline Village General Improvement District	No Comparable Class																										
Mammoth Community Water District	Purchasing Agent	\$4,358	\$6,247	3	0%	\$0	\$125	\$0	\$0		\$6,372	3	\$0	\$2,096	\$164	\$24	\$40	\$25	DNA	\$91	\$0	\$8,812	0%	\$0	\$8,812	4	
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	Purchasing Technician II	\$4,528	\$5,504	5	0%	\$0	\$0	\$0	\$550	10% max	\$6,054	4	\$2,256	inc	inc	inc	\$17	\$65	\$0	\$421	\$0	\$8,813	0.657%	\$36	\$8,777	5	
South Tahoe Public Utility District	Contract Administrator	\$4,517	\$5,765	4	0.055%	\$3	\$0	\$0	\$0		\$5,768	5	\$0	\$2,482	\$142	\$24	\$16	\$11	\$0	\$441	\$117	\$9,001	0%	\$0	\$9,001	3	
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	Buyer	\$5,862	\$7,126	2	1.89%	\$135	\$0	\$29	\$0		\$7,290	2	\$0	\$3,081	\$178	\$33	\$52	\$2	\$0	\$545	\$0	\$11,181	0%	\$0	\$11,181	2	
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	\$6,006	\$6,213	\$8,906
% TTSA is Above or Below Median	16.53%	20.04%	21.33%
Labor Market Mean	\$6,160	\$6,371	\$9,443
% TTSA is Above or Below Mean	14.38%	18.01%	16.59%
Labor Market 75th Percentile	\$6,467	\$6,601	\$9,546
% TTSA is Above or Below 75th Percentile	10.12%	15.05%	15.68%
# Of Comparable Matches	4		TTSA's rank 73rd percentile

Data effective as of 5.1.2019
Truckee Donner PUD- EE pays 8% PERS member share, but ER adds 1.89% back to paycheck

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking (Base Salary)	Employee's Portion of Retirement Paid by the Employer (%) (Classic)	Employee's Portion of Retirement Paid by the Employer (\$) (Classic)	Deferred Compensation	Longevity pay at 10 Years	Certification/Ed ucation Pay	Certification/Ed ucation Pay Notes	Total Cash	Ranking (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Short Term Disability/S DI	Social Security	Retiree Health Savings Account	Total Comp	Employer's Portion of Retirement Paid by the Employee (%) (Classic)	Employer's Portion of Retirement Paid by the Employee (\$) (Classic)	Total Compensation minus ER portion of retirement paid by EE	Ranking (Total Compensation minus ER portion of retirement paid by EE)	Comments
Tahoe Truckee Sanitation Agency	Safety Officer	\$8,163	\$9,473	2	8%	\$758	\$0	\$0	\$0	1x payment (not included)	\$10,231	2	\$83	\$2,942	\$211	\$100	\$44	\$0	\$95	\$137	\$0	\$13,843	0%	\$0	\$13,843	2	
City of Roseville	Safety Coordinator	\$6,469	\$8,669	4	6.197%	\$537	\$260	\$0	\$0		\$9,466	3	\$1,515	inc	inc	inc	\$26	\$14	\$0	\$126	\$100	\$11,247	6.197%	\$537	\$10,710	4	
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Safety Coordinator	\$5,224	\$7,836	5	0%	\$0	\$0	\$250	\$0		\$8,086	5	\$1,848	inc	inc	inc	inc	\$43	\$0	\$114	\$0	\$10,091	0%	\$0	\$10,091	5	Occupational Health and Safety (OSHA) 30 certification within 90 days Specific assignments may require possession and maintenance of a valid Nevada Class A CDL driver's license with tanker and combination vehicle endorsements within six (6) months of hire. Certification in one (1) or more of the following areas: Certified Safety Specialist (CSP), Certified Environmental Manager (CEM), Certified Industrial Hygienist (CIH), Occupational Health and Safety Technologist (OHST), Construction Health and Safety Technologist (CHST) within one (1) year. Possess and maintain Incident Command System (ICS) 100/200 within six (6) months of hire and ICS 300 as soon as available.
Delta Diablo Sanitation District	Safety Manager	\$9,797	\$11,479	1	0%	\$0	\$608	\$0	\$0		\$12,087	1	\$0	\$2,524	\$217	\$31	\$19	\$19	\$0	\$853	\$0	\$15,749	0%	\$0	\$15,749	1	Does not supervise
EI Dorado Irrigation District	Safety and Security Officer	\$7,774	\$9,448	3	0%	\$0	\$0	\$0	\$0		\$9,448	4	\$0	\$1,624	\$136	\$17	\$3	\$0	\$0	\$723	\$0	\$11,951	0%	\$0	\$11,951	3	Also works on security
Incline Village General Improvement District	Safety Specialist	\$4,854	\$6,796	6	0%	\$0	\$204	\$0	\$0		\$7,000	6	\$1,266	inc	inc	inc	\$0.43	\$20	\$4	\$520	\$0	\$8,810	0%	\$0	\$8,810	6	
Mammoth Community Water District	No Comparable Class																										Regulatory Manager; Safety Training, Fleet Maintenance Officer
Napa Sanitation District	No Comparable Class																										
North Tahoe Public Utility District	No Comparable Class																										
South Tahoe Public Utility District	No Comparable Class																										
Squaw Valley Public Service District	No Comparable Class																										
Tahoe City Public Utility District	No Comparable Class																										
Truckee Donner Public Utility District	No Comparable Class																										
Truckee Sanitary District	No Comparable Class																										

Labor Market Median	\$8,669	\$9,448	\$10,710
% TTSA is Above or Below Median	8.49%	7.65%	22.64%
Labor Market Mean	\$8,846	\$9,218	\$11,462
% TTSA is Above or Below Mean	6.62%	9.90%	17.20%
Labor Market 75th Percentile	\$9,448	\$9,466	\$11,951
% TTSA is Above or Below 75th Percentile	0.26%	7.47%	13.67%
# Of Comparable Matches	5		TTSA's rank 50th percentile

Data effective as of 5.1.2019

APPENDIX B
MISCELLANEOUS BENEFIT DATA

**APPENDIX B2 - TABLE 1
COLA/Salary Increase Information**

Survey Agency	Last COLA/Increase (Date)	Last COLA/Increase (Amount)	Next COLA/Increase (Date)	Net COLA/Increase (Amount)
Tahoe Truckee Sanitation Agency	7/2018	3.45%	7/2019	3.45%
City of Roseville	Local 39 1/2018 Management 3/2019 IBEW 4/2019	Local 39 2% Management Varied by class IBEW Varied by class	Local 39 None Scheduled Management 1/2020 IBEW 5/2020	Local 39 NA- in negotiations Management 2% + varies by class IBEW Based on survey results
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	7/2018	2.7%	7/2019	1% - 3% CPI Based
Delta Diablo Sanitation District	7/2018	3.4%	7/2019	2% -5% CPI Based
El Dorado Irrigation District	1/2019	5%	1/2020	2% - 5% CPI Based
Incline Village General Improvement District	7/2018	2.4%	7/2019	TBD
Mammoth Community Water District	GEU 4/2019 Unrepresented Do not provide COLAs	GEU 3.5% Unrepresented Do not provide COLAs	GEU 4/2020 Unrepresented Do not provide COLAs	GEU 3.5% Unrepresented Do not provide COLAs
Napa Sanitation District	7/2018	2.75%	7/2019	2.75%
North Tahoe Public Utility District	7/2017	4.157% (PEPRA EE's received 2%)	TBD-in negotiations	TBD
South Tahoe Public Utility District	6/2019	2.5%	6/2019	2.5%
Squaw Valley Public Service District	7/2018	3.07% (GM was 4.07%)	None Scheduled	NA
Tahoe City Public Utility District	1/2019	3.61%	None Scheduled	NA
Truckee Donner Public Utility District	Represented 1/2019	Represented 3%	Represented None Scheduled	Represented NA

**APPENDIX B2 - TABLE 1
COLA/Salary Increase Information**

Survey Agency	Last COLA/Increase (Date)	Last COLA/Increase (Amount)	Next COLA/Increase (Date)	Net COLA/Increase (Amount)
	Unrepresented 1/2019	Unrepresented 2.7%	Unrepresented None Scheduled	Unrepresented NA
Truckee Sanitary District	6/2018	3%	7/2019	TBD In May

**APPENDIX B2- TABLE 2
Retirement Information
New Hire-Classic Employee**

Survey Agency	Retirement Agency	Retirement Benefit	Retirement Formula	18/19 Employer Contribution Normal Cost
<i>Tahoe Truckee Sanitation Agency</i>	<i>CalPERS</i>	<i>2.7% @ 55</i>	<i>H3Y</i>	<i>12.860%</i>
City of Roseville	CalPERS	2.7% @ 55	SHY	10.179%
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	NevPERS	2.25% @ 65 with 5 years 2.25% @ 62 with 10 years 2.25% @ 55 with 30 years 2.25% @ any age with 33.3 years	H3Y	28%
Delta Diablo Sanitation District	CalPERS	2% @ 55	H3Y	9.894%
El Dorado Irrigation District	CalPERS	2% @ 55	H3Y	10.529%
Incline Village General Improvement District	NA- Not PERS			
Mammoth Community Water District	NA- Not PERS			
Napa Sanitation District	CalPERS	2% @ 55	SHY	10.152%
North Tahoe Public Utility District	CalPERS	2% @ 55	Average last 3 years	8.892%
South Tahoe Public Utility District	CalPERS	2.7% @ 55	H3Y	11.569%
Squaw Valley Public Service District	CalPERS	2.7% @ 55	SHY	13.428%
Tahoe City Public Utility District	CalPERS	2.7% @ 55	SHY	12.212%
Truckee Donner Public Utility District	CalPERS	2.7% @ 55	Average last 3 years	11.569%
Truckee Sanitary District	CalPERS	2.7% @ 55	H3Y	11.569%

**APPENDIX B2 - TABLE 3
Education/Certification Pay**

Survey Agency	Education/Certification Pay
Tahoe Truckee Sanitation Agency	1x payment of \$250 for over certification within field of work (Not included in datasheets since 1x only payment)
City of Roseville	<p align="center">Local 39 5%- PE</p> <p>Management staff in the Parks, Recreation & Libraries Department will designate in writing three (3) Parks Maintenance Worker I/II and/or Senior Parks Maintenance Workers in writing by the department head to maintain their commercial driver's license and operate commercial vehicles/equipment as needed. The designated employees will be compensated at a rate of two and one-half percent (2.5%) of base salary higher than other parks maintenance staff.</p> <p>A one and one-half percent (1.5%) of base salary differential will be paid to employees in the classification of Senior Parks Maintenance Worker and Park Maintenance Worker II who possess a Playground Safety Inspector or Certified Pesticide Applicator certification and have been designated in writing by the department head to perform duties related to the certification. The Senior Worker is only eligible for compensation for one (1) of these two (2) certificates depending on area of assignment.</p> <p>The City shall pay two and one-half percent (2.5%) of base salary certificate pay to employees in the classification of Natural Resources Technician who possess an Arborist Certification and who have been designated in writing by the department head to perform duties related to the certification.</p> <p>Management staff in the Parks, Recreation & Libraries Department will designate in writing a minimum of two (2) but not more than four (4) Parks Maintenance Worker I/II and/or Senior Parks Maintenance Workers to maintain a Certified Pool Operator Certificate. The designated employees will be compensated at a rate of two and one-half percent (2.5%) of base salary. Employees are eligible for compensation for only one (1) of these two (2) certificates depending on area of assignment.</p> <p>Management staff in the Environmental Utilities Department will designate in writing a maximum of two (2) staff to maintain a crane certification. The designated employees will be compensated at a rate of two and one-half percent (2.5%) of base salary.</p> <p>Effective the first full pay period in January 2016 or upon approval of the City Council, whichever is latest, employees in the classifications of Street Maintenance Worker II and Senior Street Maintenance Worker who have been designated in writing by the department head to perform duties related to the certification and who possess a Certified Pesticide Applicator certification shall be eligible for a 1.5% of base salary differential.</p> <p>The City shall pay a two and one-half (2.5%) of base salary differential to employees in the classification of Refuse Truck Driver I or Refuse Truck Driver II, who possess and maintain a Class A commercial driver's license with applicable endorsements and operate commercial vehicles/equipment as needed. A maximum of three employees may be designated in writing by the department head to receive the differential.</p> <p>Employees in the Environmental Utilities Department will have the ability to earn a maximum of three percent (3%) (cumulative): Water Treatment Plant Operator 3- 1% for Grade 4 TPO; 1% for Grade 5 TPO; 1% for Distribution Operator Grade 2 or 3 Water Plant Operator 2 – 1% for each (Grade 3, 4, 5 TPO); 1% for Distribution Operator Grade 2 or 3 Wastewater Treatment Grade 3 Operator- 2% for WWTPO Grade 4 and 5; 1% for CWEA Collections Grade 1; 1% for Lab Cert Grade 1 Wastewater Treatment Grade 2 Operator- 1% for WTPO Grade 3, 4, 5; 1% for CWEA Collections Grade1; 1% for Lab Cert Grade 1</p> <p align="center">Management 5%-PE if not required except for Water Utility Manager and Wastewater Utility Manager</p>

**APPENDIX B2 - TABLE 3
Education/Certification Pay**

Survey Agency	Education/Certification Pay
	<p align="center">IBEW None</p>
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	<p align="center">None</p>
Delta Diablo Sanitation District	<p align="center">Local 1 Senior Operator with Grade IV= 3% Senior Management, Management, Unrepresented None</p>
El Dorado Irrigation District	<p align="center">None</p>
Incline Village General Improvement District	<p align="center">\$350-Class A (annual payment) \$250-Class B (annual payment)</p>
Mammoth Community Water District	<p align="center">None</p>
Napa Sanitation District	<p align="center">\$100/month- Class A (limited)</p>
North Tahoe Public Utility District	<p align="center">Classified 10% Max- certs vary by class Unclassified None</p>
South Tahoe Public Utility District	<p align="center">None</p>
Squaw Valley Public Service District	<p align="center">.5%- AWWA Distribution 1 .25%- DOHS Water Treatment 1 .5%- CWEA Collection System 1 .5%- Associate Degree any related field .5%- Bachelor's Degree any related field .5%- Notary Public 5%- UCD Personal Financial Planning 5%- UCD Management or Human Resources Development 1.5%- Successful completion of 3-Unit Course at an accredited college or university in job-related subject after 7/1/97. Each course requires prior approval of Manager 1.5%- Successful completion of 3 Continuing Education Units within a three-year period. Each course requires prior approval of Manager and a requirement to implement at least two items learned to improve District operation</p>

**APPENDIX B2 - TABLE 3
Education/Certification Pay**

Survey Agency	Education/Certification Pay
	<p align="center">1%- AWWA Financial Management 1.5%- The Dale Carnegie Training Course 2%- CSDA-Special District Leadership Academy Program Max of 7.5% for District Engineer, Finance/Admin Manager and Associate Engineer</p>
Tahoe City Public Utility District	None
Truckee Donner Public Utility District	<p align="center">Represented</p> <p>Employees within the water department (above the Technician-in-Training level) will receive \$350.00 per year per certification above what is required within their job description, limited to Water Department personnel only, two certificates per employee. This applies only to state treatment, distribution and cross connection specialist certifications. Paid in a lump sum in January each year. Upon written or electronic notification of completion of the requirements for the certification from the State of California or AWWA. Employees will be paid a prorated portion of the \$350 for the current year. This will be based on the date of certification.</p> <p align="center">Unrepresented None</p>
Truckee Sanitary District	1x award for Class A, Professional Certificate (AA, BA, MA) (not included in datasheets since it is 1x award)

**APPENDIX B2 - TABLE 4
Vacation Leave**

Agency	Year 1 (hours per year)	Year 6 (hours per year)	Year 11 (hours per year)	Year 16 (hours per year)	Max Accrual
Tahoe Truckee Sanitation Agency	Exempt 240	Exempt 240	Exempt 240	Exempt 240	Exempt 240
	Non Exempt 96	Non Exempt 120	Non Exempt 160	Non Exempt 184	Non Exempt 240
City of Roseville	96	112	128	144	2.5x- Local 39 2x- Management 2.5x- IBEW
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	120	169	185	205	480- OE Non-Supervisory 500- Management 500- OE Supervisory
Delta Diablo Sanitation District	80	128	144	168	400
El Dorado Irrigation District ¹	176	216	256	296	280 (excess moved to Bank B)
Incline Village General Improvement District	80	120	160	160	200
Mammoth Community Water District	80	136	152	15	240-GEU 320-Unrepresented
Napa Sanitation District	Rank/File & Supv 80	Rank/File & Supv 120	Rank/File & Supv 136	Rank/File & Supv 160	2x + 30 hours
	AMP/Unrepresented 120	AMP/Unrepresented 120	AMP/Unrepresented 136	AMP/Unrepresented 160	
North Tahoe Public Utility District	Classified 80	Classified 120	Classified 136	Classified 160	2x- Classified
	Unclassified 88	Unclassified 136	Unclassified 152	Unclassified 176	3x- Unclassified
South Tahoe Public Utility District	80	120	160	160	320- Local 39 2x- Mngt/At Will

¹ Paid Time Off (Vacation and sick leave combined)

**APPENDIX B2 - TABLE 4
Vacation Leave**

Agency	Year 1 (hours per year)	Year 6 (hours per year)	Year 11 (hours per year)	Year 16 (hours per year)	Max Accrual
Squaw Valley Public Service District	120	120	144	168	200
Tahoe City Public Utility District	Classified 120 Exempt/Mngt 160	Classified 176 Exempt/Mngt 216	Classified 216 Exempt/Mngt 256	Classified 224 Exempt/Mngt 264	320- Classified 360- Exempt 380- Mngt
Truckee Donner Public Utility District	Represented 80 Unrepresented 80	Represented 120 Unrepresented 120	Represented 160 Unrepresented 160	Represented 168 Unrepresented 160	360
Truckee Sanitary District	Non Exempt 96 Exempt 240	Non Exempt 120 Exempt 240	Non Exempt 120 Exempt 240	Non Exempt 160 Exempt 240	240

**APPENDIX B2 - TABLE 5
Sick Leave, Holidays, and Administrative Leave**

Agency	Sick Leave Annual Accrual (days/year)	Sick Leave Max Accrual	Fixed Holidays + Floating Holidays (number of holidays per year)	Administrative, Management Leave, Personal Leave (number of hours per year)
Tahoe Truckee Sanitation Agency	12	Unlimited	9 + 2 = 11	8 hours- Personal Leave for Non Exempt staff only
City of Roseville	12	Unlimited	11 + 1 = 12	45 hours- Local 39 Up to 100 hours- Management 45 hours- IBEW
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	16.25	Unlimited	11 + 0 = 11	16 hours- OE Non-Supervisory 24-40 hours- Management-varied by EE and determined by DH 16 hours- OE Supervisor
Delta Diablo Sanitation District	12	Unlimited	11 + 3 = 14	40 hours- Local 1 (if exempt) 40 hours- Sr. Mngt 40 hours- Mngt 40 hours- Unrepresented
El Dorado Irrigation District	Included under Vacation	NA	12 + 1 = 13	40 hours- Represented (if exempt) 40 hours- Supervisory Exempt 80 hours- Managers and Dept. Heads
Incline Village General Improvement District	12	Unlimited	11 + 0 = 11	None
Mammoth Community Water District	12	500 hours	9 + 3 = 12	0-GEU 80 hours- Unrepresented Management
Napa Sanitation District	12	Unlimited	11 + 0 = 11	28 hours- Rank/File 28 hours- Supervisory 96 hours + 28 hours- Management Classes and Unrepresented 72 hours + 28 hours- Certain management classes 128 hours + 28 hours- General Manager
North Tahoe Public Utility District	12	Unlimited	12 + 0 = 12	0- Classified 40 hours- Unclassified
South Tahoe Public Utility District	12	Unlimited	11 + 1 = 12 (Local 39) 9 + 3 = 12 (Mngt/At Will)	None

APPENDIX B2 - TABLE 5
Sick Leave, Holidays, and Administrative Leave

Agency	Sick Leave Annual Accrual (days/year)	Sick Leave Max Accrual	Fixed Holidays + Floating Holidays (number of holidays per year)	Administrative, Management Leave, Personal Leave (number of hours per year)
Squaw Valley Public Service District	12	Unlimited	11 + 0 = 11	No set hours
Tahoe City Public Utility District	8 (0-5 years) 6 (5+ years)	Unlimited	11 + 1 = 12	None
Truckee Donner Public Utility District	12	Unlimited	10 + 1 = 11	0- Represented 64 hours- Unrepresented
Truckee Sanitary District	12	2,000 hours	10 + 1 = 11	None

**APPENDIX B2 - TABLE 6
Retiree Health - (New Hires)**

Agency	Agency Contribution to Retiree Health Savings	Agency Monthly Contribution for Retiree	Agency Monthly Contribution for Retiree + 1	Agency Monthly Contribution for Retiree + 2	Vesting
Tahoe Truckee Sanitation Agency	\$0	100%	100%	100%	5 years
City of Roseville	\$100/month with 5 years of service	PEHMCA Minimum (\$136)	No additional contribution	No additional contribution	10 years with PERS 5 years with Agency
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	\$0	\$0	\$0	\$0	NA
Delta Diablo Sanitation District	\$0	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	10 years
El Dorado Irrigation District	\$0	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	10 years
Incline Village General Improvement District	\$0	\$0	\$0	\$0	NA
Mammoth Community Water District	\$0	\$0	\$0	\$0	NA
Napa Sanitation District	\$0	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	No additional contribution	No additional contribution	10 years
North Tahoe Public Utility District	\$0	\$0	\$0	\$0	NA
South Tahoe Public Utility District	\$0	\$0	\$0	\$0	NA
Squaw Valley Public Service District	\$0	PEHMCA Minimum (\$136)	No additional contribution	No additional contribution	10 years with PERS 5 years with Agency

**APPENDIX B2 - TABLE 6
Retiree Health - (New Hires)**

Agency	Agency Contribution to Retiree Health Savings	Agency Monthly Contribution for Retiree	Agency Monthly Contribution for Retiree + 1	Agency Monthly Contribution for Retiree + 2	Vesting
Tahoe City Public Utility District	\$0	PEHMCA Minimum (\$136)	No additional contribution	No additional contribution	10 years with PERS 5 years with Agency
Truckee Donner Public Utility District	\$0	10 years = 50%; + 5% for each additional year; to a max of \$475 (or \$375 if over age 65) with 20 years	10 years = 50%; + 5% for each additional year; to a max of \$725 with 20 years	10 years = 50%; + 5% for each additional year; to a max of \$725 with 20 years	10 years
Truckee Sanitary District	\$0	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	PERS Vesting 10 years = 50% +5% for each additional year 20 years = 100%	10 years

**APPENDIX B2 - TABLE 7
Stand By/On Call Pay**

Survey Agency	Stand-By/On Call Pay
Tahoe Truckee Sanitation Agency	Standby = 2.0 hours of OT for rolling 24-hour period or portion thereof
City of Roseville	<p align="center">Local 39/IBEW</p> <p align="center">Employees assigned to standby duty shall be compensated per the following schedule: Monday-Friday Standby 1.5 hours' straight time rate per day; Saturday, Sunday & Holiday Standby 3 hours' straight time rate per day; Weekly Standby 13.5 hours' straight time rate per week</p>
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	<p align="center">OE Non-Supervisory</p> <p align="center">Those Employees who have been directed by the Department Head or designee to Stand-By Duty on other than their normal work schedule during a given work week shall be entitled to stand-by pay at the rate of one-third (1/3) hour pay at the regular base hourly rate time worked.</p>
Delta Diablo Sanitation District	<p align="center">Local 1</p> <p align="center">Regularly Assigned Standby: Employees required to be on regularly scheduled standby (normally assigned weekly) shall be compensated at a weekly rate in addition to regular pay received for hours worked. The rate and process to be utilized for assigning regular standby shall be determined through a meet and confer process when it becomes apparent that regular assigned standby shall become part of District operations. If an employee is regularly assigned to be on standby for periods of less than one week, the rate shall be calculated hourly for time on standby.</p> <p align="center">Emergency Standby: Employees required to be on emergency standby will be compensated at the rate of one (1) hour pay for each four (4) hours on standby. This shall be in addition to any pay received for hours worked while on emergency standby.</p>
El Dorado Irrigation District	<p align="center">Represented</p> <p>Standby pay shall be \$3.36 per hour. Beginning January 1, 2017, any time that represented employees receive an across-the-board Cost of Living Adjustment increase, the hourly rate for standby shall be increased by the same percentage. (2) Standby pay for those employees requiring Internet connectivity or the use of a District laptop and air card while on standby shall have their Standby Pay in Section (D)(1) of this Article supplemented by an additional ten cents (\$0.10) per hour over and above the base standby rate.</p>
Incline Village General Improvement District	<p>All Pipeline Division, Treatment Plant Division, Water Treatment Plant, Water Distribution, Certified Grade I or higher Operators, shall be assigned "ON CALL" status. Employees designated as "ON CALL" shall use their best effort to respond to the lower Sweetwater shop, Treatment Plant, Burnt Cedar Plant or site of emergency within thirty (30) minutes regardless of weather conditions. "ON CALL" personnel will be provided a District vehicle. There shall be one member of the Pipeline Division and one member of the Treatment Division "ON CALL" 24 hours a day, 7 days per week, outside of regular business hours, on a rotating basis. When an employee is assigned "ON CALL", an employee may arrange for a qualified substitute employee, acceptable to the Employer, to fill the assignment. The "ON CALL" employee who is responsible for "ON CALL" duty will notify employer and gain approval of this substitution in advance.</p> <p align="center">\$61.87- Monday through Friday \$118.12- Weekends and Holidays</p> <p align="center">At the discretion of the Utilities Superintendent, multiple employees may be put on Emergency Standby in addition to the on call personnel. This could occur when a major event or disaster is occurring, or pending, such as a water or sewer emergency, fire, flood, blizzard etc. When an employee is called in outside of their regular scheduled work day for Emergency Standby, that employee shall be</p>

**APPENDIX B2 - TABLE 7
Stand By/On Call Pay**

Survey Agency	Stand-By/On Call Pay
	<p>paid from emergency portal to portal pay (i.e. paid for time spent traveling to the emergency from point of departure to work and back) at the appropriate overtime rate and receive the current GSA mileage reimbursement rate for transportation if they use a personal vehicle.</p> <p align="center">\$61.87- Monday through Friday \$118.12- Weekends and Holidays</p> <p>Lead snow watch entails one member of the Pipeline Division and Treatment Division who is responsible for determining the amount of snow that has fallen, calls the appropriate number of employees to remove the snow, starts the equipment, assigns the duties of the employees and participates in snow removal. This may require moving equipment and employees to different venues. The lead Snow Watch employee will check the quality of the snow removal of all venues and makes corrections as needed. The Lead Snow Watch employee will be provided a District vehicle.</p> <p align="center">\$61.87- Monday through Friday \$118.12- Weekends and Holidays</p> <p align="center">On call pay for the Information and Technology (IT) department is as follows \$50 (Saturday/Sunday)</p> <p>Snow watch standby shall be assigned and/or delegated by the Utilities Superintendent, based on the reasonable probability of snowfall. When significant snowstorms are probable in the opinion of the Utilities Superintendent or delegate, additional personnel may be put on snow watch standby. Employees are to be fit for duty and ready to work outside their regularly scheduled work period to assist in snow removal or related activities and remain within a reasonable response time. When this occurs, these additional employees shall be paid the Snow Watch Standby pay whether they are required to report to work outside of their regular shift or not. These additional employees are not required to remain within a 30-minute response area of their place of work unless in the opinion of the Utilities Superintendent an impending storm may restrict their ability to report to work in a timely manner, therefore the District shall provide appropriate temporary housing and meals for these employees. Employees assigned to Snow Watch Standby cannot be assigned Emergency Standby or On Call at the same time. Snow Watch Standby employees will be paid from portal to portal outside of their regular scheduled work days, at the appropriate overtime rate (time and one half or double time for holidays) and receive the current GSA mileage reimbursement rate for transportation if they use a personal vehicle and would be paid for time spent traveling from point of departure to work.</p> <p align="center">\$16.88- Monday through Friday \$35.12- Weekends and Holidays</p>
Mammoth Community Water District	<p align="center">GEU</p> <p align="center">Standby premium pay for Monday through Friday is forty-five dollars (\$45.00) per day. Standby premium pay for Saturday is fifty-six dollars (\$56.00) for the day. Standby premium pay for Sunday is sixty-eight dollars (\$68.00) for the day. Standby premium pay for DISTRICT recognized holidays is seventy-nine dollars (\$79.00) per day/holiday.</p>

**APPENDIX B2 - TABLE 7
Stand By/On Call Pay**

Survey Agency	Stand-By/On Call Pay
Napa Sanitation District	<p align="center">Rank/File Standby Duty</p> <p>Each employee in the Treatment-Operations Division and the Collections Department, on a rotating basis, shall be responsible for a period of standby duty of at least a week. The Department Head shall implement a schedule in the event the employees and Department Head cannot arrive at a mutually agreed to schedule. Employees may change the established schedule if the Department Head approves the change. In addition to hours actually worked on standby, the amount of compensation for employees serving weekly standby duty shall receive two (2) hour pay at regular time rate for each weekday and four (4) hours pay at regular time rate for each weekend day. Each employee shall receive four (4) regular time hours for each holiday day and night. All work performed shall be at an overtime rate (1-1/2 times regular time rate) with a two-hour minimum. All work performed shall be at an overtime rate with a two (2) hour minimum before midnight and a three (3) hour minimum between the hours of midnight and 5:30 am. Calls out after 5:30 am shall receive actual time worked or will be contiguous to the employee's work schedule. A paging system (beeper) or cellular phone will be provided to the employees who are on standby duty. For those employees on standby, a vehicle will also be provided for work use.</p> <p align="center">Supervisory Standby Duty</p> <p>Each employee in the Treatment-Operations Division and the Collections Department, on a rotating basis, shall be responsible for a period of standby duty of at least a week. The Department Head shall implement a schedule in the event the employees and Department Head cannot arrive at a mutually agreed to schedule. Employees may change the established schedule if the Department Head approves the change. In addition to hours actually worked on standby, the amount of compensation for employees serving weekly standby duty shall receive two (2) hour pay at regular time rate for each weekday and four (4) hours pay at regular time rate for each weekend day. Each employee shall receive four (4) regular time hours for each holiday day and night. All work performed shall be at an overtime rate (1-1/2 times regular time rate) with a two-hour minimum. All work performed shall be at an overtime rate with a two (2) hour minimum before midnight and a three (3) hour minimum between the hours of midnight and 5:30 am. Calls out after 5:30 am shall receive actual time worked or will be contiguous to the employee's work schedule. A paging system (beeper) or cellular phone will be provided to the employees who are on standby duty. For those employees on standby, a vehicle will also be provided for work use.</p>
North Tahoe Public Utility District	<p align="center">Classified</p> <p align="center">Effective July 1, 2015 EMPLOYEES will be paid a flat rate of \$398.00 per week.</p> <p align="center">Unclassified</p> <p>Employees assigned to on-call manager differential pay will be compensated \$398 per week; classifications that are exempt under FLSA overtime regulations shall not receive overtime compensation for any time worked as a result of being on standby and responding to a call.</p>
South Tahoe Public Utility District	<p align="center">Local 39</p> <p>Employees who are on Primary Standby for emergency work shall be paid \$4.50 per hour for each hour on standby, whether or not they are called to work. Holiday standby will be paid at the rate of \$4.50 per hour multiplied by the appropriate holiday rate.</p>

**APPENDIX B2 - TABLE 7
Stand By/On Call Pay**

Survey Agency	Stand-By/On Call Pay
	<p>Employees who are on Secondary Standby for emergency work shall be paid \$3.50 per hour for each hour on standby, whether or not they are called to work. Holiday standby will be paid at the rate of \$3.50 per hour multiplied by the appropriate holiday rate.</p>
Squaw Valley Public Service District	<p>A. In order to maintain a high standard of emergency service to the community, Operations Department personnel are required to be available for duty during off hour periods. This duty is assigned for one week periods on a rotating basis. [Amended by Ord. 90-4] B. Weekend Patrol duty requires the employee so assigned on weekend and holidays to check the District plant for any unusual conditions and to conduct specific assigned tasks. On-Call duty requires the employee so assigned to be ready to respond immediately to emergency service calls; to be able to be reached by telephone or message receiver; to remain within a sixty (60) minute normal travel time response distance of the District; and to refrain from SVPSD Administrative Code, Chapter 5 Division 6 Employment Hours, etc., activities which might impair the employee's ability to perform their assigned duties during the on-call period. [Added by Ord. 90-4; revised by Ord. 2008-03] C. An employee required to be on-call duty shall be compensated at a flat rate per weekday duty (Monday-Friday) and a flat rate for weekend duty (Saturday, Sunday and Holidays) according to the following schedule: Weekday Flat Rate = \$40.00 per day (per 2005-07 Utility MOU) \$80.00 Weekend Day Flat Rate = \$75.00 per day " \$100.00 [Added by Ord. 90-4; revised by Ord. 2008-03] An employee directed to respond to an emergency shall be compensated for the actual time required to respond, resolve and return from the call (two-hour minimum) or for one hour if the response is handled by utilizing the on-call laptop computer or phone. An employee directed to conduct weekend patrol (Saturday, Sunday and Holidays) shall be compensated for the actual time required to complete the assigned patrol duty (two-hour minimum) excluding commute time. [Added by Ord 90-4] E. An employee assigned to weekend patrol/on-call duty may be provided a District vehicle for response. The District vehicle is to be used solely for commuting to and from the District and for patrol or response to emergency service calls. F. If an employee wishes to use their personal vehicle for Weekend Patrol/On-Call Duty Service, they may do so. The District agrees to pay the current IRS mileage rate roundtrip for each trip the employee makes in their personal vehicle. It is the employee's responsibility to submit the claim form for mileage reimbursement and to provide proof of automobile insurance to the District.</p>
Tahoe City Public Utility District	<p align="center">Classified</p> <p>Any utilities or parks employee who is required to remain on standby for emergency work shall be assigned to standby duty for a one-week period and shall be compensated in the amount of \$65 per weekday and \$75 per weekend day and holiday. This compensation shall be all-inclusive for at-home, on-call duties including responding by phone to customers.</p>
Truckee Donner Public Utility District	<p align="center">Represented</p> <p>When an employee is assigned to standby on a scheduled work day, such employee will be paid three (3) hours at the straight time rate of pay for each fifteen and one-half (15 1/2) hour period or any portion thereof. When an employee is assigned to standby on a scheduled day off, including recognized holidays, such employee will be paid five (5) hours at the straight time rate of pay for each twenty-four (24) hour period or any portion thereof.</p>
Truckee Sanitary District	<p>Our employees receive the same on-call pay whether it's during the week, weekend, or holiday. They rotate in one-week shifts and receive \$79.68 per day or \$557.76 per week (contrary to amounts listed in attached handbook). If they respond to a call during their on-call shift, they additionally receive a minimum of 2 hours of OT.</p>

**APPENDIX B2 - TABLE 8
Housing Assistance**

Survey Agency	Housing Assistance
<i>Tahoe Truckee Sanitation Agency</i>	<i>None</i>
City of Roseville	None
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	None
Delta Diablo Sanitation District	None
El Dorado Irrigation District	None
Incline Village General Improvement District	None
Mammoth Community Water District	Own 4 condo's for Employee's to rent. Have 1st time home buyers down payment assistance program
Napa Sanitation District	Data Not Available
North Tahoe Public Utility District	Data Not Available
South Tahoe Public Utility District	None
Squaw Valley Public Service District	None
Tahoe City Public Utility District	Current GM contract includes Forgivable Loan Agreement in order to purchase housing within our District. No housing assistance offered to employees.
Truckee Donner Public Utility District	None
Truckee Sanitary District	None

**APPENDIX B2 - TABLE 9
Auto Allowance and Take Home Vehicles**

Survey Agency	Auto Allowance	Take Home Vehicle
<i>Tahoe Truckee Sanitation Agency</i>	<i>General Manager has a vehicle allowance as part of his contract</i>	<i>Chief Plant Operator, Operations Manager, Engineering Manager, IT Manager, Maintenance Manager, Administrative Services Manager</i>
City of Roseville	City Manager only	None
City of Sparks (Truckee Meadows Wastewater Reclamation Facility)	Data Not Available for specific classes; however, the City Manager is authorized to designate specific employees covered under this resolution to receive an auto allowance. This rate will be reviewed and adjusted by the I.R.S. published increase or decrease in allowable expense, effective the first complete pay period of July each year. The City Manager may, as auto travel requirements change for any position, add or remove designated employees to receive an auto allowance. If the auto allowance designation is removed for an employee, the auto allowance payment will continue for a period of ninety (90) days following the removal of such designation. Employees receiving an auto allowance are not entitled to use of a City vehicle unless authorized in advance by the City Manager. The City Manager may, with the approval of the Department Director, at the request of an employee covered under this Resolution designate employee to utilize a City vehicle for City business. Employee so designated shall be permitted to take the vehicle home for after hour's meetings or for emergency response. Employees designated to receive this option shall not be entitled to an Auto Allowance.	
Delta Diablo Sanitation District	\$500/month for GM, Business Services Director, Engineering Services Director/District Engineer, Resource Recovery Services Director, Public Information Manager	Operations Supervisor, potentially the Maintenance Supervisor
El Dorado Irrigation District	\$500/per month - General Manager, General Counsel, Director of Information Technology, Director of Engineering, Director of Finance	Director of Operations (He takes a District vehicle, but he could choose to get the \$500/month allowance, Wastewater/Recycled Water Manager, Drinking Water Manager, Hydroelectric Manager, Water Construction Supervisor, Collections Supervisor, Water Operations and Maintenance Supervisor
Incline Village General Improvement District	None	None
Mammoth Community Water District	None	General Manager, Operations Superintendent, Maintenance Superintendent
Napa Sanitation District	Data Not Available	Data Not Available
North Tahoe Public Utility District	\$500/month- General Manager	The Utility Operations Manager and the Utility Operations Supervisor both received the option to a District vehicle or vehicle allowance. Both chose a District vehicle.
South Tahoe Public Utility District	Manager of Field Operations, Manager of Plant Operations, Water Reuse Operations Manager receive a monthly auto allowance.	General Manager, Assistant General Manager.

**APPENDIX B2 - TABLE 9
Auto Allowance and Take Home Vehicles**

Survey Agency	Auto Allowance	Take Home Vehicle
	<p>Allowance is “calculated per the IRS Annual Lease Value method. All business mileage is required to be documented and the allowance will consist of the lease value of the vehicle plus personal mileage” (for GM and AGM). For the remaining positions, they are allowed minimal personal business that is conducted en route between job sites and/or between job site and home. Allowance method is “dependent upon the IRS Commuting Rule test for highly compensated employee. Should the Employee’s Annual Salary exceed the amount specified by the IRS, the allowance will be calculated per the IRS Annual Lease Value method. All business mileage is required to be documented and the allowance will consist of the lease value of the vehicle plus personal mileage. For employees who do not exceed the annual salary specified by the IRS, the allowance will be calculated per the IRS Commuting Rule. The allowance is determined by multiplying each one-way commute to/from home by \$1.50.”</p>	
Squaw Valley Public Service District	<p>Our District Engineer gets an auto allowance of \$2,500 for the year. The General Manager is allowed to fill up his truck from the District’s tank and we treat that as a taxable benefit. Depending on how many gallons and what the current rate is at the time, we will add that amount to his paycheck on a monthly basis.</p>	None
Tahoe City Public Utility District	<p>\$528/month- Dept. Heads \$584/month- General Manager</p>	<p>Utilities Superintendent and Parks Superintendent take home a District vehicle.</p>
Truckee Donner Public Utility District	None	<p>General Manger, Electric Utility Director, Electric Operations Manager, and Water Superintendent</p>
Truckee Sanitary District	<p>\$600/month- General Manager (and fuel from District fuel station)</p>	<p>O&M Superintendent and District Engineer (basically, whomever is participating in the Admin on Call pool, which is currently those two positions).</p>

APPENDIX C
SALARY MATRIX

Salary Matrix

Range	<i>1/2% between ranges/5% between steps</i>					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1 Hourly	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Biweekly	\$1,200.00	\$1,260.00	\$1,323.00	\$1,389.15	\$1,458.61	\$1,531.54
Monthly	\$2,600.00	\$2,730.00	\$2,866.50	\$3,009.83	\$3,160.32	\$3,318.33
Annual	\$31,200.00	\$32,760.00	\$34,398.00	\$36,117.90	\$37,923.80	\$39,819.98
2 Hourly	\$15.08	\$15.83	\$16.62	\$17.45	\$18.32	\$19.24
Biweekly	\$1,206.00	\$1,266.30	\$1,329.62	\$1,396.10	\$1,465.90	\$1,539.20
Monthly	\$2,613.00	\$2,743.65	\$2,880.83	\$3,024.87	\$3,176.12	\$3,334.92
Annual	\$31,356.00	\$32,923.80	\$34,569.99	\$36,298.49	\$38,113.41	\$40,019.08
3 Hourly	\$15.15	\$15.91	\$16.70	\$17.54	\$18.42	\$19.34
Biweekly	\$1,212.03	\$1,272.63	\$1,336.26	\$1,403.08	\$1,473.23	\$1,546.89
Monthly	\$2,626.07	\$2,757.37	\$2,895.24	\$3,040.00	\$3,192.00	\$3,351.60
Annual	\$31,512.78	\$33,088.42	\$34,742.84	\$36,479.98	\$38,303.98	\$40,219.18
4 Hourly	\$15.23	\$15.99	\$16.79	\$17.63	\$18.51	\$19.43
Biweekly	\$1,218.09	\$1,278.99	\$1,342.94	\$1,410.09	\$1,480.60	\$1,554.63
Monthly	\$2,639.20	\$2,771.16	\$2,909.71	\$3,055.20	\$3,207.96	\$3,368.36
Annual	\$31,670.34	\$33,253.86	\$34,916.55	\$36,662.38	\$38,495.50	\$40,420.28
5 Hourly	\$15.30	\$16.07	\$16.87	\$17.71	\$18.60	\$19.53
Biweekly	\$1,224.18	\$1,285.39	\$1,349.66	\$1,417.14	\$1,488.00	\$1,562.40
Monthly	\$2,652.39	\$2,785.01	\$2,924.26	\$3,070.47	\$3,224.00	\$3,385.20
Annual	\$31,828.70	\$33,420.13	\$35,091.14	\$36,845.69	\$38,687.98	\$40,622.38
6 Hourly	\$15.38	\$16.15	\$16.96	\$17.80	\$18.69	\$19.63
Biweekly	\$1,230.30	\$1,291.82	\$1,356.41	\$1,424.23	\$1,495.44	\$1,570.21
Monthly	\$2,665.65	\$2,798.94	\$2,938.88	\$3,085.83	\$3,240.12	\$3,402.12
Annual	\$31,987.84	\$33,587.23	\$35,266.59	\$37,029.92	\$38,881.42	\$40,825.49
7 Hourly	\$15.46	\$16.23	\$17.04	\$17.89	\$18.79	\$19.73
Biweekly	\$1,236.45	\$1,298.28	\$1,363.19	\$1,431.35	\$1,502.92	\$1,578.06
Monthly	\$2,678.98	\$2,812.93	\$2,953.58	\$3,101.26	\$3,256.32	\$3,419.13
Annual	\$32,147.78	\$33,755.17	\$35,442.93	\$37,215.07	\$39,075.83	\$41,029.62
8 Hourly	\$15.53	\$16.31	\$17.13	\$17.98	\$18.88	\$19.82
Biweekly	\$1,242.64	\$1,304.77	\$1,370.01	\$1,438.51	\$1,510.43	\$1,585.95
Monthly	\$2,692.38	\$2,827.00	\$2,968.35	\$3,116.76	\$3,272.60	\$3,436.23
Annual	\$32,308.52	\$33,923.94	\$35,620.14	\$37,401.15	\$39,271.20	\$41,234.76
9 Hourly	\$15.61	\$16.39	\$17.21	\$18.07	\$18.97	\$19.92
Biweekly	\$1,248.85	\$1,311.29	\$1,376.86	\$1,445.70	\$1,517.98	\$1,593.88
Monthly	\$2,705.84	\$2,841.13	\$2,983.19	\$3,132.35	\$3,288.96	\$3,453.41
Annual	\$32,470.06	\$34,093.56	\$35,798.24	\$37,588.15	\$39,467.56	\$41,440.94
10 Hourly	\$15.69	\$16.47	\$17.30	\$18.16	\$19.07	\$20.02
Biweekly	\$1,255.09	\$1,317.85	\$1,383.74	\$1,452.93	\$1,525.57	\$1,601.85
Monthly	\$2,719.37	\$2,855.34	\$2,998.10	\$3,148.01	\$3,305.41	\$3,470.68
Annual	\$32,632.41	\$34,264.03	\$35,977.23	\$37,776.09	\$39,664.90	\$41,648.14
11 Hourly	\$15.77	\$16.56	\$17.38	\$18.25	\$19.17	\$20.12
Biweekly	\$1,261.37	\$1,324.44	\$1,390.66	\$1,460.19	\$1,533.20	\$1,609.86
Monthly	\$2,732.96	\$2,869.61	\$3,013.09	\$3,163.75	\$3,321.94	\$3,488.03
Annual	\$32,795.57	\$34,435.35	\$36,157.12	\$37,964.97	\$39,863.22	\$41,856.38
12 Hourly	\$15.85	\$16.64	\$17.47	\$18.34	\$19.26	\$20.22
Biweekly	\$1,267.67	\$1,331.06	\$1,397.61	\$1,467.49	\$1,540.87	\$1,617.91
Monthly	\$2,746.63	\$2,883.96	\$3,028.16	\$3,179.57	\$3,338.54	\$3,505.47
Annual	\$32,959.55	\$34,607.53	\$36,337.90	\$38,154.80	\$40,062.54	\$42,065.67
13 Hourly	\$15.93	\$16.72	\$17.56	\$18.44	\$19.36	\$20.32
Biweekly	\$1,274.01	\$1,337.71	\$1,404.60	\$1,474.83	\$1,548.57	\$1,626.00
Monthly	\$2,760.36	\$2,898.38	\$3,043.30	\$3,195.46	\$3,355.24	\$3,523.00
Annual	\$33,124.35	\$34,780.57	\$36,519.59	\$38,345.57	\$40,262.85	\$42,275.99

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
14 Hourly	\$16.00	\$16.81	\$17.65	\$18.53	\$19.45	\$20.43
Biweekly	\$1,280.38	\$1,344.40	\$1,411.62	\$1,482.20	\$1,556.31	\$1,634.13
Monthly	\$2,774.16	\$2,912.87	\$3,058.52	\$3,211.44	\$3,372.01	\$3,540.61
Annual	\$33,289.97	\$34,954.47	\$36,702.19	\$38,537.30	\$40,464.17	\$42,487.37
15 Hourly	\$16.08	\$16.89	\$17.73	\$18.62	\$19.55	\$20.53
Biweekly	\$1,286.79	\$1,351.12	\$1,418.68	\$1,489.61	\$1,564.10	\$1,642.30
Monthly	\$2,788.03	\$2,927.44	\$3,073.81	\$3,227.50	\$3,388.87	\$3,558.32
Annual	\$33,456.42	\$35,129.24	\$36,885.70	\$38,729.99	\$40,666.49	\$42,699.81
16 Hourly	\$16.17	\$16.97	\$17.82	\$18.71	\$19.65	\$20.63
Biweekly	\$1,293.22	\$1,357.88	\$1,425.77	\$1,497.06	\$1,571.92	\$1,650.51
Monthly	\$2,801.98	\$2,942.07	\$3,089.18	\$3,243.64	\$3,405.82	\$3,576.11
Annual	\$33,623.70	\$35,304.89	\$37,070.13	\$38,923.64	\$40,869.82	\$42,913.31
17 Hourly	\$16.25	\$17.06	\$17.91	\$18.81	\$19.75	\$20.73
Biweekly	\$1,299.69	\$1,364.67	\$1,432.90	\$1,504.55	\$1,579.78	\$1,658.76
Monthly	\$2,815.98	\$2,956.78	\$3,104.62	\$3,259.85	\$3,422.85	\$3,593.99
Annual	\$33,791.82	\$35,481.41	\$37,255.48	\$39,118.26	\$41,074.17	\$43,127.88
18 Hourly	\$16.33	\$17.14	\$18.00	\$18.90	\$19.85	\$20.84
Biweekly	\$1,306.18	\$1,371.49	\$1,440.07	\$1,512.07	\$1,587.67	\$1,667.06
Monthly	\$2,830.06	\$2,971.57	\$3,120.15	\$3,276.15	\$3,439.96	\$3,611.96
Annual	\$33,960.78	\$35,658.82	\$37,441.76	\$39,313.85	\$41,279.54	\$43,343.52
19 Hourly	\$16.41	\$17.23	\$18.09	\$19.00	\$19.95	\$20.94
Biweekly	\$1,312.71	\$1,378.35	\$1,447.27	\$1,519.63	\$1,595.61	\$1,675.39
Monthly	\$2,844.22	\$2,986.43	\$3,135.75	\$3,292.53	\$3,457.16	\$3,630.02
Annual	\$34,130.58	\$35,837.11	\$37,628.97	\$39,510.42	\$41,485.94	\$43,560.23
20 Hourly	\$16.49	\$17.32	\$18.18	\$19.09	\$20.04	\$21.05
Biweekly	\$1,319.28	\$1,385.24	\$1,454.50	\$1,527.23	\$1,603.59	\$1,683.77
Monthly	\$2,858.44	\$3,001.36	\$3,151.43	\$3,309.00	\$3,474.45	\$3,648.17
Annual	\$34,301.24	\$36,016.30	\$37,817.11	\$39,707.97	\$41,693.37	\$43,778.03
21 Hourly	\$16.57	\$17.40	\$18.27	\$19.19	\$20.15	\$21.15
Biweekly	\$1,325.87	\$1,392.17	\$1,461.78	\$1,534.87	\$1,611.61	\$1,692.19
Monthly	\$2,872.73	\$3,016.36	\$3,167.18	\$3,325.54	\$3,491.82	\$3,666.41
Annual	\$34,472.74	\$36,196.38	\$38,006.20	\$39,906.51	\$41,901.83	\$43,996.93
22 Hourly	\$16.66	\$17.49	\$18.36	\$19.28	\$20.25	\$21.26
Biweekly	\$1,332.50	\$1,399.13	\$1,469.09	\$1,542.54	\$1,619.67	\$1,700.65
Monthly	\$2,887.09	\$3,031.45	\$3,183.02	\$3,342.17	\$3,509.28	\$3,684.74
Annual	\$34,645.11	\$36,377.36	\$38,196.23	\$40,106.04	\$42,111.34	\$44,216.91
23 Hourly	\$16.74	\$17.58	\$18.46	\$19.38	\$20.35	\$21.36
Biweekly	\$1,339.17	\$1,406.12	\$1,476.43	\$1,550.25	\$1,627.77	\$1,709.15
Monthly	\$2,901.53	\$3,046.60	\$3,198.93	\$3,358.88	\$3,526.82	\$3,703.17
Annual	\$34,818.33	\$36,559.25	\$38,387.21	\$40,306.57	\$42,321.90	\$44,437.99
24 Hourly	\$16.82	\$17.66	\$18.55	\$19.48	\$20.45	\$21.47
Biweekly	\$1,345.86	\$1,413.16	\$1,483.81	\$1,558.00	\$1,635.90	\$1,717.70
Monthly	\$2,916.04	\$3,061.84	\$3,214.93	\$3,375.68	\$3,544.46	\$3,721.68
Annual	\$34,992.42	\$36,742.04	\$38,579.15	\$40,508.10	\$42,533.51	\$44,660.18
25 Hourly	\$16.91	\$17.75	\$18.64	\$19.57	\$20.55	\$21.58
Biweekly	\$1,352.59	\$1,420.22	\$1,491.23	\$1,565.79	\$1,644.08	\$1,726.29
Monthly	\$2,930.62	\$3,077.15	\$3,231.00	\$3,392.55	\$3,562.18	\$3,740.29
Annual	\$35,167.39	\$36,925.75	\$38,772.04	\$40,710.64	\$42,746.18	\$44,883.49
26 Hourly	\$16.99	\$17.84	\$18.73	\$19.67	\$20.65	\$21.69
Biweekly	\$1,359.35	\$1,427.32	\$1,498.69	\$1,573.62	\$1,652.30	\$1,734.92
Monthly	\$2,945.27	\$3,092.53	\$3,247.16	\$3,409.52	\$3,579.99	\$3,758.99
Annual	\$35,343.22	\$37,110.38	\$38,965.90	\$40,914.20	\$42,959.91	\$45,107.90
27 Hourly	\$17.08	\$17.93	\$18.83	\$19.77	\$20.76	\$21.79
Biweekly	\$1,366.15	\$1,434.46	\$1,506.18	\$1,581.49	\$1,660.57	\$1,743.59

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly	\$2,959.99	\$3,107.99	\$3,263.39	\$3,426.56	\$3,597.89	\$3,777.79
Annual	\$35,519.94	\$37,295.93	\$39,160.73	\$41,118.77	\$43,174.71	\$45,333.44
28 Hourly	\$17.16	\$18.02	\$18.92	\$19.87	\$20.86	\$21.90
Biweekly	\$1,372.98	\$1,441.63	\$1,513.71	\$1,589.40	\$1,668.87	\$1,752.31
Monthly	\$2,974.79	\$3,123.53	\$3,279.71	\$3,443.70	\$3,615.88	\$3,796.68
Annual	\$35,697.54	\$37,482.41	\$39,356.54	\$41,324.36	\$43,390.58	\$45,560.11
29 Hourly	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.01
Biweekly	\$1,379.85	\$1,448.84	\$1,521.28	\$1,597.35	\$1,677.21	\$1,761.07
Monthly	\$2,989.67	\$3,139.15	\$3,296.11	\$3,460.92	\$3,633.96	\$3,815.66
Annual	\$35,876.03	\$37,669.83	\$39,553.32	\$41,530.98	\$43,607.53	\$45,787.91
30 Hourly	\$17.33	\$18.20	\$19.11	\$20.07	\$21.07	\$22.12
Biweekly	\$1,386.75	\$1,456.08	\$1,528.89	\$1,605.33	\$1,685.60	\$1,769.88
Monthly	\$3,004.62	\$3,154.85	\$3,312.59	\$3,478.22	\$3,652.13	\$3,834.74
Annual	\$36,055.41	\$37,858.18	\$39,751.08	\$41,738.64	\$43,825.57	\$46,016.85
31 Hourly	\$17.42	\$18.29	\$19.21	\$20.17	\$21.18	\$22.23
Biweekly	\$1,393.68	\$1,463.36	\$1,536.53	\$1,613.36	\$1,694.03	\$1,778.73
Monthly	\$3,019.64	\$3,170.62	\$3,329.15	\$3,495.61	\$3,670.39	\$3,853.91
Annual	\$36,235.68	\$38,047.47	\$39,949.84	\$41,947.33	\$44,044.70	\$46,246.93
32 Hourly	\$17.51	\$18.38	\$19.30	\$20.27	\$21.28	\$22.35
Biweekly	\$1,400.65	\$1,470.68	\$1,544.21	\$1,621.43	\$1,702.50	\$1,787.62
Monthly	\$3,034.74	\$3,186.48	\$3,345.80	\$3,513.09	\$3,688.74	\$3,873.18
Annual	\$36,416.86	\$38,237.70	\$40,149.59	\$42,157.07	\$44,264.92	\$46,478.17
33 Hourly	\$17.60	\$18.48	\$19.40	\$20.37	\$21.39	\$22.46
Biweekly	\$1,407.65	\$1,478.03	\$1,551.94	\$1,629.53	\$1,711.01	\$1,796.56
Monthly	\$3,049.91	\$3,202.41	\$3,362.53	\$3,530.65	\$3,707.19	\$3,892.55
Annual	\$36,598.95	\$38,428.89	\$40,350.34	\$42,367.85	\$44,486.25	\$46,710.56
34 Hourly	\$17.68	\$18.57	\$19.50	\$20.47	\$21.49	\$22.57
Biweekly	\$1,414.69	\$1,485.42	\$1,559.70	\$1,637.68	\$1,719.56	\$1,805.54
Monthly	\$3,065.16	\$3,218.42	\$3,379.34	\$3,548.31	\$3,725.72	\$3,912.01
Annual	\$36,781.94	\$38,621.04	\$40,552.09	\$42,579.69	\$44,708.68	\$46,944.11
35 Hourly	\$17.77	\$18.66	\$19.59	\$20.57	\$21.60	\$22.68
Biweekly	\$1,421.76	\$1,492.85	\$1,567.49	\$1,645.87	\$1,728.16	\$1,814.57
Monthly	\$3,080.49	\$3,234.51	\$3,396.24	\$3,566.05	\$3,744.35	\$3,931.57
Annual	\$36,965.85	\$38,814.14	\$40,754.85	\$42,792.59	\$44,932.22	\$47,178.83
36 Hourly	\$17.86	\$18.75	\$19.69	\$20.68	\$21.71	\$22.80
Biweekly	\$1,428.87	\$1,500.32	\$1,575.33	\$1,654.10	\$1,736.80	\$1,823.64
Monthly	\$3,095.89	\$3,250.68	\$3,413.22	\$3,583.88	\$3,763.07	\$3,951.23
Annual	\$37,150.68	\$39,008.21	\$40,958.62	\$43,006.55	\$45,156.88	\$47,414.73
37 Hourly	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82	\$22.91
Biweekly	\$1,436.02	\$1,507.82	\$1,583.21	\$1,662.37	\$1,745.49	\$1,832.76
Monthly	\$3,111.37	\$3,266.94	\$3,430.28	\$3,601.80	\$3,781.89	\$3,970.98
Annual	\$37,336.43	\$39,203.25	\$41,163.42	\$43,221.59	\$45,382.67	\$47,651.80
38 Hourly	\$18.04	\$18.94	\$19.89	\$20.88	\$21.93	\$23.02
Biweekly	\$1,443.20	\$1,515.36	\$1,591.12	\$1,670.68	\$1,754.21	\$1,841.93
Monthly	\$3,126.93	\$3,283.27	\$3,447.44	\$3,619.81	\$3,800.80	\$3,990.84
Annual	\$37,523.11	\$39,399.27	\$41,369.23	\$43,437.70	\$45,609.58	\$47,890.06
39 Hourly	\$18.13	\$19.04	\$19.99	\$20.99	\$22.04	\$23.14
Biweekly	\$1,450.41	\$1,522.93	\$1,599.08	\$1,679.03	\$1,762.99	\$1,851.13
Monthly	\$3,142.56	\$3,299.69	\$3,464.67	\$3,637.91	\$3,819.80	\$4,010.79
Annual	\$37,710.73	\$39,596.27	\$41,576.08	\$43,654.88	\$45,837.63	\$48,129.51
40 Hourly	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15	\$23.25
Biweekly	\$1,457.66	\$1,530.55	\$1,607.08	\$1,687.43	\$1,771.80	\$1,860.39
Monthly	\$3,158.27	\$3,316.19	\$3,482.00	\$3,656.10	\$3,838.90	\$4,030.85
Annual	\$37,899.28	\$39,794.25	\$41,783.96	\$43,873.16	\$46,066.82	\$48,370.16

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
41 Hourly	\$18.31	\$19.23	\$20.19	\$21.20	\$22.26	\$23.37
Biweekly	\$1,464.95	\$1,538.20	\$1,615.11	\$1,695.87	\$1,780.66	\$1,869.69
Monthly	\$3,174.07	\$3,332.77	\$3,499.41	\$3,674.38	\$3,858.10	\$4,051.00
Annual	\$38,088.78	\$39,993.22	\$41,992.88	\$44,092.52	\$46,297.15	\$48,612.01
42 Hourly	\$18.40	\$19.32	\$20.29	\$21.30	\$22.37	\$23.49
Biweekly	\$1,472.28	\$1,545.89	\$1,623.19	\$1,704.35	\$1,789.56	\$1,879.04
Monthly	\$3,189.94	\$3,349.43	\$3,516.90	\$3,692.75	\$3,877.39	\$4,071.26
Annual	\$38,279.22	\$40,193.19	\$42,202.84	\$44,312.99	\$46,528.64	\$48,855.07
43 Hourly	\$18.50	\$19.42	\$20.39	\$21.41	\$22.48	\$23.61
Biweekly	\$1,479.64	\$1,553.62	\$1,631.30	\$1,712.87	\$1,798.51	\$1,888.44
Monthly	\$3,205.89	\$3,366.18	\$3,534.49	\$3,711.21	\$3,896.77	\$4,091.61
Annual	\$38,470.62	\$40,394.15	\$42,413.86	\$44,534.55	\$46,761.28	\$49,099.34
44 Hourly	\$18.59	\$19.52	\$20.49	\$21.52	\$22.59	\$23.72
Biweekly	\$1,487.04	\$1,561.39	\$1,639.46	\$1,721.43	\$1,807.50	\$1,897.88
Monthly	\$3,221.91	\$3,383.01	\$3,552.16	\$3,729.77	\$3,916.26	\$4,112.07
Annual	\$38,662.97	\$40,596.12	\$42,625.93	\$44,757.22	\$46,995.09	\$49,344.84
45 Hourly	\$18.68	\$19.61	\$20.60	\$21.63	\$22.71	\$23.84
Biweekly	\$1,494.47	\$1,569.20	\$1,647.66	\$1,730.04	\$1,816.54	\$1,907.37
Monthly	\$3,238.02	\$3,399.93	\$3,569.92	\$3,748.42	\$3,935.84	\$4,132.63
Annual	\$38,856.29	\$40,799.10	\$42,839.06	\$44,981.01	\$47,230.06	\$49,591.56
46 Hourly	\$18.77	\$19.71	\$20.70	\$21.73	\$22.82	\$23.96
Biweekly	\$1,501.94	\$1,577.04	\$1,655.89	\$1,738.69	\$1,825.62	\$1,916.90
Monthly	\$3,254.21	\$3,416.92	\$3,587.77	\$3,767.16	\$3,955.52	\$4,153.29
Annual	\$39,050.57	\$41,003.10	\$43,053.25	\$45,205.92	\$47,466.21	\$49,839.52
47 Hourly	\$18.87	\$19.81	\$20.80	\$21.84	\$22.93	\$24.08
Biweekly	\$1,509.45	\$1,584.93	\$1,664.17	\$1,747.38	\$1,834.75	\$1,926.49
Monthly	\$3,270.49	\$3,434.01	\$3,605.71	\$3,786.00	\$3,975.30	\$4,174.06
Annual	\$39,245.82	\$41,208.11	\$43,268.52	\$45,431.95	\$47,703.54	\$50,088.72
48 Hourly	\$18.96	\$19.91	\$20.91	\$21.95	\$23.05	\$24.20
Biweekly	\$1,517.00	\$1,592.85	\$1,672.49	\$1,756.12	\$1,843.93	\$1,936.12
Monthly	\$3,286.84	\$3,451.18	\$3,623.74	\$3,804.93	\$3,995.17	\$4,194.93
Annual	\$39,442.05	\$41,414.15	\$43,484.86	\$45,659.10	\$47,942.06	\$50,339.16
49 Hourly	\$19.06	\$20.01	\$21.01	\$22.06	\$23.16	\$24.32
Biweekly	\$1,524.59	\$1,600.82	\$1,680.86	\$1,764.90	\$1,853.15	\$1,945.80
Monthly	\$3,303.27	\$3,468.44	\$3,641.86	\$3,823.95	\$4,015.15	\$4,215.90
Annual	\$39,639.26	\$41,621.22	\$43,702.29	\$45,887.40	\$48,181.77	\$50,590.86
50 Hourly	\$19.15	\$20.11	\$21.12	\$22.17	\$23.28	\$24.44
Biweekly	\$1,532.21	\$1,608.82	\$1,689.26	\$1,773.72	\$1,862.41	\$1,955.53
Monthly	\$3,319.79	\$3,485.78	\$3,660.07	\$3,843.07	\$4,035.22	\$4,236.98
Annual	\$39,837.46	\$41,829.33	\$43,920.80	\$46,116.84	\$48,422.68	\$50,843.81
51 Hourly	\$19.25	\$20.21	\$21.22	\$22.28	\$23.40	\$24.57
Biweekly	\$1,539.87	\$1,616.86	\$1,697.71	\$1,782.59	\$1,871.72	\$1,965.31
Monthly	\$3,336.39	\$3,503.21	\$3,678.37	\$3,862.29	\$4,055.40	\$4,258.17
Annual	\$40,036.65	\$42,038.48	\$44,140.40	\$46,347.42	\$48,664.79	\$51,098.03
52 Hourly	\$19.34	\$20.31	\$21.33	\$22.39	\$23.51	\$24.69
Biweekly	\$1,547.57	\$1,624.95	\$1,706.20	\$1,791.51	\$1,881.08	\$1,975.14
Monthly	\$3,353.07	\$3,520.72	\$3,696.76	\$3,881.60	\$4,075.68	\$4,279.46
Annual	\$40,236.83	\$42,248.67	\$44,361.10	\$46,579.16	\$48,908.12	\$51,353.52
53 Hourly	\$19.44	\$20.41	\$21.43	\$22.51	\$23.63	\$24.81
Biweekly	\$1,555.31	\$1,633.07	\$1,714.73	\$1,800.46	\$1,890.49	\$1,985.01
Monthly	\$3,369.83	\$3,538.33	\$3,715.24	\$3,901.00	\$4,096.05	\$4,300.86
Annual	\$40,438.01	\$42,459.91	\$44,582.91	\$46,812.05	\$49,152.66	\$51,610.29
54 Hourly	\$19.54	\$20.52	\$21.54	\$22.62	\$23.75	\$24.94
Biweekly	\$1,563.08	\$1,641.24	\$1,723.30	\$1,809.47	\$1,899.94	\$1,994.94

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly	\$3,386.68	\$3,556.02	\$3,733.82	\$3,920.51	\$4,116.54	\$4,322.36
Annual	\$40,640.20	\$42,672.21	\$44,805.82	\$47,046.11	\$49,398.42	\$51,868.34
55 Hourly	\$19.64	\$20.62	\$21.65	\$22.73	\$23.87	\$25.06
Biweekly	\$1,570.90	\$1,649.45	\$1,731.92	\$1,818.51	\$1,909.44	\$2,004.91
Monthly	\$3,403.62	\$3,573.80	\$3,752.49	\$3,940.11	\$4,137.12	\$4,343.97
Annual	\$40,843.40	\$42,885.57	\$45,029.85	\$47,281.35	\$49,645.41	\$52,127.68
56 Hourly	\$19.73	\$20.72	\$21.76	\$22.85	\$23.99	\$25.19
Biweekly	\$1,578.75	\$1,657.69	\$1,740.58	\$1,827.61	\$1,918.99	\$2,014.94
Monthly	\$3,420.64	\$3,591.67	\$3,771.25	\$3,959.81	\$4,157.80	\$4,365.69
Annual	\$41,047.62	\$43,100.00	\$45,255.00	\$47,517.75	\$49,893.64	\$52,388.32
57 Hourly	\$19.83	\$20.82	\$21.87	\$22.96	\$24.11	\$25.31
Biweekly	\$1,586.65	\$1,665.98	\$1,749.28	\$1,836.74	\$1,928.58	\$2,025.01
Monthly	\$3,437.74	\$3,609.63	\$3,790.11	\$3,979.61	\$4,178.59	\$4,387.52
Annual	\$41,252.86	\$43,315.50	\$45,481.28	\$47,755.34	\$50,143.11	\$52,650.26
58 Hourly	\$19.93	\$20.93	\$21.98	\$23.07	\$24.23	\$25.44
Biweekly	\$1,594.58	\$1,674.31	\$1,758.03	\$1,845.93	\$1,938.22	\$2,035.14
Monthly	\$3,454.93	\$3,627.67	\$3,809.06	\$3,999.51	\$4,199.49	\$4,409.46
Annual	\$41,459.12	\$43,532.08	\$45,708.68	\$47,994.12	\$50,393.82	\$52,913.51
59 Hourly	\$20.03	\$21.03	\$22.09	\$23.19	\$24.35	\$25.57
Biweekly	\$1,602.55	\$1,682.68	\$1,766.82	\$1,855.16	\$1,947.92	\$2,045.31
Monthly	\$3,472.20	\$3,645.81	\$3,828.10	\$4,019.51	\$4,220.48	\$4,431.51
Annual	\$41,666.42	\$43,749.74	\$45,937.23	\$48,234.09	\$50,645.79	\$53,178.08
60 Hourly	\$20.13	\$21.14	\$22.20	\$23.31	\$24.47	\$25.69
Biweekly	\$1,610.57	\$1,691.10	\$1,775.65	\$1,864.43	\$1,957.65	\$2,055.54
Monthly	\$3,489.56	\$3,664.04	\$3,847.24	\$4,039.60	\$4,241.59	\$4,453.66
Annual	\$41,874.75	\$43,968.49	\$46,166.91	\$48,475.26	\$50,899.02	\$53,443.97
61 Hourly	\$20.23	\$21.24	\$22.31	\$23.42	\$24.59	\$25.82
Biweekly	\$1,618.62	\$1,699.55	\$1,784.53	\$1,873.76	\$1,967.44	\$2,065.82
Monthly	\$3,507.01	\$3,682.36	\$3,866.48	\$4,059.80	\$4,262.79	\$4,475.93
Annual	\$42,084.12	\$44,188.33	\$46,397.75	\$48,717.63	\$51,153.52	\$53,711.19
62 Hourly	\$20.33	\$21.35	\$22.42	\$23.54	\$24.72	\$25.95
Biweekly	\$1,626.71	\$1,708.05	\$1,793.45	\$1,883.12	\$1,977.28	\$2,076.14
Monthly	\$3,524.55	\$3,700.77	\$3,885.81	\$4,080.10	\$4,284.11	\$4,498.31
Annual	\$42,294.55	\$44,409.27	\$46,629.74	\$48,961.22	\$51,409.28	\$53,979.75
63 Hourly	\$20.44	\$21.46	\$22.53	\$23.66	\$24.84	\$26.08
Biweekly	\$1,634.85	\$1,716.59	\$1,802.42	\$1,892.54	\$1,987.17	\$2,086.52
Monthly	\$3,542.17	\$3,719.28	\$3,905.24	\$4,100.50	\$4,305.53	\$4,520.80
Annual	\$42,506.02	\$44,631.32	\$46,862.88	\$49,206.03	\$51,666.33	\$54,249.65
64 Hourly	\$20.54	\$21.56	\$22.64	\$23.78	\$24.96	\$26.21
Biweekly	\$1,643.02	\$1,725.17	\$1,811.43	\$1,902.00	\$1,997.10	\$2,096.96
Monthly	\$3,559.88	\$3,737.87	\$3,924.77	\$4,121.00	\$4,327.06	\$4,543.41
Annual	\$42,718.55	\$44,854.48	\$47,097.20	\$49,452.06	\$51,924.66	\$54,520.90
65 Hourly	\$20.64	\$21.67	\$22.76	\$23.89	\$25.09	\$26.34
Biweekly	\$1,651.24	\$1,733.80	\$1,820.49	\$1,911.51	\$2,007.09	\$2,107.44
Monthly	\$3,577.68	\$3,756.56	\$3,944.39	\$4,141.61	\$4,348.69	\$4,566.12
Annual	\$42,932.14	\$45,078.75	\$47,332.69	\$49,699.32	\$52,184.29	\$54,793.50
66 Hourly	\$20.74	\$21.78	\$22.87	\$24.01	\$25.21	\$26.47
Biweekly	\$1,659.49	\$1,742.47	\$1,829.59	\$1,921.07	\$2,017.12	\$2,117.98
Monthly	\$3,595.57	\$3,775.35	\$3,964.11	\$4,162.32	\$4,370.43	\$4,588.96
Annual	\$43,146.80	\$45,304.14	\$47,569.35	\$49,947.82	\$52,445.21	\$55,067.47
67 Hourly	\$20.85	\$21.89	\$22.98	\$24.13	\$25.34	\$26.61
Biweekly	\$1,667.79	\$1,751.18	\$1,838.74	\$1,930.68	\$2,027.21	\$2,128.57
Monthly	\$3,613.54	\$3,794.22	\$3,983.93	\$4,183.13	\$4,392.29	\$4,611.90
Annual	\$43,362.54	\$45,530.66	\$47,807.20	\$50,197.56	\$52,707.43	\$55,342.80

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
68 Hourly	\$20.95	\$22.00	\$23.10	\$24.25	\$25.47	\$26.74
Biweekly	\$1,676.13	\$1,759.94	\$1,847.93	\$1,940.33	\$2,037.35	\$2,139.21
Monthly	\$3,631.61	\$3,813.19	\$4,003.85	\$4,204.05	\$4,414.25	\$4,634.96
Annual	\$43,579.35	\$45,758.32	\$48,046.23	\$50,448.54	\$52,970.97	\$55,619.52
69 Hourly	\$21.06	\$22.11	\$23.21	\$24.38	\$25.59	\$26.87
Biweekly	\$1,684.51	\$1,768.73	\$1,857.17	\$1,950.03	\$2,047.53	\$2,149.91
Monthly	\$3,649.77	\$3,832.26	\$4,023.87	\$4,225.07	\$4,436.32	\$4,658.13
Annual	\$43,797.25	\$45,987.11	\$48,286.46	\$50,700.79	\$53,235.83	\$55,897.62
70 Hourly	\$21.16	\$22.22	\$23.33	\$24.50	\$25.72	\$27.01
Biweekly	\$1,692.93	\$1,777.58	\$1,866.46	\$1,959.78	\$2,057.77	\$2,160.66
Monthly	\$3,668.02	\$3,851.42	\$4,043.99	\$4,246.19	\$4,458.50	\$4,681.43
Annual	\$44,016.23	\$46,217.04	\$48,527.90	\$50,954.29	\$53,502.00	\$56,177.10
71 Hourly	\$21.27	\$22.33	\$23.45	\$24.62	\$25.85	\$27.14
Biweekly	\$1,701.40	\$1,786.47	\$1,875.79	\$1,969.58	\$2,068.06	\$2,171.46
Monthly	\$3,686.36	\$3,870.68	\$4,064.21	\$4,267.42	\$4,480.79	\$4,704.83
Annual	\$44,236.31	\$46,448.13	\$48,770.53	\$51,209.06	\$53,769.51	\$56,457.99
72 Hourly	\$21.37	\$22.44	\$23.56	\$24.74	\$25.98	\$27.28
Biweekly	\$1,709.90	\$1,795.40	\$1,885.17	\$1,979.43	\$2,078.40	\$2,182.32
Monthly	\$3,704.79	\$3,890.03	\$4,084.53	\$4,288.76	\$4,503.20	\$4,728.36
Annual	\$44,457.49	\$46,680.37	\$49,014.39	\$51,465.11	\$54,038.36	\$56,740.28
73 Hourly	\$21.48	\$22.55	\$23.68	\$24.87	\$26.11	\$27.42
Biweekly	\$1,718.45	\$1,804.38	\$1,894.59	\$1,989.32	\$2,088.79	\$2,193.23
Monthly	\$3,723.32	\$3,909.48	\$4,104.95	\$4,310.20	\$4,525.71	\$4,752.00
Annual	\$44,679.78	\$46,913.77	\$49,259.46	\$51,722.43	\$54,308.55	\$57,023.98
74 Hourly	\$21.59	\$22.67	\$23.80	\$24.99	\$26.24	\$27.55
Biweekly	\$1,727.05	\$1,813.40	\$1,904.07	\$1,999.27	\$2,099.23	\$2,204.20
Monthly	\$3,741.93	\$3,929.03	\$4,125.48	\$4,331.75	\$4,548.34	\$4,775.76
Annual	\$44,903.18	\$47,148.34	\$49,505.76	\$51,981.04	\$54,580.10	\$57,309.10
75 Hourly	\$21.70	\$22.78	\$23.92	\$25.12	\$26.37	\$27.69
Biweekly	\$1,735.68	\$1,822.46	\$1,913.59	\$2,009.27	\$2,109.73	\$2,215.22
Monthly	\$3,760.64	\$3,948.67	\$4,146.11	\$4,353.41	\$4,571.08	\$4,799.64
Annual	\$45,127.70	\$47,384.08	\$49,753.29	\$52,240.95	\$54,853.00	\$57,595.65
76 Hourly	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50	\$27.83
Biweekly	\$1,744.36	\$1,831.58	\$1,923.16	\$2,019.31	\$2,120.28	\$2,226.29
Monthly	\$3,779.44	\$3,968.42	\$4,166.84	\$4,375.18	\$4,593.94	\$4,823.64
Annual	\$45,353.33	\$47,621.00	\$50,002.05	\$52,502.15	\$55,127.26	\$57,883.62
77 Hourly	\$21.91	\$23.01	\$24.16	\$25.37	\$26.64	\$27.97
Biweekly	\$1,753.08	\$1,840.73	\$1,932.77	\$2,029.41	\$2,130.88	\$2,237.42
Monthly	\$3,798.34	\$3,988.26	\$4,187.67	\$4,397.06	\$4,616.91	\$4,847.75
Annual	\$45,580.10	\$47,859.11	\$50,252.06	\$52,764.66	\$55,402.90	\$58,173.04
78 Hourly	\$22.02	\$23.12	\$24.28	\$25.49	\$26.77	\$28.11
Biweekly	\$1,761.85	\$1,849.94	\$1,942.44	\$2,039.56	\$2,141.54	\$2,248.61
Monthly	\$3,817.33	\$4,008.20	\$4,208.61	\$4,419.04	\$4,639.99	\$4,871.99
Annual	\$45,808.00	\$48,098.40	\$50,503.32	\$53,028.49	\$55,679.91	\$58,463.91
79 Hourly	\$22.13	\$23.24	\$24.40	\$25.62	\$26.90	\$28.25
Biweekly	\$1,770.66	\$1,859.19	\$1,952.15	\$2,049.76	\$2,152.24	\$2,259.85
Monthly	\$3,836.42	\$4,028.24	\$4,229.65	\$4,441.14	\$4,663.19	\$4,896.35
Annual	\$46,037.04	\$48,338.89	\$50,755.84	\$53,293.63	\$55,958.31	\$58,756.23
80 Hourly	\$22.24	\$23.36	\$24.52	\$25.75	\$27.04	\$28.39
Biweekly	\$1,779.51	\$1,868.48	\$1,961.91	\$2,060.00	\$2,163.00	\$2,271.15
Monthly	\$3,855.60	\$4,048.38	\$4,250.80	\$4,463.34	\$4,686.51	\$4,920.83
Annual	\$46,267.23	\$48,580.59	\$51,009.62	\$53,560.10	\$56,238.10	\$59,050.01
81 Hourly	\$22.36	\$23.47	\$24.65	\$25.88	\$27.17	\$28.53
Biweekly	\$1,788.41	\$1,877.83	\$1,971.72	\$2,070.30	\$2,173.82	\$2,282.51

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly	\$3,874.88	\$4,068.62	\$4,272.06	\$4,485.66	\$4,709.94	\$4,945.44
Annual	\$46,498.56	\$48,823.49	\$51,264.67	\$53,827.90	\$56,519.29	\$59,345.26
82 Hourly	\$22.47	\$23.59	\$24.77	\$26.01	\$27.31	\$28.67
Biweekly	\$1,797.35	\$1,887.22	\$1,981.58	\$2,080.66	\$2,184.69	\$2,293.92
Monthly	\$3,894.25	\$4,088.97	\$4,293.42	\$4,508.09	\$4,733.49	\$4,970.17
Annual	\$46,731.06	\$49,067.61	\$51,520.99	\$54,097.04	\$56,801.89	\$59,641.99
83 Hourly	\$22.58	\$23.71	\$24.89	\$26.14	\$27.45	\$28.82
Biweekly	\$1,806.34	\$1,896.65	\$1,991.48	\$2,091.06	\$2,195.61	\$2,305.39
Monthly	\$3,913.73	\$4,109.41	\$4,314.88	\$4,530.63	\$4,757.16	\$4,995.02
Annual	\$46,964.71	\$49,312.95	\$51,778.59	\$54,367.52	\$57,085.90	\$59,940.20
84 Hourly	\$22.69	\$23.83	\$25.02	\$26.27	\$27.58	\$28.96
Biweekly	\$1,815.37	\$1,906.14	\$2,001.44	\$2,101.51	\$2,206.59	\$2,316.92
Monthly	\$3,933.29	\$4,129.96	\$4,336.46	\$4,553.28	\$4,780.94	\$5,019.99
Annual	\$47,199.53	\$49,559.51	\$52,037.49	\$54,639.36	\$57,371.33	\$60,239.90
85 Hourly	\$22.81	\$23.95	\$25.14	\$26.40	\$27.72	\$29.11
Biweekly	\$1,824.44	\$1,915.67	\$2,011.45	\$2,112.02	\$2,217.62	\$2,328.50
Monthly	\$3,952.96	\$4,150.61	\$4,358.14	\$4,576.05	\$4,804.85	\$5,045.09
Annual	\$47,435.53	\$49,807.31	\$52,297.67	\$54,912.56	\$57,658.19	\$60,541.10
86 Hourly	\$22.92	\$24.07	\$25.27	\$26.53	\$27.86	\$29.25
Biweekly	\$1,833.57	\$1,925.24	\$2,021.51	\$2,122.58	\$2,228.71	\$2,340.15
Monthly	\$3,972.73	\$4,171.36	\$4,379.93	\$4,598.93	\$4,828.87	\$5,070.32
Annual	\$47,672.71	\$50,056.35	\$52,559.16	\$55,187.12	\$57,946.48	\$60,843.80
87 Hourly	\$23.03	\$24.19	\$25.40	\$26.66	\$28.00	\$29.40
Biweekly	\$1,842.73	\$1,934.87	\$2,031.61	\$2,133.19	\$2,239.85	\$2,351.85
Monthly	\$3,992.59	\$4,192.22	\$4,401.83	\$4,621.92	\$4,853.02	\$5,095.67
Annual	\$47,911.07	\$50,306.63	\$52,821.96	\$55,463.06	\$58,236.21	\$61,148.02
88 Hourly	\$23.15	\$24.31	\$25.52	\$26.80	\$28.14	\$29.55
Biweekly	\$1,851.95	\$1,944.54	\$2,041.77	\$2,143.86	\$2,251.05	\$2,363.61
Monthly	\$4,012.55	\$4,213.18	\$4,423.84	\$4,645.03	\$4,877.28	\$5,121.15
Annual	\$48,150.63	\$50,558.16	\$53,086.07	\$55,740.37	\$58,527.39	\$61,453.76
89 Hourly	\$23.27	\$24.43	\$25.65	\$26.93	\$28.28	\$29.69
Biweekly	\$1,861.21	\$1,954.27	\$2,051.98	\$2,154.58	\$2,262.31	\$2,375.42
Monthly	\$4,032.62	\$4,234.25	\$4,445.96	\$4,668.26	\$4,901.67	\$5,146.75
Annual	\$48,391.38	\$50,810.95	\$53,351.50	\$56,019.07	\$58,820.03	\$61,761.03
90 Hourly	\$23.38	\$24.55	\$25.78	\$27.07	\$28.42	\$29.84
Biweekly	\$1,870.51	\$1,964.04	\$2,062.24	\$2,165.35	\$2,273.62	\$2,387.30
Monthly	\$4,052.78	\$4,255.42	\$4,468.19	\$4,691.60	\$4,926.18	\$5,172.49
Annual	\$48,633.34	\$51,065.01	\$53,618.26	\$56,299.17	\$59,114.13	\$62,069.83
91 Hourly	\$23.50	\$24.67	\$25.91	\$27.20	\$28.56	\$29.99
Biweekly	\$1,879.87	\$1,973.86	\$2,072.55	\$2,176.18	\$2,284.99	\$2,399.24
Monthly	\$4,073.04	\$4,276.69	\$4,490.53	\$4,715.06	\$4,950.81	\$5,198.35
Annual	\$48,876.51	\$51,320.33	\$53,886.35	\$56,580.67	\$59,409.70	\$62,380.18
92 Hourly	\$23.62	\$24.80	\$26.04	\$27.34	\$28.71	\$30.14
Biweekly	\$1,889.26	\$1,983.73	\$2,082.91	\$2,187.06	\$2,296.41	\$2,411.23
Monthly	\$4,093.41	\$4,298.08	\$4,512.98	\$4,738.63	\$4,975.56	\$5,224.34
Annual	\$49,120.89	\$51,576.93	\$54,155.78	\$56,863.57	\$59,706.75	\$62,692.08
93 Hourly	\$23.73	\$24.92	\$26.17	\$27.47	\$28.85	\$30.29
Biweekly	\$1,898.71	\$1,993.65	\$2,093.33	\$2,198.00	\$2,307.90	\$2,423.29
Monthly	\$4,113.87	\$4,319.57	\$4,535.55	\$4,762.32	\$5,000.44	\$5,250.46
Annual	\$49,366.49	\$51,834.82	\$54,426.56	\$57,147.89	\$60,005.28	\$63,005.54
94 Hourly	\$23.85	\$25.05	\$26.30	\$27.61	\$28.99	\$30.44
Biweekly	\$1,908.20	\$2,003.62	\$2,103.80	\$2,208.99	\$2,319.43	\$2,435.41
Monthly	\$4,134.44	\$4,341.17	\$4,558.22	\$4,786.14	\$5,025.44	\$5,276.71
Annual	\$49,613.33	\$52,093.99	\$54,698.69	\$57,433.63	\$60,305.31	\$63,320.57

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
95 Hourly	\$23.97	\$25.17	\$26.43	\$27.75	\$29.14	\$30.59
Biweekly	\$1,917.75	\$2,013.63	\$2,114.31	\$2,220.03	\$2,331.03	\$2,447.58
Monthly	\$4,155.12	\$4,362.87	\$4,581.02	\$4,810.07	\$5,050.57	\$5,303.10
Annual	\$49,861.39	\$52,354.46	\$54,972.18	\$57,720.79	\$60,606.83	\$63,637.18
96 Hourly	\$24.09	\$25.30	\$26.56	\$27.89	\$29.28	\$30.75
Biweekly	\$1,927.33	\$2,023.70	\$2,124.89	\$2,231.13	\$2,342.69	\$2,459.82
Monthly	\$4,175.89	\$4,384.69	\$4,603.92	\$4,834.12	\$5,075.82	\$5,329.61
Annual	\$50,110.70	\$52,616.23	\$55,247.05	\$58,009.40	\$60,909.87	\$63,955.36
97 Hourly	\$24.21	\$25.42	\$26.69	\$28.03	\$29.43	\$30.90
Biweekly	\$1,936.97	\$2,033.82	\$2,135.51	\$2,242.29	\$2,354.40	\$2,472.12
Monthly	\$4,196.77	\$4,406.61	\$4,626.94	\$4,858.29	\$5,101.20	\$5,356.26
Annual	\$50,361.25	\$52,879.32	\$55,523.28	\$58,299.44	\$61,214.42	\$64,275.14
98 Hourly	\$24.33	\$25.55	\$26.83	\$28.17	\$29.58	\$31.06
Biweekly	\$1,946.66	\$2,043.99	\$2,146.19	\$2,253.50	\$2,366.17	\$2,484.48
Monthly	\$4,217.75	\$4,428.64	\$4,650.07	\$4,882.58	\$5,126.71	\$5,383.04
Annual	\$50,613.06	\$53,143.71	\$55,800.90	\$58,590.94	\$61,520.49	\$64,596.51
99 Hourly	\$24.45	\$25.68	\$26.96	\$28.31	\$29.73	\$31.21
Biweekly	\$1,956.39	\$2,054.21	\$2,156.92	\$2,264.77	\$2,378.00	\$2,496.90
Monthly	\$4,238.84	\$4,450.79	\$4,673.33	\$4,906.99	\$5,152.34	\$5,409.96
Annual	\$50,866.12	\$53,409.43	\$56,079.90	\$58,883.90	\$61,828.09	\$64,919.50
100 Hourly	\$24.58	\$25.81	\$27.10	\$28.45	\$29.87	\$31.37
Biweekly	\$1,966.17	\$2,064.48	\$2,167.70	\$2,276.09	\$2,389.89	\$2,509.39
Monthly	\$4,260.04	\$4,473.04	\$4,696.69	\$4,931.53	\$5,178.10	\$5,437.01
Annual	\$51,120.45	\$53,676.48	\$56,360.30	\$59,178.32	\$62,137.23	\$65,244.09
101 Hourly	\$24.70	\$25.94	\$27.23	\$28.59	\$30.02	\$31.52
Biweekly	\$1,976.00	\$2,074.80	\$2,178.54	\$2,287.47	\$2,401.84	\$2,521.94
Monthly	\$4,281.34	\$4,495.40	\$4,720.18	\$4,956.18	\$5,203.99	\$5,464.19
Annual	\$51,376.06	\$53,944.86	\$56,642.10	\$59,474.21	\$62,447.92	\$65,570.31
102 Hourly	\$24.82	\$26.06	\$27.37	\$28.74	\$30.17	\$31.68
Biweekly	\$1,985.88	\$2,085.18	\$2,189.44	\$2,298.91	\$2,413.85	\$2,534.54
Monthly	\$4,302.74	\$4,517.88	\$4,743.78	\$4,980.96	\$5,230.01	\$5,491.51
Annual	\$51,632.94	\$54,214.58	\$56,925.31	\$59,771.58	\$62,760.16	\$65,898.17
103 Hourly	\$24.95	\$26.20	\$27.50	\$28.88	\$30.32	\$31.84
Biweekly	\$1,995.81	\$2,095.60	\$2,200.38	\$2,310.40	\$2,425.92	\$2,547.22
Monthly	\$4,324.26	\$4,540.47	\$4,767.49	\$5,005.87	\$5,256.16	\$5,518.97
Annual	\$51,891.10	\$54,485.66	\$57,209.94	\$60,070.44	\$63,073.96	\$66,227.66
104 Hourly	\$25.07	\$26.33	\$27.64	\$29.02	\$30.48	\$32.00
Biweekly	\$2,005.79	\$2,106.08	\$2,211.38	\$2,321.95	\$2,438.05	\$2,559.95
Monthly	\$4,345.88	\$4,563.17	\$4,791.33	\$5,030.90	\$5,282.44	\$5,546.57
Annual	\$52,150.56	\$54,758.09	\$57,495.99	\$60,370.79	\$63,389.33	\$66,558.79
105 Hourly	\$25.20	\$26.46	\$27.78	\$29.17	\$30.63	\$32.16
Biweekly	\$2,015.82	\$2,116.61	\$2,222.44	\$2,333.56	\$2,450.24	\$2,572.75
Monthly	\$4,367.61	\$4,585.99	\$4,815.29	\$5,056.05	\$5,308.86	\$5,574.30
Annual	\$52,411.31	\$55,031.88	\$57,783.47	\$60,672.64	\$63,706.28	\$66,891.59
106 Hourly	\$25.32	\$26.59	\$27.92	\$29.32	\$30.78	\$32.32
Biweekly	\$2,025.90	\$2,127.19	\$2,233.55	\$2,345.23	\$2,462.49	\$2,585.62
Monthly	\$4,389.45	\$4,608.92	\$4,839.37	\$5,081.33	\$5,335.40	\$5,602.17
Annual	\$52,673.37	\$55,307.04	\$58,072.39	\$60,976.01	\$64,024.81	\$67,226.05
107 Hourly	\$25.45	\$26.72	\$28.06	\$29.46	\$30.94	\$32.48
Biweekly	\$2,036.03	\$2,137.83	\$2,244.72	\$2,356.96	\$2,474.81	\$2,598.55
Monthly	\$4,411.39	\$4,631.96	\$4,863.56	\$5,106.74	\$5,362.08	\$5,630.18
Annual	\$52,936.73	\$55,583.57	\$58,362.75	\$61,280.89	\$64,344.93	\$67,562.18
108 Hourly	\$25.58	\$26.86	\$28.20	\$29.61	\$31.09	\$32.64
Biweekly	\$2,046.21	\$2,148.52	\$2,255.94	\$2,368.74	\$2,487.18	\$2,611.54

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly	\$4,433.45	\$4,655.12	\$4,887.88	\$5,132.27	\$5,388.89	\$5,658.33
Annual	\$53,201.42	\$55,861.49	\$58,654.56	\$61,587.29	\$64,666.66	\$67,899.99
109 Hourly	\$25.71	\$26.99	\$28.34	\$29.76	\$31.25	\$32.81
Biweekly	\$2,056.44	\$2,159.26	\$2,267.22	\$2,380.59	\$2,499.61	\$2,624.60
Monthly	\$4,455.62	\$4,678.40	\$4,912.32	\$5,157.94	\$5,415.83	\$5,686.62
Annual	\$53,467.42	\$56,140.80	\$58,947.84	\$61,895.23	\$64,989.99	\$68,239.49
110 Hourly	\$25.83	\$27.13	\$28.48	\$29.91	\$31.40	\$32.97
Biweekly	\$2,066.72	\$2,170.06	\$2,278.56	\$2,392.49	\$2,512.11	\$2,637.72
Monthly	\$4,477.90	\$4,701.79	\$4,936.88	\$5,183.73	\$5,442.91	\$5,715.06
Annual	\$53,734.76	\$56,421.50	\$59,242.57	\$62,204.70	\$65,314.94	\$68,580.69
111 Hourly	\$25.96	\$27.26	\$28.62	\$30.06	\$31.56	\$33.14
Biweekly	\$2,077.06	\$2,180.91	\$2,289.95	\$2,404.45	\$2,524.67	\$2,650.91
Monthly	\$4,500.29	\$4,725.30	\$4,961.57	\$5,209.64	\$5,470.13	\$5,743.63
Annual	\$54,003.44	\$56,703.61	\$59,538.79	\$62,515.73	\$65,641.51	\$68,923.59
112 Hourly	\$26.09	\$27.40	\$28.77	\$30.21	\$31.72	\$33.30
Biweekly	\$2,087.44	\$2,191.81	\$2,301.40	\$2,416.47	\$2,537.30	\$2,664.16
Monthly	\$4,522.79	\$4,748.93	\$4,986.37	\$5,235.69	\$5,497.48	\$5,772.35
Annual	\$54,273.45	\$56,987.13	\$59,836.48	\$62,828.31	\$65,969.72	\$69,268.21
113 Hourly	\$26.22	\$27.53	\$28.91	\$30.36	\$31.87	\$33.47
Biweekly	\$2,097.88	\$2,202.77	\$2,312.91	\$2,428.56	\$2,549.98	\$2,677.48
Monthly	\$4,545.40	\$4,772.67	\$5,011.31	\$5,261.87	\$5,524.96	\$5,801.21
Annual	\$54,544.82	\$57,272.06	\$60,135.66	\$63,142.45	\$66,299.57	\$69,614.55
114 Hourly	\$26.35	\$27.67	\$29.06	\$30.51	\$32.03	\$33.64
Biweekly	\$2,108.37	\$2,213.79	\$2,324.47	\$2,440.70	\$2,562.73	\$2,690.87
Monthly	\$4,568.13	\$4,796.54	\$5,036.36	\$5,288.18	\$5,552.59	\$5,830.22
Annual	\$54,817.54	\$57,558.42	\$60,436.34	\$63,458.16	\$66,631.07	\$69,962.62
115 Hourly	\$26.49	\$27.81	\$29.20	\$30.66	\$32.19	\$33.80
Biweekly	\$2,118.91	\$2,224.85	\$2,336.10	\$2,452.90	\$2,575.55	\$2,704.32
Monthly	\$4,590.97	\$4,820.52	\$5,061.54	\$5,314.62	\$5,580.35	\$5,859.37
Annual	\$55,091.63	\$57,846.21	\$60,738.52	\$63,775.45	\$66,964.22	\$70,312.43
116 Hourly	\$26.62	\$27.95	\$29.35	\$30.81	\$32.36	\$33.97
Biweekly	\$2,129.50	\$2,235.98	\$2,347.78	\$2,465.17	\$2,588.42	\$2,717.85
Monthly	\$4,613.92	\$4,844.62	\$5,086.85	\$5,341.19	\$5,608.25	\$5,888.67
Annual	\$55,367.09	\$58,135.44	\$61,042.22	\$64,094.33	\$67,299.04	\$70,664.00
117 Hourly	\$26.75	\$28.09	\$29.49	\$30.97	\$32.52	\$34.14
Biweekly	\$2,140.15	\$2,247.16	\$2,359.52	\$2,477.49	\$2,601.37	\$2,731.44
Monthly	\$4,636.99	\$4,868.84	\$5,112.29	\$5,367.90	\$5,636.29	\$5,918.11
Annual	\$55,643.93	\$58,426.12	\$61,347.43	\$64,414.80	\$67,635.54	\$71,017.32
118 Hourly	\$26.89	\$28.23	\$29.64	\$31.12	\$32.68	\$34.31
Biweekly	\$2,150.85	\$2,258.39	\$2,371.31	\$2,489.88	\$2,614.37	\$2,745.09
Monthly	\$4,660.18	\$4,893.19	\$5,137.85	\$5,394.74	\$5,664.48	\$5,947.70
Annual	\$55,922.14	\$58,718.25	\$61,654.16	\$64,736.87	\$67,973.72	\$71,372.40
119 Hourly	\$27.02	\$28.37	\$29.79	\$31.28	\$32.84	\$34.49
Biweekly	\$2,161.61	\$2,269.69	\$2,383.17	\$2,502.33	\$2,627.45	\$2,758.82
Monthly	\$4,683.48	\$4,917.65	\$5,163.54	\$5,421.71	\$5,692.80	\$5,977.44
Annual	\$56,201.76	\$59,011.84	\$61,962.44	\$65,060.56	\$68,313.59	\$71,729.26
120 Hourly	\$27.16	\$28.51	\$29.94	\$31.44	\$33.01	\$34.66
Biweekly	\$2,172.41	\$2,281.03	\$2,395.09	\$2,514.84	\$2,640.58	\$2,772.61
Monthly	\$4,706.90	\$4,942.24	\$5,189.35	\$5,448.82	\$5,721.26	\$6,007.33
Annual	\$56,482.76	\$59,306.90	\$62,272.25	\$65,385.86	\$68,655.15	\$72,087.91
121 Hourly	\$27.29	\$28.66	\$30.09	\$31.59	\$33.17	\$34.83
Biweekly	\$2,183.28	\$2,292.44	\$2,407.06	\$2,527.41	\$2,653.79	\$2,786.48
Monthly	\$4,730.43	\$4,966.95	\$5,215.30	\$5,476.07	\$5,749.87	\$6,037.36
Annual	\$56,765.18	\$59,603.44	\$62,583.61	\$65,712.79	\$68,998.43	\$72,448.35

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
122 Hourly	\$27.43	\$28.80	\$30.24	\$31.75	\$33.34	\$35.01
Biweekly	\$2,194.19	\$2,303.90	\$2,419.10	\$2,540.05	\$2,667.05	\$2,800.41
Monthly	\$4,754.08	\$4,991.79	\$5,241.38	\$5,503.45	\$5,778.62	\$6,067.55
Annual	\$57,049.00	\$59,901.45	\$62,896.53	\$66,041.35	\$69,343.42	\$72,810.59
123 Hourly	\$27.56	\$28.94	\$30.39	\$31.91	\$33.50	\$35.18
Biweekly	\$2,205.16	\$2,315.42	\$2,431.19	\$2,552.75	\$2,680.39	\$2,814.41
Monthly	\$4,777.85	\$5,016.75	\$5,267.58	\$5,530.96	\$5,807.51	\$6,097.89
Annual	\$57,334.25	\$60,200.96	\$63,211.01	\$66,371.56	\$69,690.14	\$73,174.64
124 Hourly	\$27.70	\$29.09	\$30.54	\$32.07	\$33.67	\$35.36
Biweekly	\$2,216.19	\$2,327.00	\$2,443.35	\$2,565.52	\$2,693.79	\$2,828.48
Monthly	\$4,801.74	\$5,041.83	\$5,293.92	\$5,558.62	\$5,836.55	\$6,128.38
Annual	\$57,620.92	\$60,501.97	\$63,527.06	\$66,703.42	\$70,038.59	\$73,540.52
125 Hourly	\$27.84	\$29.23	\$30.69	\$32.23	\$33.84	\$35.53
Biweekly	\$2,227.27	\$2,338.63	\$2,455.57	\$2,578.34	\$2,707.26	\$2,842.62
Monthly	\$4,825.75	\$5,067.04	\$5,320.39	\$5,586.41	\$5,865.73	\$6,159.02
Annual	\$57,909.02	\$60,804.48	\$63,844.70	\$67,036.93	\$70,388.78	\$73,908.22
126 Hourly	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01	\$35.71
Biweekly	\$2,238.41	\$2,350.33	\$2,467.84	\$2,591.24	\$2,720.80	\$2,856.84
Monthly	\$4,849.88	\$5,092.37	\$5,346.99	\$5,614.34	\$5,895.06	\$6,189.81
Annual	\$58,198.57	\$61,108.50	\$64,163.92	\$67,372.12	\$70,740.73	\$74,277.76
127 Hourly	\$28.12	\$29.53	\$31.00	\$32.55	\$34.18	\$35.89
Biweekly	\$2,249.60	\$2,362.08	\$2,480.18	\$2,604.19	\$2,734.40	\$2,871.12
Monthly	\$4,874.13	\$5,117.84	\$5,373.73	\$5,642.42	\$5,924.54	\$6,220.76
Annual	\$58,489.56	\$61,414.04	\$64,484.74	\$67,708.98	\$71,094.43	\$74,649.15
128 Hourly	\$28.26	\$29.67	\$31.16	\$32.72	\$34.35	\$36.07
Biweekly	\$2,260.85	\$2,373.89	\$2,492.58	\$2,617.21	\$2,748.07	\$2,885.48
Monthly	\$4,898.50	\$5,143.43	\$5,400.60	\$5,670.63	\$5,954.16	\$6,251.87
Annual	\$58,782.01	\$61,721.11	\$64,807.17	\$68,047.53	\$71,449.90	\$75,022.40
129 Hourly	\$28.40	\$29.82	\$31.31	\$32.88	\$34.52	\$36.25
Biweekly	\$2,272.15	\$2,385.76	\$2,505.05	\$2,630.30	\$2,761.81	\$2,899.90
Monthly	\$4,922.99	\$5,169.14	\$5,427.60	\$5,698.98	\$5,983.93	\$6,283.13
Annual	\$59,075.92	\$62,029.72	\$65,131.20	\$68,387.76	\$71,807.15	\$75,397.51
130 Hourly	\$28.54	\$29.97	\$31.47	\$33.04	\$34.70	\$36.43
Biweekly	\$2,283.51	\$2,397.69	\$2,517.57	\$2,643.45	\$2,775.62	\$2,914.40
Monthly	\$4,947.61	\$5,194.99	\$5,454.74	\$5,727.48	\$6,013.85	\$6,314.54
Annual	\$59,371.30	\$62,339.87	\$65,456.86	\$68,729.70	\$72,166.19	\$75,774.50
131 Hourly	\$28.69	\$30.12	\$31.63	\$33.21	\$34.87	\$36.61
Biweekly	\$2,294.93	\$2,409.68	\$2,530.16	\$2,656.67	\$2,789.50	\$2,928.98
Monthly	\$4,972.35	\$5,220.96	\$5,482.01	\$5,756.11	\$6,043.92	\$6,346.11
Annual	\$59,668.16	\$62,651.56	\$65,784.14	\$69,073.35	\$72,527.02	\$76,153.37
132 Hourly	\$28.83	\$30.27	\$31.79	\$33.37	\$35.04	\$36.80
Biweekly	\$2,306.40	\$2,421.72	\$2,542.81	\$2,669.95	\$2,803.45	\$2,943.62
Monthly	\$4,997.21	\$5,247.07	\$5,509.42	\$5,784.89	\$6,074.14	\$6,377.84
Annual	\$59,966.50	\$62,964.82	\$66,113.06	\$69,418.72	\$72,889.65	\$76,534.14
133 Hourly	\$28.97	\$30.42	\$31.94	\$33.54	\$35.22	\$36.98
Biweekly	\$2,317.94	\$2,433.83	\$2,555.52	\$2,683.30	\$2,817.47	\$2,958.34
Monthly	\$5,022.19	\$5,273.30	\$5,536.97	\$5,813.82	\$6,104.51	\$6,409.73
Annual	\$60,266.33	\$63,279.65	\$66,443.63	\$69,765.81	\$73,254.10	\$76,916.81
134 Hourly	\$29.12	\$30.58	\$32.10	\$33.71	\$35.39	\$37.16
Biweekly	\$2,329.53	\$2,446.00	\$2,568.30	\$2,696.72	\$2,831.55	\$2,973.13
Monthly	\$5,047.31	\$5,299.67	\$5,564.65	\$5,842.89	\$6,135.03	\$6,441.78
Annual	\$60,567.66	\$63,596.04	\$66,775.85	\$70,114.64	\$73,620.37	\$77,301.39
135 Hourly	\$29.26	\$30.73	\$32.26	\$33.88	\$35.57	\$37.35
Biweekly	\$2,341.17	\$2,458.23	\$2,581.14	\$2,710.20	\$2,845.71	\$2,988.00

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly	\$5,072.54	\$5,326.17	\$5,592.48	\$5,872.10	\$6,165.71	\$6,473.99
Annual	\$60,870.50	\$63,914.03	\$67,109.73	\$70,465.21	\$73,988.47	\$77,687.90
136 Hourly	\$29.41	\$30.88	\$32.43	\$34.05	\$35.75	\$37.54
Biweekly	\$2,352.88	\$2,470.52	\$2,594.05	\$2,723.75	\$2,859.94	\$3,002.94
Monthly	\$5,097.90	\$5,352.80	\$5,620.44	\$5,901.46	\$6,196.53	\$6,506.36
Annual	\$61,174.85	\$64,233.60	\$67,445.27	\$70,817.54	\$74,358.42	\$78,076.34
137 Hourly	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93	\$37.72
Biweekly	\$2,364.64	\$2,482.88	\$2,607.02	\$2,737.37	\$2,874.24	\$3,017.95
Monthly	\$5,123.39	\$5,379.56	\$5,648.54	\$5,930.97	\$6,227.52	\$6,538.89
Annual	\$61,480.73	\$64,554.76	\$67,782.50	\$71,171.63	\$74,730.21	\$78,466.72
138 Hourly	\$29.71	\$31.19	\$32.75	\$34.39	\$36.11	\$37.91
Biweekly	\$2,376.47	\$2,495.29	\$2,620.05	\$2,751.06	\$2,888.61	\$3,033.04
Monthly	\$5,149.01	\$5,406.46	\$5,676.78	\$5,960.62	\$6,258.65	\$6,571.59
Annual	\$61,788.13	\$64,877.54	\$68,121.41	\$71,527.48	\$75,103.86	\$78,859.05
139 Hourly	\$29.85	\$31.35	\$32.91	\$34.56	\$36.29	\$38.10
Biweekly	\$2,388.35	\$2,507.77	\$2,633.15	\$2,764.81	\$2,903.05	\$3,048.21
Monthly	\$5,174.76	\$5,433.49	\$5,705.17	\$5,990.43	\$6,289.95	\$6,604.45
Annual	\$62,097.07	\$65,201.92	\$68,462.02	\$71,885.12	\$75,479.38	\$79,253.35
140 Hourly	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29
Biweekly	\$2,400.29	\$2,520.31	\$2,646.32	\$2,778.64	\$2,917.57	\$3,063.45
Monthly	\$5,200.63	\$5,460.66	\$5,733.69	\$6,020.38	\$6,321.40	\$6,637.47
Annual	\$62,407.56	\$65,527.93	\$68,804.33	\$72,244.55	\$75,856.77	\$79,649.61
141 Hourly	\$30.15	\$31.66	\$33.24	\$34.91	\$36.65	\$38.48
Biweekly	\$2,412.29	\$2,532.91	\$2,659.55	\$2,792.53	\$2,932.16	\$3,078.76
Monthly	\$5,226.63	\$5,487.96	\$5,762.36	\$6,050.48	\$6,353.00	\$6,670.66
Annual	\$62,719.59	\$65,855.57	\$69,148.35	\$72,605.77	\$76,236.06	\$80,047.86
142 Hourly	\$30.30	\$31.82	\$33.41	\$35.08	\$36.84	\$38.68
Biweekly	\$2,424.35	\$2,545.57	\$2,672.85	\$2,806.49	\$2,946.82	\$3,094.16
Monthly	\$5,252.77	\$5,515.40	\$5,791.17	\$6,080.73	\$6,384.77	\$6,704.01
Annual	\$63,033.19	\$66,184.85	\$69,494.09	\$72,968.80	\$76,617.24	\$80,448.10
143 Hourly	\$30.46	\$31.98	\$33.58	\$35.26	\$37.02	\$38.87
Biweekly	\$2,436.48	\$2,558.30	\$2,686.21	\$2,820.52	\$2,961.55	\$3,109.63
Monthly	\$5,279.03	\$5,542.98	\$5,820.13	\$6,111.14	\$6,416.69	\$6,737.53
Annual	\$63,348.36	\$66,515.78	\$69,841.56	\$73,333.64	\$77,000.33	\$80,850.34
144 Hourly	\$30.61	\$32.14	\$33.75	\$35.43	\$37.20	\$39.06
Biweekly	\$2,448.66	\$2,571.09	\$2,699.65	\$2,834.63	\$2,976.36	\$3,125.18
Monthly	\$5,305.42	\$5,570.70	\$5,849.23	\$6,141.69	\$6,448.78	\$6,771.22
Annual	\$63,665.10	\$66,848.35	\$70,190.77	\$73,700.31	\$77,385.33	\$81,254.59
145 Hourly	\$30.76	\$32.30	\$33.91	\$35.61	\$37.39	\$39.26
Biweekly	\$2,460.90	\$2,583.95	\$2,713.14	\$2,848.80	\$2,991.24	\$3,140.80
Monthly	\$5,331.95	\$5,598.55	\$5,878.48	\$6,172.40	\$6,481.02	\$6,805.07
Annual	\$63,983.43	\$67,182.60	\$70,541.73	\$74,068.81	\$77,772.25	\$81,660.87
146 Hourly	\$30.92	\$32.46	\$34.08	\$35.79	\$37.58	\$39.46
Biweekly	\$2,473.21	\$2,596.87	\$2,726.71	\$2,863.04	\$3,006.20	\$3,156.51
Monthly	\$5,358.61	\$5,626.54	\$5,907.87	\$6,203.26	\$6,513.43	\$6,839.10
Annual	\$64,303.34	\$67,518.51	\$70,894.44	\$74,439.16	\$78,161.11	\$82,069.17
147 Hourly	\$31.07	\$32.62	\$34.25	\$35.97	\$37.77	\$39.65
Biweekly	\$2,485.57	\$2,609.85	\$2,740.34	\$2,877.36	\$3,021.23	\$3,172.29
Monthly	\$5,385.40	\$5,654.68	\$5,937.41	\$6,234.28	\$6,545.99	\$6,873.29
Annual	\$64,624.86	\$67,856.10	\$71,248.91	\$74,811.35	\$78,551.92	\$82,479.52
148 Hourly	\$31.22	\$32.79	\$34.43	\$36.15	\$37.95	\$39.85
Biweekly	\$2,498.00	\$2,622.90	\$2,754.04	\$2,891.75	\$3,036.33	\$3,188.15
Monthly	\$5,412.33	\$5,682.95	\$5,967.10	\$6,265.45	\$6,578.72	\$6,907.66
Annual	\$64,947.98	\$68,195.38	\$71,605.15	\$75,185.41	\$78,944.68	\$82,891.91

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
149 Hourly	\$31.38	\$32.95	\$34.60	\$36.33	\$38.14	\$40.05
Biweekly	\$2,510.49	\$2,636.01	\$2,767.81	\$2,906.21	\$3,051.52	\$3,204.09
Monthly	\$5,439.39	\$5,711.36	\$5,996.93	\$6,296.78	\$6,611.62	\$6,942.20
Annual	\$65,272.72	\$68,536.36	\$71,963.18	\$75,561.34	\$79,339.40	\$83,306.37
150 Hourly	\$31.54	\$33.11	\$34.77	\$36.51	\$38.33	\$40.25
Biweekly	\$2,523.04	\$2,649.19	\$2,781.65	\$2,920.74	\$3,066.77	\$3,220.11
Monthly	\$5,466.59	\$5,739.92	\$6,026.92	\$6,328.26	\$6,644.68	\$6,976.91
Annual	\$65,599.09	\$68,879.04	\$72,322.99	\$75,939.14	\$79,736.10	\$83,722.91
151 Hourly	\$31.70	\$33.28	\$34.94	\$36.69	\$38.53	\$40.45
Biweekly	\$2,535.66	\$2,662.44	\$2,795.56	\$2,935.34	\$3,082.11	\$3,236.21
Monthly	\$5,493.92	\$5,768.62	\$6,057.05	\$6,359.90	\$6,677.90	\$7,011.79
Annual	\$65,927.08	\$69,223.44	\$72,684.61	\$76,318.84	\$80,134.78	\$84,141.52
152 Hourly	\$31.85	\$33.45	\$35.12	\$36.88	\$38.72	\$40.65
Biweekly	\$2,548.34	\$2,675.75	\$2,809.54	\$2,950.02	\$3,097.52	\$3,252.39
Monthly	\$5,521.39	\$5,797.46	\$6,087.34	\$6,391.70	\$6,711.29	\$7,046.85
Annual	\$66,256.72	\$69,569.55	\$73,048.03	\$76,700.43	\$80,535.45	\$84,562.23
153 Hourly	\$32.01	\$33.61	\$35.29	\$37.06	\$38.91	\$40.86
Biweekly	\$2,561.08	\$2,689.13	\$2,823.59	\$2,964.77	\$3,113.01	\$3,268.66
Monthly	\$5,549.00	\$5,826.45	\$6,117.77	\$6,423.66	\$6,744.84	\$7,082.09
Annual	\$66,588.00	\$69,917.40	\$73,413.27	\$77,083.94	\$80,938.13	\$84,985.04
154 Hourly	\$32.17	\$33.78	\$35.47	\$37.24	\$39.11	\$41.06
Biweekly	\$2,573.88	\$2,702.58	\$2,837.71	\$2,979.59	\$3,128.57	\$3,285.00
Monthly	\$5,576.75	\$5,855.58	\$6,148.36	\$6,455.78	\$6,778.57	\$7,117.50
Annual	\$66,920.94	\$70,266.99	\$73,780.34	\$77,469.35	\$81,342.82	\$85,409.96
155 Hourly	\$32.33	\$33.95	\$35.65	\$37.43	\$39.30	\$41.27
Biweekly	\$2,586.75	\$2,716.09	\$2,851.89	\$2,994.49	\$3,144.21	\$3,301.42
Monthly	\$5,604.63	\$5,884.86	\$6,179.10	\$6,488.06	\$6,812.46	\$7,153.08
Annual	\$67,255.55	\$70,618.32	\$74,149.24	\$77,856.70	\$81,749.54	\$85,837.01
156 Hourly	\$32.50	\$34.12	\$35.83	\$37.62	\$39.50	\$41.47
Biweekly	\$2,599.69	\$2,729.67	\$2,866.15	\$3,009.46	\$3,159.93	\$3,317.93
Monthly	\$5,632.65	\$5,914.28	\$6,210.00	\$6,520.50	\$6,846.52	\$7,188.85
Annual	\$67,591.82	\$70,971.42	\$74,519.99	\$78,245.99	\$82,158.28	\$86,266.20
157 Hourly	\$32.66	\$34.29	\$36.01	\$37.81	\$39.70	\$41.68
Biweekly	\$2,612.68	\$2,743.32	\$2,880.48	\$3,024.51	\$3,175.73	\$3,334.52
Monthly	\$5,660.82	\$5,943.86	\$6,241.05	\$6,553.10	\$6,880.76	\$7,224.79
Annual	\$67,929.78	\$71,326.27	\$74,892.59	\$78,637.22	\$82,569.08	\$86,697.53
158 Hourly	\$32.82	\$34.46	\$36.19	\$38.00	\$39.90	\$41.89
Biweekly	\$2,625.75	\$2,757.03	\$2,894.89	\$3,039.63	\$3,191.61	\$3,351.19
Monthly	\$5,689.12	\$5,973.58	\$6,272.25	\$6,585.87	\$6,915.16	\$7,260.92
Annual	\$68,269.43	\$71,682.90	\$75,267.05	\$79,030.40	\$82,981.92	\$87,131.02
159 Hourly	\$32.99	\$34.64	\$36.37	\$38.19	\$40.09	\$42.10
Biweekly	\$2,638.88	\$2,770.82	\$2,909.36	\$3,054.83	\$3,207.57	\$3,367.95
Monthly	\$5,717.56	\$6,003.44	\$6,303.62	\$6,618.80	\$6,949.74	\$7,297.22
Annual	\$68,610.78	\$72,041.32	\$75,643.38	\$79,425.55	\$83,396.83	\$87,566.67
160 Hourly	\$33.15	\$34.81	\$36.55	\$38.38	\$40.30	\$42.31
Biweekly	\$2,652.07	\$2,784.67	\$2,923.91	\$3,070.10	\$3,223.61	\$3,384.79
Monthly	\$5,746.15	\$6,033.46	\$6,335.13	\$6,651.89	\$6,984.48	\$7,333.71
Annual	\$68,953.83	\$72,401.52	\$76,021.60	\$79,822.68	\$83,813.82	\$88,004.51
161 Hourly	\$33.32	\$34.98	\$36.73	\$38.57	\$40.50	\$42.52
Biweekly	\$2,665.33	\$2,798.60	\$2,938.53	\$3,085.45	\$3,239.73	\$3,401.71
Monthly	\$5,774.88	\$6,063.63	\$6,366.81	\$6,685.15	\$7,019.41	\$7,370.38
Annual	\$69,298.60	\$72,763.53	\$76,401.71	\$80,221.79	\$84,232.88	\$88,444.53
162 Hourly	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.73
Biweekly	\$2,678.66	\$2,812.59	\$2,953.22	\$3,100.88	\$3,255.92	\$3,418.72

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$5,803.76	\$6,093.95	\$6,398.64	\$6,718.58	\$7,054.50	\$7,407.23
Annual	\$69,645.10	\$73,127.35	\$76,783.72	\$80,622.90	\$84,654.05	\$88,886.75
163 Hourly	\$33.65	\$35.33	\$37.10	\$38.95	\$40.90	\$42.95
Biweekly	\$2,692.05	\$2,826.65	\$2,967.99	\$3,116.39	\$3,272.20	\$3,435.81
Monthly	\$5,832.78	\$6,124.42	\$6,430.64	\$6,752.17	\$7,089.78	\$7,444.27
Annual	\$69,993.32	\$73,492.99	\$77,167.64	\$81,026.02	\$85,077.32	\$89,331.18
164 Hourly	\$33.82	\$35.51	\$37.29	\$39.15	\$41.11	\$43.16
Biweekly	\$2,705.51	\$2,840.79	\$2,982.83	\$3,131.97	\$3,288.57	\$3,452.99
Monthly	\$5,861.94	\$6,155.04	\$6,462.79	\$6,785.93	\$7,125.23	\$7,481.49
Annual	\$70,343.29	\$73,860.45	\$77,553.47	\$81,431.15	\$85,502.71	\$89,777.84
165 Hourly	\$33.99	\$35.69	\$37.47	\$39.35	\$41.31	\$43.38
Biweekly	\$2,719.04	\$2,854.99	\$2,997.74	\$3,147.63	\$3,305.01	\$3,470.26
Monthly	\$5,891.25	\$6,185.81	\$6,495.10	\$6,819.86	\$7,160.85	\$7,518.89
Annual	\$70,695.00	\$74,229.75	\$77,941.24	\$81,838.30	\$85,930.22	\$90,226.73
166 Hourly	\$34.16	\$35.87	\$37.66	\$39.54	\$41.52	\$43.60
Biweekly	\$2,732.63	\$2,869.27	\$3,012.73	\$3,163.37	\$3,321.53	\$3,487.61
Monthly	\$5,920.71	\$6,216.74	\$6,527.58	\$6,853.96	\$7,196.66	\$7,556.49
Annual	\$71,048.48	\$74,600.90	\$78,330.95	\$82,247.50	\$86,359.87	\$90,677.86
167 Hourly	\$34.33	\$36.05	\$37.85	\$39.74	\$41.73	\$43.81
Biweekly	\$2,746.30	\$2,883.61	\$3,027.79	\$3,179.18	\$3,338.14	\$3,505.05
Monthly	\$5,950.31	\$6,247.83	\$6,560.22	\$6,888.23	\$7,232.64	\$7,594.27
Annual	\$71,403.72	\$74,973.91	\$78,722.60	\$82,658.73	\$86,791.67	\$91,131.25
168 Hourly	\$34.50	\$36.23	\$38.04	\$39.94	\$41.94	\$44.03
Biweekly	\$2,760.03	\$2,898.03	\$3,042.93	\$3,195.08	\$3,354.83	\$3,522.57
Monthly	\$5,980.06	\$6,279.06	\$6,593.02	\$6,922.67	\$7,268.80	\$7,632.24
Annual	\$71,760.74	\$75,348.78	\$79,116.22	\$83,072.03	\$87,225.63	\$91,586.91
169 Hourly	\$34.67	\$36.41	\$38.23	\$40.14	\$42.15	\$44.25
Biweekly	\$2,773.83	\$2,912.52	\$3,058.15	\$3,211.05	\$3,371.61	\$3,540.19
Monthly	\$6,009.96	\$6,310.46	\$6,625.98	\$6,957.28	\$7,305.15	\$7,670.40
Annual	\$72,119.54	\$75,725.52	\$79,511.80	\$83,487.39	\$87,661.76	\$92,044.84
170 Hourly	\$34.85	\$36.59	\$38.42	\$40.34	\$42.36	\$44.47
Biweekly	\$2,787.70	\$2,927.08	\$3,073.44	\$3,227.11	\$3,388.46	\$3,557.89
Monthly	\$6,040.01	\$6,342.01	\$6,659.11	\$6,992.07	\$7,341.67	\$7,708.76
Annual	\$72,480.14	\$76,104.15	\$79,909.36	\$83,904.82	\$88,100.06	\$92,505.07
171 Hourly	\$35.02	\$36.77	\$38.61	\$40.54	\$42.57	\$44.70
Biweekly	\$2,801.64	\$2,941.72	\$3,088.80	\$3,243.24	\$3,405.41	\$3,575.68
Monthly	\$6,070.21	\$6,373.72	\$6,692.41	\$7,027.03	\$7,378.38	\$7,747.30
Annual	\$72,842.54	\$76,484.67	\$80,308.90	\$84,324.35	\$88,540.56	\$92,967.59
172 Hourly	\$35.20	\$36.96	\$38.80	\$40.74	\$42.78	\$44.92
Biweekly	\$2,815.64	\$2,956.43	\$3,104.25	\$3,259.46	\$3,422.43	\$3,593.56
Monthly	\$6,100.56	\$6,405.59	\$6,725.87	\$7,062.16	\$7,415.27	\$7,786.04
Annual	\$73,206.75	\$76,867.09	\$80,710.45	\$84,745.97	\$88,983.27	\$93,432.43
173 Hourly	\$35.37	\$37.14	\$39.00	\$40.95	\$42.99	\$45.14
Biweekly	\$2,829.72	\$2,971.21	\$3,119.77	\$3,275.76	\$3,439.55	\$3,611.52
Monthly	\$6,131.07	\$6,437.62	\$6,759.50	\$7,097.47	\$7,452.35	\$7,824.97
Annual	\$73,572.79	\$77,251.43	\$81,114.00	\$85,169.70	\$89,428.18	\$93,899.59
174 Hourly	\$35.55	\$37.33	\$39.19	\$41.15	\$43.21	\$45.37
Biweekly	\$2,843.87	\$2,986.06	\$3,135.37	\$3,292.14	\$3,456.74	\$3,629.58
Monthly	\$6,161.72	\$6,469.81	\$6,793.30	\$7,132.96	\$7,489.61	\$7,864.09
Annual	\$73,940.65	\$77,637.68	\$81,519.57	\$85,595.55	\$89,875.33	\$94,369.09
175 Hourly	\$35.73	\$37.51	\$39.39	\$41.36	\$43.43	\$45.60
Biweekly	\$2,858.09	\$3,001.00	\$3,151.04	\$3,308.60	\$3,474.03	\$3,647.73
Monthly	\$6,192.53	\$6,502.16	\$6,827.26	\$7,168.63	\$7,527.06	\$7,903.41
Annual	\$74,310.36	\$78,025.87	\$81,927.17	\$86,023.53	\$90,324.70	\$94,840.94

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
176 Hourly	\$35.90	\$37.70	\$39.59	\$41.56	\$43.64	\$45.82
Biweekly	\$2,872.38	\$3,016.00	\$3,166.80	\$3,325.14	\$3,491.40	\$3,665.97
Monthly	\$6,223.49	\$6,534.67	\$6,861.40	\$7,204.47	\$7,564.69	\$7,942.93
Annual	\$74,681.91	\$78,416.00	\$82,336.80	\$86,453.64	\$90,776.33	\$95,315.14
177 Hourly	\$36.08	\$37.89	\$39.78	\$41.77	\$43.86	\$46.05
Biweekly	\$2,886.74	\$3,031.08	\$3,182.63	\$3,341.77	\$3,508.85	\$3,684.30
Monthly	\$6,254.61	\$6,567.34	\$6,895.71	\$7,240.49	\$7,602.52	\$7,982.64
Annual	\$75,055.32	\$78,808.08	\$82,748.49	\$86,885.91	\$91,230.21	\$95,791.72
178 Hourly	\$36.26	\$38.08	\$39.98	\$41.98	\$44.08	\$46.28
Biweekly	\$2,901.18	\$3,046.24	\$3,198.55	\$3,358.47	\$3,526.40	\$3,702.72
Monthly	\$6,285.88	\$6,600.18	\$6,930.19	\$7,276.70	\$7,640.53	\$8,022.56
Annual	\$75,430.59	\$79,202.12	\$83,162.23	\$87,320.34	\$91,686.36	\$96,270.68
179 Hourly	\$36.45	\$38.27	\$40.18	\$42.19	\$44.30	\$46.52
Biweekly	\$2,915.68	\$3,061.47	\$3,214.54	\$3,375.27	\$3,544.03	\$3,721.23
Monthly	\$6,317.31	\$6,633.18	\$6,964.84	\$7,313.08	\$7,678.73	\$8,062.67
Annual	\$75,807.75	\$79,598.13	\$83,578.04	\$87,756.94	\$92,144.79	\$96,752.03
180 Hourly	\$36.63	\$38.46	\$40.38	\$42.40	\$44.52	\$46.75
Biweekly	\$2,930.26	\$3,076.77	\$3,230.61	\$3,392.14	\$3,561.75	\$3,739.84
Monthly	\$6,348.90	\$6,666.34	\$6,999.66	\$7,349.64	\$7,717.13	\$8,102.98
Annual	\$76,186.79	\$79,996.12	\$83,995.93	\$88,195.73	\$92,605.51	\$97,235.79
181 Hourly	\$36.81	\$38.65	\$40.58	\$42.61	\$44.74	\$46.98
Biweekly	\$2,944.91	\$3,092.16	\$3,246.77	\$3,409.10	\$3,579.56	\$3,758.54
Monthly	\$6,380.64	\$6,699.68	\$7,034.66	\$7,386.39	\$7,755.71	\$8,143.50
Annual	\$76,567.72	\$80,396.11	\$84,415.91	\$88,636.71	\$93,068.54	\$97,721.97
182 Hourly	\$37.00	\$38.85	\$40.79	\$42.83	\$44.97	\$47.22
Biweekly	\$2,959.64	\$3,107.62	\$3,263.00	\$3,426.15	\$3,597.46	\$3,777.33
Monthly	\$6,412.55	\$6,733.17	\$7,069.83	\$7,423.32	\$7,794.49	\$8,184.21
Annual	\$76,950.56	\$80,798.09	\$84,837.99	\$89,079.89	\$93,533.88	\$98,210.58
183 Hourly	\$37.18	\$39.04	\$40.99	\$43.04	\$45.19	\$47.45
Biweekly	\$2,974.44	\$3,123.16	\$3,279.31	\$3,443.28	\$3,615.44	\$3,796.22
Monthly	\$6,444.61	\$6,766.84	\$7,105.18	\$7,460.44	\$7,833.46	\$8,225.14
Annual	\$77,335.31	\$81,202.08	\$85,262.18	\$89,525.29	\$94,001.55	\$98,701.63
184 Hourly	\$37.37	\$39.23	\$41.20	\$43.26	\$45.42	\$47.69
Biweekly	\$2,989.31	\$3,138.77	\$3,295.71	\$3,460.50	\$3,633.52	\$3,815.20
Monthly	\$6,476.83	\$6,800.67	\$7,140.71	\$7,497.74	\$7,872.63	\$8,266.26
Annual	\$77,721.99	\$81,608.09	\$85,688.49	\$89,972.92	\$94,471.56	\$99,195.14
185 Hourly	\$37.55	\$39.43	\$41.40	\$43.47	\$45.65	\$47.93
Biweekly	\$3,004.25	\$3,154.47	\$3,312.19	\$3,477.80	\$3,651.69	\$3,834.27
Monthly	\$6,509.22	\$6,834.68	\$7,176.41	\$7,535.23	\$7,911.99	\$8,307.59
Annual	\$78,110.60	\$82,016.13	\$86,116.93	\$90,422.78	\$94,943.92	\$99,691.11
186 Hourly	\$37.74	\$39.63	\$41.61	\$43.69	\$45.87	\$48.17
Biweekly	\$3,019.27	\$3,170.24	\$3,328.75	\$3,495.19	\$3,669.95	\$3,853.45
Monthly	\$6,541.76	\$6,868.85	\$7,212.29	\$7,572.91	\$7,951.55	\$8,349.13
Annual	\$78,501.15	\$82,426.21	\$86,547.52	\$90,874.89	\$95,418.64	\$100,189.57
187 Hourly	\$37.93	\$39.83	\$41.82	\$43.91	\$46.10	\$48.41
Biweekly	\$3,034.37	\$3,186.09	\$3,345.39	\$3,512.66	\$3,688.30	\$3,872.71
Monthly	\$6,574.47	\$6,903.19	\$7,248.35	\$7,610.77	\$7,991.31	\$8,390.88
Annual	\$78,893.66	\$82,838.34	\$86,980.26	\$91,329.27	\$95,895.73	\$100,690.52
188 Hourly	\$38.12	\$40.03	\$42.03	\$44.13	\$46.33	\$48.65
Biweekly	\$3,049.54	\$3,202.02	\$3,362.12	\$3,530.23	\$3,706.74	\$3,892.08
Monthly	\$6,607.34	\$6,937.71	\$7,284.60	\$7,648.83	\$8,031.27	\$8,432.83
Annual	\$79,288.12	\$83,252.53	\$87,415.16	\$91,785.91	\$96,375.21	\$101,193.97
189 Hourly	\$38.31	\$40.23	\$42.24	\$44.35	\$46.57	\$48.89
Biweekly	\$3,064.79	\$3,218.03	\$3,378.93	\$3,547.88	\$3,725.27	\$3,911.54

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$6,640.38	\$6,972.40	\$7,321.02	\$7,687.07	\$8,071.42	\$8,475.00
Annual	\$79,684.56	\$83,668.79	\$87,852.23	\$92,244.84	\$96,857.09	\$101,699.94
190 Hourly	\$38.50	\$40.43	\$42.45	\$44.57	\$46.80	\$49.14
Biweekly	\$3,080.11	\$3,234.12	\$3,395.83	\$3,565.62	\$3,743.90	\$3,931.09
Monthly	\$6,673.58	\$7,007.26	\$7,357.62	\$7,725.51	\$8,111.78	\$8,517.37
Annual	\$80,082.99	\$84,087.14	\$88,291.49	\$92,706.07	\$97,341.37	\$102,208.44
191 Hourly	\$38.69	\$40.63	\$42.66	\$44.79	\$47.03	\$49.38
Biweekly	\$3,095.52	\$3,250.29	\$3,412.81	\$3,583.45	\$3,762.62	\$3,950.75
Monthly	\$6,706.95	\$7,042.30	\$7,394.41	\$7,764.13	\$8,152.34	\$8,559.96
Annual	\$80,483.40	\$84,507.57	\$88,732.95	\$93,169.60	\$97,828.08	\$102,719.48
192 Hourly	\$38.89	\$40.83	\$42.87	\$45.02	\$47.27	\$49.63
Biweekly	\$3,110.99	\$3,266.54	\$3,429.87	\$3,601.36	\$3,781.43	\$3,970.50
Monthly	\$6,740.48	\$7,077.51	\$7,431.38	\$7,802.95	\$8,193.10	\$8,602.76
Annual	\$80,885.82	\$84,930.11	\$89,176.62	\$93,635.45	\$98,317.22	\$103,233.08
193 Hourly	\$39.08	\$41.04	\$43.09	\$45.24	\$47.50	\$49.88
Biweekly	\$3,126.55	\$3,282.88	\$3,447.02	\$3,619.37	\$3,800.34	\$3,990.36
Monthly	\$6,774.19	\$7,112.90	\$7,468.54	\$7,841.97	\$8,234.07	\$8,645.77
Annual	\$81,290.25	\$85,354.76	\$89,622.50	\$94,103.62	\$98,808.81	\$103,749.25
194 Hourly	\$39.28	\$41.24	\$43.30	\$45.47	\$47.74	\$50.13
Biweekly	\$3,142.18	\$3,299.29	\$3,464.25	\$3,637.47	\$3,819.34	\$4,010.31
Monthly	\$6,808.06	\$7,148.46	\$7,505.88	\$7,881.18	\$8,275.24	\$8,689.00
Annual	\$81,696.70	\$85,781.53	\$90,070.61	\$94,574.14	\$99,302.85	\$104,267.99
195 Hourly	\$39.47	\$41.45	\$43.52	\$45.70	\$47.98	\$50.38
Biweekly	\$3,157.89	\$3,315.79	\$3,481.58	\$3,655.65	\$3,838.44	\$4,030.36
Monthly	\$6,842.10	\$7,184.20	\$7,543.41	\$7,920.58	\$8,316.61	\$8,732.44
Annual	\$82,105.18	\$86,210.44	\$90,520.96	\$95,047.01	\$99,799.36	\$104,789.33
196 Hourly	\$39.67	\$41.65	\$43.74	\$45.92	\$48.22	\$50.63
Biweekly	\$3,173.68	\$3,332.37	\$3,498.98	\$3,673.93	\$3,857.63	\$4,050.51
Monthly	\$6,876.31	\$7,220.12	\$7,581.13	\$7,960.19	\$8,358.20	\$8,776.11
Annual	\$82,515.71	\$86,641.49	\$90,973.57	\$95,522.25	\$100,298.36	\$105,313.28
197 Hourly	\$39.87	\$41.86	\$43.96	\$46.15	\$48.46	\$50.88
Biweekly	\$3,189.55	\$3,349.03	\$3,516.48	\$3,692.30	\$3,876.92	\$4,070.76
Monthly	\$6,910.69	\$7,256.23	\$7,619.04	\$7,999.99	\$8,399.99	\$8,819.99
Annual	\$82,928.29	\$87,074.70	\$91,428.44	\$95,999.86	\$100,799.85	\$105,839.84
198 Hourly	\$40.07	\$42.07	\$44.18	\$46.38	\$48.70	\$51.14
Biweekly	\$3,205.50	\$3,365.77	\$3,534.06	\$3,710.76	\$3,896.30	\$4,091.12
Monthly	\$6,945.24	\$7,292.51	\$7,657.13	\$8,039.99	\$8,441.99	\$8,864.09
Annual	\$83,342.93	\$87,510.08	\$91,885.58	\$96,479.86	\$101,303.85	\$106,369.04
199 Hourly	\$40.27	\$42.28	\$44.40	\$46.62	\$48.95	\$51.39
Biweekly	\$3,221.52	\$3,382.60	\$3,551.73	\$3,729.32	\$3,915.78	\$4,111.57
Monthly	\$6,979.97	\$7,328.97	\$7,695.42	\$8,080.19	\$8,484.20	\$8,908.41
Annual	\$83,759.64	\$87,947.63	\$92,345.01	\$96,962.26	\$101,810.37	\$106,900.89
200 Hourly	\$40.47	\$42.49	\$44.62	\$46.85	\$49.19	\$51.65
Biweekly	\$3,237.63	\$3,399.51	\$3,569.49	\$3,747.96	\$3,935.36	\$4,132.13
Monthly	\$7,014.87	\$7,365.61	\$7,733.89	\$8,120.59	\$8,526.62	\$8,952.95
Annual	\$84,178.44	\$88,387.36	\$92,806.73	\$97,447.07	\$102,319.42	\$107,435.39
201 Hourly	\$40.67	\$42.71	\$44.84	\$47.08	\$49.44	\$51.91
Biweekly	\$3,253.82	\$3,416.51	\$3,587.34	\$3,766.70	\$3,955.04	\$4,152.79
Monthly	\$7,049.94	\$7,402.44	\$7,772.56	\$8,161.19	\$8,569.25	\$8,997.71
Annual	\$84,599.33	\$88,829.30	\$93,270.77	\$97,934.30	\$102,831.02	\$107,972.57
202 Hourly	\$40.88	\$42.92	\$45.07	\$47.32	\$49.69	\$52.17
Biweekly	\$3,270.09	\$3,433.59	\$3,605.27	\$3,785.54	\$3,974.81	\$4,173.56
Monthly	\$7,085.19	\$7,439.45	\$7,811.43	\$8,202.00	\$8,612.10	\$9,042.70
Annual	\$85,022.33	\$89,273.45	\$93,737.12	\$98,423.98	\$103,345.17	\$108,512.43

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
203 Hourly	\$41.08	\$43.13	\$45.29	\$47.56	\$49.93	\$52.43
Biweekly	\$3,286.44	\$3,450.76	\$3,623.30	\$3,804.47	\$3,994.69	\$4,194.42
Monthly	\$7,120.62	\$7,476.65	\$7,850.48	\$8,243.01	\$8,655.16	\$9,087.92
Annual	\$85,447.44	\$89,719.81	\$94,205.81	\$98,916.10	\$103,861.90	\$109,055.00
204 Hourly	\$41.29	\$43.35	\$45.52	\$47.79	\$50.18	\$52.69
Biweekly	\$3,302.87	\$3,468.02	\$3,641.42	\$3,823.49	\$4,014.66	\$4,215.40
Monthly	\$7,156.22	\$7,514.03	\$7,889.74	\$8,284.22	\$8,698.43	\$9,133.36
Annual	\$85,874.68	\$90,168.41	\$94,676.83	\$99,410.68	\$104,381.21	\$109,600.27
205 Hourly	\$41.49	\$43.57	\$45.75	\$48.03	\$50.43	\$52.96
Biweekly	\$3,319.39	\$3,485.36	\$3,659.62	\$3,842.60	\$4,034.74	\$4,236.47
Monthly	\$7,192.00	\$7,551.60	\$7,929.18	\$8,325.64	\$8,741.93	\$9,179.02
Annual	\$86,304.05	\$90,619.26	\$95,150.22	\$99,907.73	\$104,903.12	\$110,148.27
206 Hourly	\$41.70	\$43.78	\$45.97	\$48.27	\$50.69	\$53.22
Biweekly	\$3,335.98	\$3,502.78	\$3,677.92	\$3,861.82	\$4,054.91	\$4,257.65
Monthly	\$7,227.96	\$7,589.36	\$7,968.83	\$8,367.27	\$8,785.64	\$9,224.92
Annual	\$86,735.57	\$91,072.35	\$95,625.97	\$100,407.27	\$105,427.63	\$110,699.01
207 Hourly	\$41.91	\$44.00	\$46.20	\$48.51	\$50.94	\$53.49
Biweekly	\$3,352.66	\$3,520.30	\$3,696.31	\$3,881.13	\$4,075.18	\$4,278.94
Monthly	\$7,264.10	\$7,627.31	\$8,008.67	\$8,409.11	\$8,829.56	\$9,271.04
Annual	\$87,169.25	\$91,527.71	\$96,104.10	\$100,909.30	\$105,954.77	\$111,252.51
208 Hourly	\$42.12	\$44.22	\$46.43	\$48.76	\$51.19	\$53.75
Biweekly	\$3,369.43	\$3,537.90	\$3,714.79	\$3,900.53	\$4,095.56	\$4,300.34
Monthly	\$7,300.42	\$7,665.45	\$8,048.72	\$8,451.15	\$8,873.71	\$9,317.40
Annual	\$87,605.10	\$91,985.35	\$96,584.62	\$101,413.85	\$106,484.54	\$111,808.77
209 Hourly	\$42.33	\$44.44	\$46.67	\$49.00	\$51.45	\$54.02
Biweekly	\$3,386.27	\$3,555.59	\$3,733.37	\$3,920.04	\$4,116.04	\$4,321.84
Monthly	\$7,336.93	\$7,703.77	\$8,088.96	\$8,493.41	\$8,918.08	\$9,363.98
Annual	\$88,043.12	\$92,445.28	\$97,067.54	\$101,920.92	\$107,016.97	\$112,367.81
210 Hourly	\$42.54	\$44.67	\$46.90	\$49.25	\$51.71	\$54.29
Biweekly	\$3,403.21	\$3,573.37	\$3,752.03	\$3,939.64	\$4,136.62	\$4,343.45
Monthly	\$7,373.61	\$7,742.29	\$8,129.41	\$8,535.88	\$8,962.67	\$9,410.80
Annual	\$88,483.34	\$92,907.51	\$97,552.88	\$102,430.52	\$107,552.05	\$112,929.65
211 Hourly	\$42.75	\$44.89	\$47.13	\$49.49	\$51.97	\$54.56
Biweekly	\$3,420.22	\$3,591.23	\$3,770.79	\$3,959.33	\$4,157.30	\$4,365.17
Monthly	\$7,410.48	\$7,781.00	\$8,170.05	\$8,578.56	\$9,007.48	\$9,457.86
Annual	\$88,925.76	\$93,372.04	\$98,040.65	\$102,942.68	\$108,089.81	\$113,494.30
212 Hourly	\$42.97	\$45.11	\$47.37	\$49.74	\$52.23	\$54.84
Biweekly	\$3,437.32	\$3,609.19	\$3,789.65	\$3,979.13	\$4,178.09	\$4,386.99
Monthly	\$7,447.53	\$7,819.91	\$8,210.90	\$8,621.45	\$9,052.52	\$9,505.15
Annual	\$89,370.38	\$93,838.90	\$98,530.85	\$103,457.39	\$108,630.26	\$114,061.77
213 Hourly	\$43.18	\$45.34	\$47.61	\$49.99	\$52.49	\$55.11
Biweekly	\$3,454.51	\$3,627.23	\$3,808.60	\$3,999.03	\$4,198.98	\$4,408.93
Monthly	\$7,484.77	\$7,859.01	\$8,251.96	\$8,664.56	\$9,097.78	\$9,552.67
Annual	\$89,817.24	\$94,308.10	\$99,023.50	\$103,974.68	\$109,173.41	\$114,632.08
214 Hourly	\$43.40	\$45.57	\$47.85	\$50.24	\$52.75	\$55.39
Biweekly	\$3,471.78	\$3,645.37	\$3,827.64	\$4,019.02	\$4,219.97	\$4,430.97
Monthly	\$7,522.19	\$7,898.30	\$8,293.22	\$8,707.88	\$9,143.27	\$9,600.44
Annual	\$90,266.32	\$94,779.64	\$99,518.62	\$104,494.55	\$109,719.28	\$115,205.24
215 Hourly	\$43.61	\$45.79	\$48.08	\$50.49	\$53.01	\$55.66
Biweekly	\$3,489.14	\$3,663.60	\$3,846.78	\$4,039.12	\$4,241.07	\$4,453.13
Monthly	\$7,559.80	\$7,937.79	\$8,334.68	\$8,751.42	\$9,188.99	\$9,648.44
Annual	\$90,717.65	\$95,253.54	\$100,016.21	\$105,017.02	\$110,267.88	\$115,781.27
216 Hourly	\$43.83	\$46.02	\$48.33	\$50.74	\$53.28	\$55.94
Biweekly	\$3,506.59	\$3,681.92	\$3,866.01	\$4,059.31	\$4,262.28	\$4,475.39

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$7,597.60	\$7,977.48	\$8,376.36	\$8,795.18	\$9,234.93	\$9,696.68
Annual	\$91,171.24	\$95,729.80	\$100,516.29	\$105,542.11	\$110,819.21	\$116,360.18
217 Hourly	\$44.05	\$46.25	\$48.57	\$51.00	\$53.54	\$56.22
Biweekly	\$3,524.12	\$3,700.33	\$3,885.34	\$4,079.61	\$4,283.59	\$4,497.77
Monthly	\$7,635.59	\$8,017.37	\$8,418.24	\$8,839.15	\$9,281.11	\$9,745.16
Annual	\$91,627.10	\$96,208.45	\$101,018.88	\$106,069.82	\$111,373.31	\$116,941.98
218 Hourly	\$44.27	\$46.49	\$48.81	\$51.25	\$53.81	\$56.50
Biweekly	\$3,541.74	\$3,718.83	\$3,904.77	\$4,100.01	\$4,305.01	\$4,520.26
Monthly	\$7,673.77	\$8,057.46	\$8,460.33	\$8,883.35	\$9,327.51	\$9,793.89
Annual	\$92,085.23	\$96,689.50	\$101,523.97	\$106,600.17	\$111,930.18	\$117,526.69
219 Hourly	\$44.49	\$46.72	\$49.05	\$51.51	\$54.08	\$56.79
Biweekly	\$3,559.45	\$3,737.42	\$3,924.29	\$4,120.51	\$4,326.53	\$4,542.86
Monthly	\$7,712.14	\$8,097.75	\$8,502.63	\$8,927.76	\$9,374.15	\$9,842.86
Annual	\$92,545.66	\$97,172.94	\$102,031.59	\$107,133.17	\$112,489.83	\$118,114.32
220 Hourly	\$44.72	\$46.95	\$49.30	\$51.76	\$54.35	\$57.07
Biweekly	\$3,577.25	\$3,756.11	\$3,943.91	\$4,141.11	\$4,348.16	\$4,565.57
Monthly	\$7,750.70	\$8,138.23	\$8,545.15	\$8,972.40	\$9,421.02	\$9,892.07
Annual	\$93,008.39	\$97,658.81	\$102,541.75	\$107,668.84	\$113,052.28	\$118,704.89
221 Hourly	\$44.94	\$47.19	\$49.55	\$52.02	\$54.62	\$57.36
Biweekly	\$3,595.13	\$3,774.89	\$3,963.63	\$4,161.81	\$4,369.91	\$4,588.40
Monthly	\$7,789.45	\$8,178.93	\$8,587.87	\$9,017.26	\$9,468.13	\$9,941.53
Annual	\$93,473.43	\$98,147.10	\$103,054.46	\$108,207.18	\$113,617.54	\$119,298.42
222 Hourly	\$45.16	\$47.42	\$49.79	\$52.28	\$54.90	\$57.64
Biweekly	\$3,613.11	\$3,793.76	\$3,983.45	\$4,182.62	\$4,391.75	\$4,611.34
Monthly	\$7,828.40	\$8,219.82	\$8,630.81	\$9,062.35	\$9,515.47	\$9,991.24
Annual	\$93,940.80	\$98,637.84	\$103,569.73	\$108,748.22	\$114,185.63	\$119,894.91
223 Hourly	\$45.39	\$47.66	\$50.04	\$52.54	\$55.17	\$57.93
Biweekly	\$3,631.17	\$3,812.73	\$4,003.37	\$4,203.54	\$4,413.71	\$4,634.40
Monthly	\$7,867.54	\$8,260.92	\$8,673.96	\$9,107.66	\$9,563.05	\$10,041.20
Annual	\$94,410.50	\$99,131.03	\$104,087.58	\$109,291.96	\$114,756.55	\$120,494.38
224 Hourly	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22
Biweekly	\$3,649.33	\$3,831.80	\$4,023.39	\$4,224.55	\$4,435.78	\$4,657.57
Monthly	\$7,906.88	\$8,302.22	\$8,717.33	\$9,153.20	\$9,610.86	\$10,091.40
Annual	\$94,882.55	\$99,626.68	\$104,608.02	\$109,838.42	\$115,330.34	\$121,096.85
225 Hourly	\$45.84	\$48.14	\$50.54	\$53.07	\$55.72	\$58.51
Biweekly	\$3,667.58	\$3,850.95	\$4,043.50	\$4,245.68	\$4,457.96	\$4,680.86
Monthly	\$7,946.41	\$8,343.73	\$8,760.92	\$9,198.97	\$9,658.92	\$10,141.86
Annual	\$95,356.97	\$100,124.81	\$105,131.06	\$110,387.61	\$115,906.99	\$121,702.34
226 Hourly	\$46.07	\$48.38	\$50.80	\$53.34	\$56.00	\$58.80
Biweekly	\$3,685.91	\$3,870.21	\$4,063.72	\$4,266.91	\$4,480.25	\$4,704.26
Monthly	\$7,986.15	\$8,385.45	\$8,804.73	\$9,244.96	\$9,707.21	\$10,192.57
Annual	\$95,833.75	\$100,625.44	\$105,656.71	\$110,939.55	\$116,486.52	\$122,310.85
227 Hourly	\$46.30	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10
Biweekly	\$3,704.34	\$3,889.56	\$4,084.04	\$4,288.24	\$4,502.65	\$4,727.78
Monthly	\$8,026.08	\$8,427.38	\$8,848.75	\$9,291.19	\$9,755.75	\$10,243.53
Annual	\$96,312.92	\$101,128.57	\$106,184.99	\$111,494.24	\$117,068.96	\$122,922.40
228 Hourly	\$46.54	\$48.86	\$51.31	\$53.87	\$56.56	\$59.39
Biweekly	\$3,722.86	\$3,909.01	\$4,104.46	\$4,309.68	\$4,525.17	\$4,751.42
Monthly	\$8,066.21	\$8,469.52	\$8,892.99	\$9,337.64	\$9,804.53	\$10,294.75
Annual	\$96,794.48	\$101,634.21	\$106,715.92	\$112,051.72	\$117,654.30	\$123,537.02
229 Hourly	\$46.77	\$49.11	\$51.56	\$54.14	\$56.85	\$59.69
Biweekly	\$3,741.48	\$3,928.55	\$4,124.98	\$4,331.23	\$4,547.79	\$4,775.18
Monthly	\$8,106.54	\$8,511.87	\$8,937.46	\$9,384.33	\$9,853.55	\$10,346.23
Annual	\$97,278.46	\$102,142.38	\$107,249.50	\$112,611.97	\$118,242.57	\$124,154.70

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
230 Hourly	\$47.00	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99
Biweekly	\$3,760.19	\$3,948.20	\$4,145.61	\$4,352.89	\$4,570.53	\$4,799.06
Monthly	\$8,147.07	\$8,554.42	\$8,982.15	\$9,431.25	\$9,902.82	\$10,397.96
Annual	\$97,764.85	\$102,653.09	\$107,785.75	\$113,175.03	\$118,833.79	\$124,775.47
231 Hourly	\$47.24	\$49.60	\$52.08	\$54.68	\$57.42	\$60.29
Biweekly	\$3,778.99	\$3,967.94	\$4,166.33	\$4,374.65	\$4,593.38	\$4,823.05
Monthly	\$8,187.81	\$8,597.20	\$9,027.06	\$9,478.41	\$9,952.33	\$10,449.95
Annual	\$98,253.67	\$103,166.36	\$108,324.68	\$113,740.91	\$119,427.95	\$125,399.35
232 Hourly	\$47.47	\$49.85	\$52.34	\$54.96	\$57.70	\$60.59
Biweekly	\$3,797.88	\$3,987.78	\$4,187.17	\$4,396.52	\$4,616.35	\$4,847.17
Monthly	\$8,228.75	\$8,640.18	\$9,072.19	\$9,525.80	\$10,002.09	\$10,502.20
Annual	\$98,744.94	\$103,682.19	\$108,866.30	\$114,309.61	\$120,025.09	\$126,026.35
233 Hourly	\$47.71	\$50.10	\$52.60	\$55.23	\$57.99	\$60.89
Biweekly	\$3,816.87	\$4,007.72	\$4,208.10	\$4,418.51	\$4,639.43	\$4,871.40
Monthly	\$8,269.89	\$8,683.38	\$9,117.55	\$9,573.43	\$10,052.10	\$10,554.71
Annual	\$99,238.67	\$104,200.60	\$109,410.63	\$114,881.16	\$120,625.22	\$126,656.48
234 Hourly	\$47.95	\$50.35	\$52.86	\$55.51	\$58.28	\$61.20
Biweekly	\$3,835.96	\$4,027.75	\$4,229.14	\$4,440.60	\$4,662.63	\$4,895.76
Monthly	\$8,311.24	\$8,726.80	\$9,163.14	\$9,621.30	\$10,102.36	\$10,607.48
Annual	\$99,734.86	\$104,721.60	\$109,957.68	\$115,455.57	\$121,228.35	\$127,289.76
235 Hourly	\$48.19	\$50.60	\$53.13	\$55.79	\$58.57	\$61.50
Biweekly	\$3,855.14	\$4,047.89	\$4,250.29	\$4,462.80	\$4,685.94	\$4,920.24
Monthly	\$8,352.79	\$8,770.43	\$9,208.96	\$9,669.40	\$10,152.87	\$10,660.52
Annual	\$100,233.53	\$105,245.21	\$110,507.47	\$116,032.85	\$121,834.49	\$127,926.21
236 Hourly	\$48.43	\$50.85	\$53.39	\$56.06	\$58.87	\$61.81
Biweekly	\$3,874.41	\$4,068.13	\$4,271.54	\$4,485.12	\$4,709.37	\$4,944.84
Monthly	\$8,394.56	\$8,814.29	\$9,255.00	\$9,717.75	\$10,203.64	\$10,713.82
Annual	\$100,734.70	\$105,771.44	\$111,060.01	\$116,613.01	\$122,443.66	\$128,565.84
237 Hourly	\$48.67	\$51.11	\$53.66	\$56.34	\$59.16	\$62.12
Biweekly	\$3,893.78	\$4,088.47	\$4,292.90	\$4,507.54	\$4,732.92	\$4,969.56
Monthly	\$8,436.53	\$8,858.36	\$9,301.28	\$9,766.34	\$10,254.66	\$10,767.39
Annual	\$101,238.38	\$106,300.29	\$111,615.31	\$117,196.07	\$123,055.88	\$129,208.67
238 Hourly	\$48.92	\$51.36	\$53.93	\$56.63	\$59.46	\$62.43
Biweekly	\$3,913.25	\$4,108.92	\$4,314.36	\$4,530.08	\$4,756.58	\$4,994.41
Monthly	\$8,478.71	\$8,902.65	\$9,347.78	\$9,815.17	\$10,305.93	\$10,821.23
Annual	\$101,744.57	\$106,831.80	\$112,173.39	\$117,782.06	\$123,671.16	\$129,854.72
239 Hourly	\$49.16	\$51.62	\$54.20	\$56.91	\$59.75	\$62.74
Biweekly	\$3,932.82	\$4,129.46	\$4,335.93	\$4,552.73	\$4,780.37	\$5,019.38
Monthly	\$8,521.11	\$8,947.16	\$9,394.52	\$9,864.25	\$10,357.46	\$10,875.33
Annual	\$102,253.29	\$107,365.95	\$112,734.25	\$118,370.97	\$124,289.51	\$130,503.99
240 Hourly	\$49.41	\$51.88	\$54.47	\$57.19	\$60.05	\$63.06
Biweekly	\$3,952.48	\$4,150.11	\$4,357.61	\$4,575.49	\$4,804.27	\$5,044.48
Monthly	\$8,563.71	\$8,991.90	\$9,441.49	\$9,913.57	\$10,409.25	\$10,929.71
Annual	\$102,764.56	\$107,902.78	\$113,297.92	\$118,962.82	\$124,910.96	\$131,156.51
241 Hourly	\$49.65	\$52.14	\$54.74	\$57.48	\$60.35	\$63.37
Biweekly	\$3,972.25	\$4,170.86	\$4,379.40	\$4,598.37	\$4,828.29	\$5,069.70
Monthly	\$8,606.53	\$9,036.86	\$9,488.70	\$9,963.14	\$10,461.29	\$10,984.36
Annual	\$103,278.38	\$108,442.30	\$113,864.41	\$119,557.63	\$125,535.52	\$131,812.29
242 Hourly	\$49.90	\$52.40	\$55.02	\$57.77	\$60.66	\$63.69
Biweekly	\$3,992.11	\$4,191.71	\$4,401.30	\$4,621.36	\$4,852.43	\$5,095.05
Monthly	\$8,649.56	\$9,082.04	\$9,536.14	\$10,012.95	\$10,513.60	\$11,039.28
Annual	\$103,794.77	\$108,984.51	\$114,433.74	\$120,155.42	\$126,163.19	\$132,471.35
243 Hourly	\$50.15	\$52.66	\$55.29	\$58.06	\$60.96	\$64.01
Biweekly	\$4,012.07	\$4,212.67	\$4,423.30	\$4,644.47	\$4,876.69	\$5,120.53

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$8,692.81	\$9,127.45	\$9,583.83	\$10,063.02	\$10,566.17	\$11,094.48
Annual	\$104,313.75	\$109,529.43	\$115,005.90	\$120,756.20	\$126,794.01	\$133,133.71
244 Hourly	\$50.40	\$52.92	\$55.57	\$58.35	\$61.26	\$64.33
Biweekly	\$4,032.13	\$4,233.73	\$4,445.42	\$4,667.69	\$4,901.08	\$5,146.13
Monthly	\$8,736.28	\$9,173.09	\$9,631.74	\$10,113.33	\$10,619.00	\$11,149.95
Annual	\$104,835.31	\$110,077.08	\$115,580.93	\$121,359.98	\$127,427.98	\$133,799.38
245 Hourly	\$50.65	\$53.19	\$55.85	\$58.64	\$61.57	\$64.65
Biweekly	\$4,052.29	\$4,254.90	\$4,467.65	\$4,691.03	\$4,925.58	\$5,171.86
Monthly	\$8,779.96	\$9,218.96	\$9,679.90	\$10,163.90	\$10,672.09	\$11,205.70
Annual	\$105,359.49	\$110,627.47	\$116,158.84	\$121,966.78	\$128,065.12	\$134,468.38
246 Hourly	\$50.91	\$53.45	\$56.12	\$58.93	\$61.88	\$64.97
Biweekly	\$4,072.55	\$4,276.18	\$4,489.99	\$4,714.49	\$4,950.21	\$5,197.72
Monthly	\$8,823.86	\$9,265.05	\$9,728.30	\$10,214.72	\$10,725.45	\$11,261.73
Annual	\$105,886.29	\$111,180.60	\$116,739.63	\$122,576.61	\$128,705.45	\$135,140.72
247 Hourly	\$51.16	\$53.72	\$56.41	\$59.23	\$62.19	\$65.30
Biweekly	\$4,092.91	\$4,297.56	\$4,512.44	\$4,738.06	\$4,974.96	\$5,223.71
Monthly	\$8,867.98	\$9,311.38	\$9,776.94	\$10,265.79	\$10,779.08	\$11,318.04
Annual	\$106,415.72	\$111,736.51	\$117,323.33	\$123,189.50	\$129,348.97	\$135,816.42
248 Hourly	\$51.42	\$53.99	\$56.69	\$59.52	\$62.50	\$65.62
Biweekly	\$4,113.38	\$4,319.05	\$4,535.00	\$4,761.75	\$4,999.84	\$5,249.83
Monthly	\$8,912.32	\$9,357.93	\$9,825.83	\$10,317.12	\$10,832.98	\$11,374.63
Annual	\$106,947.80	\$112,295.19	\$117,909.95	\$123,805.44	\$129,995.72	\$136,495.50
249 Hourly	\$51.67	\$54.26	\$56.97	\$59.82	\$62.81	\$65.95
Biweekly	\$4,133.94	\$4,340.64	\$4,557.67	\$4,785.56	\$5,024.83	\$5,276.08
Monthly	\$8,956.88	\$9,404.72	\$9,874.96	\$10,368.71	\$10,887.14	\$11,431.50
Annual	\$107,482.54	\$112,856.66	\$118,499.50	\$124,424.47	\$130,645.70	\$137,177.98
250 Hourly	\$51.93	\$54.53	\$57.26	\$60.12	\$63.12	\$66.28
Biweekly	\$4,154.61	\$4,362.34	\$4,580.46	\$4,809.48	\$5,049.96	\$5,302.46
Monthly	\$9,001.66	\$9,451.75	\$9,924.33	\$10,420.55	\$10,941.58	\$11,488.66
Annual	\$108,019.95	\$113,420.95	\$119,091.99	\$125,046.59	\$131,298.92	\$137,863.87
251 Hourly	\$52.19	\$54.80	\$57.54	\$60.42	\$63.44	\$66.61
Biweekly	\$4,175.39	\$4,384.16	\$4,603.36	\$4,833.53	\$5,075.21	\$5,328.97
Monthly	\$9,046.67	\$9,499.00	\$9,973.95	\$10,472.65	\$10,996.28	\$11,546.10
Annual	\$108,560.05	\$113,988.05	\$119,687.45	\$125,671.83	\$131,955.42	\$138,553.19
252 Hourly	\$52.45	\$55.08	\$57.83	\$60.72	\$63.76	\$66.95
Biweekly	\$4,196.26	\$4,406.08	\$4,626.38	\$4,857.70	\$5,100.58	\$5,355.61
Monthly	\$9,091.90	\$9,546.50	\$10,023.82	\$10,525.02	\$11,051.27	\$11,603.83
Annual	\$109,102.85	\$114,557.99	\$120,285.89	\$126,300.19	\$132,615.20	\$139,245.96
253 Hourly	\$52.72	\$55.35	\$58.12	\$61.02	\$64.08	\$67.28
Biweekly	\$4,217.24	\$4,428.11	\$4,649.51	\$4,881.99	\$5,126.09	\$5,382.39
Monthly	\$9,137.36	\$9,594.23	\$10,073.94	\$10,577.64	\$11,106.52	\$11,661.85
Annual	\$109,648.36	\$115,130.78	\$120,887.32	\$126,931.69	\$133,278.27	\$139,942.19
254 Hourly	\$52.98	\$55.63	\$58.41	\$61.33	\$64.40	\$67.62
Biweekly	\$4,238.33	\$4,450.25	\$4,672.76	\$4,906.40	\$5,151.72	\$5,409.30
Monthly	\$9,183.05	\$9,642.20	\$10,124.31	\$10,630.53	\$11,162.06	\$11,720.16
Annual	\$110,196.61	\$115,706.44	\$121,491.76	\$127,566.35	\$133,944.66	\$140,641.90
255 Hourly	\$53.24	\$55.91	\$58.70	\$61.64	\$64.72	\$67.95
Biweekly	\$4,259.52	\$4,472.50	\$4,696.12	\$4,930.93	\$5,177.48	\$5,436.35
Monthly	\$9,228.97	\$9,690.41	\$10,174.93	\$10,683.68	\$11,217.87	\$11,778.76
Annual	\$110,747.59	\$116,284.97	\$122,099.22	\$128,204.18	\$134,614.39	\$141,345.11
256 Hourly	\$53.51	\$56.19	\$59.00	\$61.94	\$65.04	\$68.29
Biweekly	\$4,280.82	\$4,494.86	\$4,719.60	\$4,955.58	\$5,203.36	\$5,463.53
Monthly	\$9,275.11	\$9,738.87	\$10,225.81	\$10,737.10	\$11,273.95	\$11,837.65
Annual	\$111,301.33	\$116,866.39	\$122,709.71	\$128,845.20	\$135,287.46	\$142,051.83

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
257 Hourly	\$53.78	\$56.47	\$59.29	\$62.25	\$65.37	\$68.64
Biweekly	\$4,302.22	\$4,517.34	\$4,743.20	\$4,980.36	\$5,229.38	\$5,490.85
Monthly	\$9,321.49	\$9,787.56	\$10,276.94	\$10,790.79	\$11,330.32	\$11,896.84
Annual	\$111,857.83	\$117,450.73	\$123,323.26	\$129,489.42	\$135,963.90	\$142,762.09
258 Hourly	\$54.05	\$56.75	\$59.59	\$62.57	\$65.69	\$68.98
Biweekly	\$4,323.74	\$4,539.92	\$4,766.92	\$5,005.26	\$5,255.53	\$5,518.30
Monthly	\$9,368.09	\$9,836.50	\$10,328.32	\$10,844.74	\$11,386.98	\$11,956.33
Annual	\$112,417.12	\$118,037.98	\$123,939.88	\$130,136.87	\$136,643.72	\$143,475.90
259 Hourly	\$54.32	\$57.03	\$59.88	\$62.88	\$66.02	\$69.32
Biweekly	\$4,345.35	\$4,562.62	\$4,790.75	\$5,030.29	\$5,281.81	\$5,545.90
Monthly	\$9,414.93	\$9,885.68	\$10,379.96	\$10,898.96	\$11,443.91	\$12,016.11
Annual	\$112,979.21	\$118,628.17	\$124,559.58	\$130,787.56	\$137,326.93	\$144,193.28
260 Hourly	\$54.59	\$57.32	\$60.18	\$63.19	\$66.35	\$69.67
Biweekly	\$4,367.08	\$4,585.43	\$4,814.71	\$5,055.44	\$5,308.21	\$5,573.62
Monthly	\$9,462.01	\$9,935.11	\$10,431.86	\$10,953.46	\$11,501.13	\$12,076.19
Annual	\$113,544.10	\$119,221.31	\$125,182.38	\$131,441.49	\$138,013.57	\$144,914.25
261 Hourly	\$54.86	\$57.60	\$60.48	\$63.51	\$66.68	\$70.02
Biweekly	\$4,388.92	\$4,608.36	\$4,838.78	\$5,080.72	\$5,334.76	\$5,601.49
Monthly	\$9,509.32	\$9,984.78	\$10,484.02	\$11,008.23	\$11,558.64	\$12,136.57
Annual	\$114,111.82	\$119,817.42	\$125,808.29	\$132,098.70	\$138,703.64	\$145,638.82
262 Hourly	\$55.14	\$57.89	\$60.79	\$63.83	\$67.02	\$70.37
Biweekly	\$4,410.86	\$4,631.40	\$4,862.97	\$5,106.12	\$5,361.43	\$5,629.50
Monthly	\$9,556.87	\$10,034.71	\$10,536.44	\$11,063.27	\$11,616.43	\$12,197.25
Annual	\$114,682.38	\$120,416.50	\$126,437.33	\$132,759.19	\$139,397.15	\$146,367.01
263 Hourly	\$55.41	\$58.18	\$61.09	\$64.15	\$67.35	\$70.72
Biweekly	\$4,432.92	\$4,654.56	\$4,887.29	\$5,131.65	\$5,388.24	\$5,657.65
Monthly	\$9,604.65	\$10,084.88	\$10,589.13	\$11,118.58	\$11,674.51	\$12,258.24
Annual	\$115,255.80	\$121,018.59	\$127,069.52	\$133,422.99	\$140,094.14	\$147,098.85
264 Hourly	\$55.69	\$58.47	\$61.40	\$64.47	\$67.69	\$71.07
Biweekly	\$4,455.08	\$4,677.83	\$4,911.73	\$5,157.31	\$5,415.18	\$5,685.94
Monthly	\$9,652.67	\$10,135.31	\$10,642.07	\$11,174.18	\$11,732.88	\$12,319.53
Annual	\$115,832.07	\$121,623.68	\$127,704.86	\$134,090.11	\$140,794.61	\$147,834.34
265 Hourly	\$55.97	\$58.77	\$61.70	\$64.79	\$68.03	\$71.43
Biweekly	\$4,477.36	\$4,701.22	\$4,936.28	\$5,183.10	\$5,442.25	\$5,714.37
Monthly	\$9,700.94	\$10,185.98	\$10,695.28	\$11,230.05	\$11,791.55	\$12,381.13
Annual	\$116,411.24	\$122,231.80	\$128,343.39	\$134,760.56	\$141,498.58	\$148,573.51
266 Hourly	\$56.25	\$59.06	\$62.01	\$65.11	\$68.37	\$71.79
Biweekly	\$4,499.74	\$4,724.73	\$4,960.97	\$5,209.01	\$5,469.46	\$5,742.94
Monthly	\$9,749.44	\$10,236.91	\$10,748.76	\$11,286.20	\$11,850.51	\$12,443.03
Annual	\$116,993.29	\$122,842.96	\$128,985.10	\$135,434.36	\$142,206.08	\$149,316.38
267 Hourly	\$56.53	\$59.35	\$62.32	\$65.44	\$68.71	\$72.15
Biweekly	\$4,522.24	\$4,748.35	\$4,985.77	\$5,235.06	\$5,496.81	\$5,771.65
Monthly	\$9,798.19	\$10,288.10	\$10,802.50	\$11,342.63	\$11,909.76	\$12,505.25
Annual	\$117,578.26	\$123,457.17	\$129,630.03	\$136,111.53	\$142,917.11	\$150,062.96
268 Hourly	\$56.81	\$59.65	\$62.63	\$65.77	\$69.05	\$72.51
Biweekly	\$4,544.85	\$4,772.09	\$5,010.70	\$5,261.23	\$5,524.30	\$5,800.51
Monthly	\$9,847.18	\$10,339.54	\$10,856.51	\$11,399.34	\$11,969.31	\$12,567.77
Annual	\$118,166.15	\$124,074.46	\$130,278.18	\$136,792.09	\$143,631.69	\$150,813.28
269 Hourly	\$57.09	\$59.95	\$62.95	\$66.09	\$69.40	\$72.87
Biweekly	\$4,567.58	\$4,795.95	\$5,035.75	\$5,287.54	\$5,551.92	\$5,829.51
Monthly	\$9,896.41	\$10,391.24	\$10,910.80	\$11,456.34	\$12,029.15	\$12,630.61
Annual	\$118,756.98	\$124,694.83	\$130,929.57	\$137,476.05	\$144,349.85	\$151,567.34
270 Hourly	\$57.38	\$60.25	\$63.26	\$66.42	\$69.75	\$73.23
Biweekly	\$4,590.41	\$4,819.93	\$5,060.93	\$5,313.98	\$5,579.68	\$5,858.66

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$9,945.90	\$10,443.19	\$10,965.35	\$11,513.62	\$12,089.30	\$12,693.77
Annual	\$119,350.76	\$125,318.30	\$131,584.22	\$138,163.43	\$145,071.60	\$152,325.18
271 Hourly	\$57.67	\$60.55	\$63.58	\$66.76	\$70.09	\$73.60
Biweekly	\$4,613.37	\$4,844.03	\$5,086.24	\$5,340.55	\$5,607.58	\$5,887.95
Monthly	\$9,995.63	\$10,495.41	\$11,020.18	\$11,571.19	\$12,149.75	\$12,757.23
Annual	\$119,947.52	\$125,944.89	\$132,242.14	\$138,854.25	\$145,796.96	\$153,086.81
272 Hourly	\$57.96	\$60.85	\$63.90	\$67.09	\$70.45	\$73.97
Biweekly	\$4,636.43	\$4,868.25	\$5,111.67	\$5,367.25	\$5,635.61	\$5,917.39
Monthly	\$10,045.60	\$10,547.88	\$11,075.28	\$11,629.04	\$12,210.50	\$12,821.02
Annual	\$120,547.26	\$126,574.62	\$132,903.35	\$139,548.52	\$146,525.94	\$153,852.24
273 Hourly	\$58.25	\$61.16	\$64.22	\$67.43	\$70.80	\$74.34
Biweekly	\$4,659.62	\$4,892.60	\$5,137.23	\$5,394.09	\$5,663.79	\$5,946.98
Monthly	\$10,095.83	\$10,600.62	\$11,130.66	\$11,687.19	\$12,271.55	\$12,885.13
Annual	\$121,149.99	\$127,207.49	\$133,567.87	\$140,246.26	\$147,258.57	\$154,621.50
274 Hourly	\$58.54	\$61.46	\$64.54	\$67.76	\$71.15	\$74.71
Biweekly	\$4,682.91	\$4,917.06	\$5,162.91	\$5,421.06	\$5,692.11	\$5,976.72
Monthly	\$10,146.31	\$10,653.63	\$11,186.31	\$11,745.62	\$12,332.91	\$12,949.55
Annual	\$121,755.74	\$127,843.53	\$134,235.71	\$140,947.49	\$147,994.87	\$155,394.61
275 Hourly	\$58.83	\$61.77	\$64.86	\$68.10	\$71.51	\$75.08
Biweekly	\$4,706.33	\$4,941.64	\$5,188.73	\$5,448.16	\$5,720.57	\$6,006.60
Monthly	\$10,197.04	\$10,706.90	\$11,242.24	\$11,804.35	\$12,394.57	\$13,014.30
Annual	\$122,364.52	\$128,482.75	\$134,906.88	\$141,652.23	\$148,734.84	\$156,171.58
276 Hourly	\$59.12	\$62.08	\$65.18	\$68.44	\$71.86	\$75.46
Biweekly	\$4,729.86	\$4,966.35	\$5,214.67	\$5,475.40	\$5,749.17	\$6,036.63
Monthly	\$10,248.03	\$10,760.43	\$11,298.45	\$11,863.37	\$12,456.54	\$13,079.37
Annual	\$122,976.34	\$129,125.16	\$135,581.42	\$142,360.49	\$149,478.51	\$156,952.44
277 Hourly	\$59.42	\$62.39	\$65.51	\$68.78	\$72.22	\$75.84
Biweekly	\$4,753.51	\$4,991.18	\$5,240.74	\$5,502.78	\$5,777.92	\$6,066.82
Monthly	\$10,299.27	\$10,814.23	\$11,354.94	\$11,922.69	\$12,518.83	\$13,144.77
Annual	\$123,591.23	\$129,770.79	\$136,259.33	\$143,072.29	\$150,225.91	\$157,737.20
278 Hourly	\$59.72	\$62.70	\$65.84	\$69.13	\$72.59	\$76.21
Biweekly	\$4,777.28	\$5,016.14	\$5,266.95	\$5,530.29	\$5,806.81	\$6,097.15
Monthly	\$10,350.77	\$10,868.30	\$11,411.72	\$11,982.30	\$12,581.42	\$13,210.49
Annual	\$124,209.18	\$130,419.64	\$136,940.62	\$143,787.65	\$150,977.04	\$158,525.89
279 Hourly	\$60.01	\$63.02	\$66.17	\$69.47	\$72.95	\$76.60
Biweekly	\$4,801.16	\$5,041.22	\$5,293.28	\$5,557.95	\$5,835.84	\$6,127.64
Monthly	\$10,402.52	\$10,922.64	\$11,468.78	\$12,042.22	\$12,644.33	\$13,276.54
Annual	\$124,830.23	\$131,071.74	\$137,625.33	\$144,506.59	\$151,731.92	\$159,318.52
280 Hourly	\$60.31	\$63.33	\$66.50	\$69.82	\$73.31	\$76.98
Biweekly	\$4,825.17	\$5,066.43	\$5,319.75	\$5,585.74	\$5,865.02	\$6,158.27
Monthly	\$10,454.53	\$10,977.26	\$11,526.12	\$12,102.43	\$12,707.55	\$13,342.93
Annual	\$125,454.38	\$131,727.10	\$138,313.45	\$145,229.13	\$152,490.58	\$160,115.11
281 Hourly	\$60.62	\$63.65	\$66.83	\$70.17	\$73.68	\$77.36
Biweekly	\$4,849.29	\$5,091.76	\$5,346.35	\$5,613.66	\$5,894.35	\$6,189.06
Monthly	\$10,506.80	\$11,032.14	\$11,583.75	\$12,162.94	\$12,771.09	\$13,409.64
Annual	\$126,081.65	\$132,385.73	\$139,005.02	\$145,955.27	\$153,253.03	\$160,915.69
282 Hourly	\$60.92	\$63.97	\$67.16	\$70.52	\$74.05	\$77.75
Biweekly	\$4,873.54	\$5,117.22	\$5,373.08	\$5,641.73	\$5,923.82	\$6,220.01
Monthly	\$10,559.34	\$11,087.31	\$11,641.67	\$12,223.75	\$12,834.94	\$13,476.69
Annual	\$126,712.06	\$133,047.66	\$139,700.04	\$146,685.05	\$154,019.30	\$161,720.26
283 Hourly	\$61.22	\$64.29	\$67.50	\$70.87	\$74.42	\$78.14
Biweekly	\$4,897.91	\$5,142.80	\$5,399.94	\$5,669.94	\$5,953.44	\$6,251.11
Monthly	\$10,612.13	\$11,142.74	\$11,699.88	\$12,284.87	\$12,899.12	\$13,544.07
Annual	\$127,345.62	\$133,712.90	\$140,398.55	\$147,418.47	\$154,789.40	\$162,528.87

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
284 Hourly	\$61.53	\$64.61	\$67.84	\$71.23	\$74.79	\$78.53
Biweekly	\$4,922.40	\$5,168.52	\$5,426.94	\$5,698.29	\$5,983.21	\$6,282.37
Monthly	\$10,665.20	\$11,198.46	\$11,758.38	\$12,346.30	\$12,963.61	\$13,611.79
Annual	\$127,982.35	\$134,381.46	\$141,100.54	\$148,155.56	\$155,563.34	\$163,341.51
285 Hourly	\$61.84	\$64.93	\$68.18	\$71.58	\$75.16	\$78.92
Biweekly	\$4,947.01	\$5,194.36	\$5,454.08	\$5,726.78	\$6,013.12	\$6,313.78
Monthly	\$10,718.52	\$11,254.45	\$11,817.17	\$12,408.03	\$13,028.43	\$13,679.85
Annual	\$128,622.26	\$135,053.37	\$141,806.04	\$148,896.34	\$156,341.16	\$164,158.22
286 Hourly	\$62.15	\$65.25	\$68.52	\$71.94	\$75.54	\$79.32
Biweekly	\$4,971.75	\$5,220.33	\$5,481.35	\$5,755.42	\$6,043.19	\$6,345.35
Monthly	\$10,772.11	\$11,310.72	\$11,876.26	\$12,470.07	\$13,093.57	\$13,748.25
Annual	\$129,265.37	\$135,728.64	\$142,515.07	\$149,640.82	\$157,122.87	\$164,979.01
287 Hourly	\$62.46	\$65.58	\$68.86	\$72.30	\$75.92	\$79.71
Biweekly	\$4,996.60	\$5,246.43	\$5,508.76	\$5,784.19	\$6,073.40	\$6,377.07
Monthly	\$10,825.97	\$11,367.27	\$11,935.64	\$12,532.42	\$13,159.04	\$13,816.99
Annual	\$129,911.70	\$136,407.28	\$143,227.65	\$150,389.03	\$157,908.48	\$165,803.90
288 Hourly	\$62.77	\$65.91	\$69.20	\$72.66	\$76.30	\$80.11
Biweekly	\$5,021.59	\$5,272.67	\$5,536.30	\$5,813.11	\$6,103.77	\$6,408.96
Monthly	\$10,880.10	\$11,424.11	\$11,995.32	\$12,595.08	\$13,224.84	\$13,886.08
Annual	\$130,561.26	\$137,089.32	\$143,943.78	\$151,140.97	\$158,698.02	\$166,632.92
289 Hourly	\$63.08	\$66.24	\$69.55	\$73.03	\$76.68	\$80.51
Biweekly	\$5,046.69	\$5,299.03	\$5,563.98	\$5,842.18	\$6,134.29	\$6,441.00
Monthly	\$10,934.51	\$11,481.23	\$12,055.29	\$12,658.06	\$13,290.96	\$13,955.51
Annual	\$131,214.06	\$137,774.77	\$144,663.50	\$151,896.68	\$159,491.51	\$167,466.09
290 Hourly	\$63.40	\$66.57	\$69.90	\$73.39	\$77.06	\$80.92
Biweekly	\$5,071.93	\$5,325.52	\$5,591.80	\$5,871.39	\$6,164.96	\$6,473.21
Monthly	\$10,989.18	\$11,538.64	\$12,115.57	\$12,721.35	\$13,357.41	\$14,025.28
Annual	\$131,870.13	\$138,463.64	\$145,386.82	\$152,656.16	\$160,288.97	\$168,303.42
291 Hourly	\$63.72	\$66.90	\$70.25	\$73.76	\$77.45	\$81.32
Biweekly	\$5,097.29	\$5,352.15	\$5,619.76	\$5,900.75	\$6,195.79	\$6,505.57
Monthly	\$11,044.12	\$11,596.33	\$12,176.15	\$12,784.95	\$13,424.20	\$14,095.41
Annual	\$132,529.48	\$139,155.96	\$146,113.75	\$153,419.44	\$161,090.41	\$169,144.94
292 Hourly	\$64.03	\$67.24	\$70.60	\$74.13	\$77.83	\$81.73
Biweekly	\$5,122.77	\$5,378.91	\$5,647.86	\$5,930.25	\$6,226.76	\$6,538.10
Monthly	\$11,099.34	\$11,654.31	\$12,237.03	\$12,848.88	\$13,491.32	\$14,165.89
Annual	\$133,192.13	\$139,851.74	\$146,844.32	\$154,186.54	\$161,895.87	\$169,990.66
293 Hourly	\$64.35	\$67.57	\$70.95	\$74.50	\$78.22	\$82.13
Biweekly	\$5,148.39	\$5,405.81	\$5,676.10	\$5,959.90	\$6,257.90	\$6,570.79
Monthly	\$11,154.84	\$11,712.58	\$12,298.21	\$12,913.12	\$13,558.78	\$14,236.72
Annual	\$133,858.09	\$140,551.00	\$147,578.55	\$154,957.47	\$162,705.35	\$170,840.61
294 Hourly	\$64.68	\$67.91	\$71.31	\$74.87	\$78.61	\$82.55
Biweekly	\$5,174.13	\$5,432.84	\$5,704.48	\$5,989.70	\$6,289.19	\$6,603.65
Monthly	\$11,210.62	\$11,771.15	\$12,359.70	\$12,977.69	\$13,626.57	\$14,307.90
Annual	\$134,527.38	\$141,253.75	\$148,316.44	\$155,732.26	\$163,518.87	\$171,694.82
295 Hourly	\$65.00	\$68.25	\$71.66	\$75.25	\$79.01	\$82.96
Biweekly	\$5,200.00	\$5,460.00	\$5,733.00	\$6,019.65	\$6,320.63	\$6,636.67
Monthly	\$11,266.67	\$11,830.00	\$12,421.50	\$13,042.58	\$13,694.71	\$14,379.44
Annual	\$135,200.02	\$141,960.02	\$149,058.02	\$156,510.92	\$164,336.47	\$172,553.29
296 Hourly	\$65.33	\$68.59	\$72.02	\$75.62	\$79.40	\$83.37
Biweekly	\$5,226.00	\$5,487.30	\$5,761.67	\$6,049.75	\$6,352.24	\$6,669.85
Monthly	\$11,323.00	\$11,889.15	\$12,483.61	\$13,107.79	\$13,763.18	\$14,451.34
Annual	\$135,876.02	\$142,669.82	\$149,803.31	\$157,293.48	\$165,158.15	\$173,416.06
297 Hourly	\$65.65	\$68.93	\$72.38	\$76.00	\$79.80	\$83.79
Biweekly	\$5,252.13	\$5,514.74	\$5,790.47	\$6,080.00	\$6,384.00	\$6,703.20

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$11,379.62	\$11,948.60	\$12,546.03	\$13,173.33	\$13,832.00	\$14,523.59
Annual	\$136,555.40	\$143,383.17	\$150,552.33	\$158,079.94	\$165,983.94	\$174,283.14
298 Hourly	\$65.98	\$69.28	\$72.74	\$76.38	\$80.20	\$84.21
Biweekly	\$5,278.39	\$5,542.31	\$5,819.43	\$6,110.40	\$6,415.92	\$6,736.71
Monthly	\$11,436.51	\$12,008.34	\$12,608.76	\$13,239.20	\$13,901.16	\$14,596.21
Annual	\$137,238.18	\$144,100.08	\$151,305.09	\$158,870.34	\$166,813.86	\$175,154.55
299 Hourly	\$66.31	\$69.63	\$73.11	\$76.76	\$80.60	\$84.63
Biweekly	\$5,304.78	\$5,570.02	\$5,848.52	\$6,140.95	\$6,448.00	\$6,770.40
Monthly	\$11,493.70	\$12,068.38	\$12,671.80	\$13,305.39	\$13,970.66	\$14,669.19
Annual	\$137,924.37	\$144,820.58	\$152,061.61	\$159,664.69	\$167,647.93	\$176,030.33
300 Hourly	\$66.64	\$69.97	\$73.47	\$77.15	\$81.00	\$85.05
Biweekly	\$5,331.31	\$5,597.87	\$5,877.77	\$6,171.65	\$6,480.24	\$6,804.25
Monthly	\$11,551.17	\$12,128.72	\$12,735.16	\$13,371.92	\$14,040.51	\$14,742.54
Annual	\$138,613.99	\$145,544.69	\$152,821.92	\$160,463.02	\$168,486.17	\$176,910.48
301 Hourly	\$66.97	\$70.32	\$73.84	\$77.53	\$81.41	\$85.48
Biweekly	\$5,357.96	\$5,625.86	\$5,907.16	\$6,202.51	\$6,512.64	\$6,838.27
Monthly	\$11,608.92	\$12,189.37	\$12,798.84	\$13,438.78	\$14,110.72	\$14,816.25
Annual	\$139,307.06	\$146,272.41	\$153,586.03	\$161,265.33	\$169,328.60	\$177,795.03
302 Hourly	\$67.31	\$70.67	\$74.21	\$77.92	\$81.82	\$85.91
Biweekly	\$5,384.75	\$5,653.99	\$5,936.69	\$6,233.53	\$6,545.20	\$6,872.46
Monthly	\$11,666.97	\$12,250.31	\$12,862.83	\$13,505.97	\$14,181.27	\$14,890.33
Annual	\$140,003.59	\$147,003.77	\$154,353.96	\$162,071.66	\$170,175.24	\$178,684.00
303 Hourly	\$67.65	\$71.03	\$74.58	\$78.31	\$82.22	\$86.34
Biweekly	\$5,411.68	\$5,682.26	\$5,966.37	\$6,264.69	\$6,577.93	\$6,906.82
Monthly	\$11,725.30	\$12,311.57	\$12,927.14	\$13,573.50	\$14,252.18	\$14,964.79
Annual	\$140,703.61	\$147,738.79	\$155,125.73	\$162,882.02	\$171,026.12	\$179,577.43
304 Hourly	\$67.98	\$71.38	\$74.95	\$78.70	\$82.64	\$86.77
Biweekly	\$5,438.74	\$5,710.67	\$5,996.21	\$6,296.02	\$6,610.82	\$6,941.36
Monthly	\$11,783.93	\$12,373.12	\$12,991.78	\$13,641.37	\$14,323.44	\$15,039.61
Annual	\$141,407.13	\$148,477.49	\$155,901.36	\$163,696.43	\$171,881.25	\$180,475.31
305 Hourly	\$68.32	\$71.74	\$75.33	\$79.09	\$83.05	\$87.20
Biweekly	\$5,465.93	\$5,739.23	\$6,026.19	\$6,327.50	\$6,643.87	\$6,976.06
Monthly	\$11,842.85	\$12,434.99	\$13,056.74	\$13,709.58	\$14,395.05	\$15,114.81
Annual	\$142,114.17	\$149,219.87	\$156,680.87	\$164,514.91	\$172,740.66	\$181,377.69
306 Hourly	\$68.67	\$72.10	\$75.70	\$79.49	\$83.46	\$87.64
Biweekly	\$5,493.26	\$5,767.92	\$6,056.32	\$6,359.13	\$6,677.09	\$7,010.95
Monthly	\$11,902.06	\$12,497.16	\$13,122.02	\$13,778.12	\$14,467.03	\$15,190.38
Annual	\$142,824.74	\$149,965.97	\$157,464.27	\$165,337.48	\$173,604.36	\$182,284.58
307 Hourly	\$69.01	\$72.46	\$76.08	\$79.89	\$83.88	\$88.08
Biweekly	\$5,520.73	\$5,796.76	\$6,086.60	\$6,390.93	\$6,710.48	\$7,046.00
Monthly	\$11,961.57	\$12,559.65	\$13,187.63	\$13,847.01	\$14,539.37	\$15,266.33
Annual	\$143,538.86	\$150,715.80	\$158,251.59	\$166,164.17	\$174,472.38	\$183,196.00
308 Hourly	\$69.35	\$72.82	\$76.46	\$80.29	\$84.30	\$88.52
Biweekly	\$5,548.33	\$5,825.75	\$6,117.03	\$6,422.88	\$6,744.03	\$7,081.23
Monthly	\$12,021.38	\$12,622.45	\$13,253.57	\$13,916.25	\$14,612.06	\$15,342.67
Annual	\$144,256.55	\$151,469.38	\$159,042.85	\$166,994.99	\$175,344.74	\$184,111.98
309 Hourly	\$69.70	\$73.19	\$76.85	\$80.69	\$84.72	\$88.96
Biweekly	\$5,576.07	\$5,854.87	\$6,147.62	\$6,455.00	\$6,777.75	\$7,116.64
Monthly	\$12,081.49	\$12,685.56	\$13,319.84	\$13,985.83	\$14,685.12	\$15,419.38
Annual	\$144,977.84	\$152,226.73	\$159,838.06	\$167,829.97	\$176,221.47	\$185,032.54
310 Hourly	\$70.05	\$73.55	\$77.23	\$81.09	\$85.15	\$89.40
Biweekly	\$5,603.95	\$5,884.15	\$6,178.36	\$6,487.27	\$6,811.64	\$7,152.22
Monthly	\$12,141.89	\$12,748.99	\$13,386.44	\$14,055.76	\$14,758.55	\$15,496.48
Annual	\$145,702.73	\$152,987.86	\$160,637.26	\$168,669.12	\$177,102.57	\$185,957.70

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
311 Hourly	\$70.40	\$73.92	\$77.62	\$81.50	\$85.57	\$89.85
Biweekly	\$5,631.97	\$5,913.57	\$6,209.25	\$6,519.71	\$6,845.70	\$7,187.98
Monthly	\$12,202.60	\$12,812.73	\$13,453.37	\$14,126.04	\$14,832.34	\$15,573.96
Annual	\$146,431.24	\$153,752.80	\$161,440.44	\$169,512.46	\$177,988.09	\$186,887.49
312 Hourly	\$70.75	\$74.29	\$78.00	\$81.90	\$86.00	\$90.30
Biweekly	\$5,660.13	\$5,943.14	\$6,240.29	\$6,552.31	\$6,879.92	\$7,223.92
Monthly	\$12,263.62	\$12,876.80	\$13,520.64	\$14,196.67	\$14,906.50	\$15,651.83
Annual	\$147,163.40	\$154,521.57	\$162,247.64	\$170,360.03	\$178,878.03	\$187,821.93
313 Hourly	\$71.11	\$74.66	\$78.39	\$82.31	\$86.43	\$90.75
Biweekly	\$5,688.43	\$5,972.85	\$6,271.50	\$6,585.07	\$6,914.32	\$7,260.04
Monthly	\$12,324.93	\$12,941.18	\$13,588.24	\$14,267.65	\$14,981.03	\$15,730.09
Annual	\$147,899.21	\$155,294.17	\$163,058.88	\$171,211.83	\$179,772.42	\$188,761.04
314 Hourly	\$71.46	\$75.03	\$78.79	\$82.72	\$86.86	\$91.20
Biweekly	\$5,716.87	\$6,002.72	\$6,302.85	\$6,618.00	\$6,948.90	\$7,296.34
Monthly	\$12,386.56	\$13,005.89	\$13,656.18	\$14,338.99	\$15,055.94	\$15,808.74
Annual	\$148,638.71	\$156,070.64	\$163,874.18	\$172,067.89	\$180,671.28	\$189,704.84
315 Hourly	\$71.82	\$75.41	\$79.18	\$83.14	\$87.30	\$91.66
Biweekly	\$5,745.46	\$6,032.73	\$6,334.37	\$6,651.09	\$6,983.64	\$7,332.82
Monthly	\$12,448.49	\$13,070.92	\$13,724.46	\$14,410.69	\$15,131.22	\$15,887.78
Annual	\$149,381.90	\$156,851.00	\$164,693.55	\$172,928.22	\$181,574.64	\$190,653.37
316 Hourly	\$72.18	\$75.79	\$79.58	\$83.55	\$87.73	\$92.12
Biweekly	\$5,774.19	\$6,062.89	\$6,366.04	\$6,684.34	\$7,018.56	\$7,369.49
Monthly	\$12,510.73	\$13,136.27	\$13,793.08	\$14,482.74	\$15,206.88	\$15,967.22
Annual	\$150,128.81	\$157,635.25	\$165,517.01	\$173,792.87	\$182,482.51	\$191,606.63
317 Hourly	\$72.54	\$76.17	\$79.97	\$83.97	\$88.17	\$92.58
Biweekly	\$5,803.06	\$6,093.21	\$6,397.87	\$6,717.76	\$7,053.65	\$7,406.33
Monthly	\$12,573.29	\$13,201.95	\$13,862.05	\$14,555.15	\$15,282.91	\$16,047.06
Annual	\$150,879.46	\$158,423.43	\$166,344.60	\$174,661.83	\$183,394.92	\$192,564.67
318 Hourly	\$72.90	\$76.55	\$80.37	\$84.39	\$88.61	\$93.04
Biweekly	\$5,832.07	\$6,123.67	\$6,429.86	\$6,751.35	\$7,088.92	\$7,443.37
Monthly	\$12,636.15	\$13,267.96	\$13,931.36	\$14,627.93	\$15,359.32	\$16,127.29
Annual	\$151,633.85	\$159,215.55	\$167,176.32	\$175,535.14	\$184,311.90	\$193,527.49
319 Hourly	\$73.27	\$76.93	\$80.78	\$84.81	\$89.05	\$93.51
Biweekly	\$5,861.23	\$6,154.29	\$6,462.01	\$6,785.11	\$7,124.36	\$7,480.58
Monthly	\$12,699.34	\$13,334.30	\$14,001.02	\$14,701.07	\$15,436.12	\$16,207.93
Annual	\$152,392.02	\$160,011.62	\$168,012.20	\$176,412.81	\$185,233.46	\$194,495.13
320 Hourly	\$73.63	\$77.31	\$81.18	\$85.24	\$89.50	\$93.97
Biweekly	\$5,890.54	\$6,185.06	\$6,494.32	\$6,819.03	\$7,159.99	\$7,517.98
Monthly	\$12,762.83	\$13,400.97	\$14,071.02	\$14,774.57	\$15,513.30	\$16,288.97
Annual	\$153,153.98	\$160,811.68	\$168,852.27	\$177,294.88	\$186,159.62	\$195,467.60
321 Hourly	\$74.00	\$77.70	\$81.58	\$85.66	\$89.95	\$94.44
Biweekly	\$5,919.99	\$6,215.99	\$6,526.79	\$6,853.13	\$7,195.79	\$7,555.57
Monthly	\$12,826.65	\$13,467.98	\$14,141.38	\$14,848.45	\$15,590.87	\$16,370.41
Annual	\$153,919.75	\$161,615.74	\$169,696.53	\$178,181.35	\$187,090.42	\$196,444.94
322 Hourly	\$74.37	\$78.09	\$81.99	\$86.09	\$90.40	\$94.92
Biweekly	\$5,949.59	\$6,247.07	\$6,559.42	\$6,887.39	\$7,231.76	\$7,593.35
Monthly	\$12,890.78	\$13,535.32	\$14,212.08	\$14,922.69	\$15,668.82	\$16,452.26
Annual	\$154,689.35	\$162,423.82	\$170,545.01	\$179,072.26	\$188,025.87	\$197,427.17
323 Hourly	\$74.74	\$78.48	\$82.40	\$86.52	\$90.85	\$95.39
Biweekly	\$5,979.34	\$6,278.31	\$6,592.22	\$6,921.83	\$7,267.92	\$7,631.32
Monthly	\$12,955.23	\$13,602.99	\$14,283.14	\$14,997.30	\$15,747.17	\$16,534.53
Annual	\$155,462.80	\$163,235.94	\$171,397.73	\$179,967.62	\$188,966.00	\$198,414.30
324 Hourly	\$75.12	\$78.87	\$82.81	\$86.96	\$91.30	\$95.87
Biweekly	\$6,009.24	\$6,309.70	\$6,625.18	\$6,956.44	\$7,304.26	\$7,669.48

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$13,020.01	\$13,671.01	\$14,354.56	\$15,072.29	\$15,825.90	\$16,617.20
Annual	\$156,240.11	\$164,052.12	\$172,254.72	\$180,867.46	\$189,910.83	\$199,406.37
325 Hourly	\$75.49	\$79.27	\$83.23	\$87.39	\$91.76	\$96.35
Biweekly	\$6,039.28	\$6,341.25	\$6,658.31	\$6,991.22	\$7,340.78	\$7,707.82
Monthly	\$13,085.11	\$13,739.36	\$14,426.33	\$15,147.65	\$15,905.03	\$16,700.28
Annual	\$157,021.31	\$164,872.38	\$173,116.00	\$181,771.80	\$190,860.39	\$200,403.41
326 Hourly	\$75.87	\$79.66	\$83.64	\$87.83	\$92.22	\$96.83
Biweekly	\$6,069.48	\$6,372.95	\$6,691.60	\$7,026.18	\$7,377.49	\$7,746.36
Monthly	\$13,150.53	\$13,808.06	\$14,498.46	\$15,223.39	\$15,984.56	\$16,783.79
Annual	\$157,806.42	\$165,696.74	\$173,981.58	\$182,680.66	\$191,814.69	\$201,405.42
327 Hourly	\$76.25	\$80.06	\$84.06	\$88.27	\$92.68	\$97.31
Biweekly	\$6,099.83	\$6,404.82	\$6,725.06	\$7,061.31	\$7,414.38	\$7,785.09
Monthly	\$13,216.29	\$13,877.10	\$14,570.96	\$15,299.50	\$16,064.48	\$16,867.70
Annual	\$158,595.45	\$166,525.22	\$174,851.48	\$183,594.06	\$192,773.76	\$202,412.45
328 Hourly	\$76.63	\$80.46	\$84.48	\$88.71	\$93.14	\$97.80
Biweekly	\$6,130.32	\$6,436.84	\$6,758.68	\$7,096.62	\$7,451.45	\$7,824.02
Monthly	\$13,282.37	\$13,946.49	\$14,643.81	\$15,376.00	\$16,144.80	\$16,952.04
Annual	\$159,388.43	\$167,357.85	\$175,725.74	\$184,512.03	\$193,737.63	\$203,424.51
329 Hourly	\$77.01	\$80.86	\$84.91	\$89.15	\$93.61	\$98.29
Biweekly	\$6,160.98	\$6,469.02	\$6,792.48	\$7,132.10	\$7,488.70	\$7,863.14
Monthly	\$13,348.78	\$14,016.22	\$14,717.03	\$15,452.88	\$16,225.53	\$17,036.80
Annual	\$160,185.37	\$168,194.64	\$176,604.37	\$185,434.59	\$194,706.32	\$204,441.63
330 Hourly	\$77.40	\$81.27	\$85.33	\$89.60	\$94.08	\$98.78
Biweekly	\$6,191.78	\$6,501.37	\$6,826.44	\$7,167.76	\$7,526.15	\$7,902.46
Monthly	\$13,415.52	\$14,086.30	\$14,790.62	\$15,530.15	\$16,306.65	\$17,121.99
Annual	\$160,986.30	\$169,035.61	\$177,487.39	\$186,361.76	\$195,679.85	\$205,463.84
331 Hourly	\$77.78	\$81.67	\$85.76	\$90.04	\$94.55	\$99.27
Biweekly	\$6,222.74	\$6,533.88	\$6,860.57	\$7,203.60	\$7,563.78	\$7,941.97
Monthly	\$13,482.60	\$14,156.73	\$14,864.57	\$15,607.80	\$16,388.19	\$17,207.60
Annual	\$161,791.23	\$169,880.79	\$178,374.83	\$187,293.57	\$196,658.25	\$206,491.16
332 Hourly	\$78.17	\$82.08	\$86.19	\$90.50	\$95.02	\$99.77
Biweekly	\$6,253.85	\$6,566.55	\$6,894.87	\$7,239.62	\$7,601.60	\$7,981.68
Monthly	\$13,550.02	\$14,227.52	\$14,938.89	\$15,685.84	\$16,470.13	\$17,293.63
Annual	\$162,600.19	\$170,730.19	\$179,266.70	\$188,230.04	\$197,641.54	\$207,523.62
333 Hourly	\$78.56	\$82.49	\$86.62	\$90.95	\$95.50	\$100.27
Biweekly	\$6,285.12	\$6,599.38	\$6,929.35	\$7,275.81	\$7,639.61	\$8,021.59
Monthly	\$13,617.77	\$14,298.65	\$15,013.59	\$15,764.27	\$16,552.48	\$17,380.10
Annual	\$163,413.19	\$171,583.85	\$180,163.04	\$189,171.19	\$198,629.75	\$208,561.24
334 Hourly	\$78.96	\$82.90	\$87.05	\$91.40	\$95.97	\$100.77
Biweekly	\$6,316.55	\$6,632.38	\$6,963.99	\$7,312.19	\$7,677.80	\$8,061.69
Monthly	\$13,685.85	\$14,370.15	\$15,088.65	\$15,843.09	\$16,635.24	\$17,467.00
Annual	\$164,230.25	\$172,441.76	\$181,063.85	\$190,117.05	\$199,622.90	\$209,604.04
335 Hourly	\$79.35	\$83.32	\$87.49	\$91.86	\$96.45	\$101.28
Biweekly	\$6,348.13	\$6,665.54	\$6,998.81	\$7,348.76	\$7,716.19	\$8,102.00
Monthly	\$13,754.28	\$14,442.00	\$15,164.10	\$15,922.30	\$16,718.42	\$17,554.34
Annual	\$165,051.40	\$173,303.97	\$181,969.17	\$191,067.63	\$200,621.01	\$210,652.06
336 Hourly	\$79.75	\$83.74	\$87.92	\$92.32	\$96.93	\$101.78
Biweekly	\$6,379.87	\$6,698.87	\$7,033.81	\$7,385.50	\$7,754.77	\$8,142.51
Monthly	\$13,823.06	\$14,514.21	\$15,239.92	\$16,001.91	\$16,802.01	\$17,642.11
Annual	\$165,876.66	\$174,170.49	\$182,879.02	\$192,022.97	\$201,624.12	\$211,705.32
337 Hourly	\$80.15	\$84.15	\$88.36	\$92.78	\$97.42	\$102.29
Biweekly	\$6,411.77	\$6,732.36	\$7,068.98	\$7,422.43	\$7,793.55	\$8,183.22
Monthly	\$13,892.17	\$14,586.78	\$15,316.12	\$16,081.92	\$16,886.02	\$17,730.32
Annual	\$166,706.04	\$175,041.35	\$183,793.41	\$192,983.08	\$202,632.24	\$212,763.85

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
338 Hourly	\$80.55	\$84.58	\$88.80	\$93.24	\$97.91	\$102.80
Biweekly	\$6,443.83	\$6,766.02	\$7,104.32	\$7,459.54	\$7,832.52	\$8,224.14
Monthly	\$13,961.63	\$14,659.71	\$15,392.70	\$16,162.33	\$16,970.45	\$17,818.97
Annual	\$167,539.57	\$175,916.55	\$184,712.38	\$193,948.00	\$203,645.40	\$213,827.67
339 Hourly	\$80.95	\$85.00	\$89.25	\$93.71	\$98.40	\$103.32
Biweekly	\$6,476.05	\$6,799.85	\$7,139.84	\$7,496.84	\$7,871.68	\$8,265.26
Monthly	\$14,031.44	\$14,733.01	\$15,469.66	\$16,243.14	\$17,055.30	\$17,908.07
Annual	\$168,377.27	\$176,796.14	\$185,635.94	\$194,917.74	\$204,663.63	\$214,896.81
340 Hourly	\$81.36	\$85.42	\$89.69	\$94.18	\$98.89	\$103.83
Biweekly	\$6,508.43	\$6,833.85	\$7,175.54	\$7,534.32	\$7,911.04	\$8,306.59
Monthly	\$14,101.60	\$14,806.68	\$15,547.01	\$16,324.36	\$17,140.58	\$17,997.61
Annual	\$169,219.16	\$177,680.12	\$186,564.12	\$195,892.33	\$205,686.94	\$215,971.29
341 Hourly	\$81.76	\$85.85	\$90.14	\$94.65	\$99.38	\$104.35
Biweekly	\$6,540.97	\$6,868.02	\$7,211.42	\$7,571.99	\$7,950.59	\$8,348.12
Monthly	\$14,172.10	\$14,880.71	\$15,624.75	\$16,405.98	\$17,226.28	\$18,087.60
Annual	\$170,065.25	\$178,568.52	\$187,496.94	\$196,871.79	\$206,715.38	\$217,051.15
342 Hourly	\$82.17	\$86.28	\$90.59	\$95.12	\$99.88	\$104.87
Biweekly	\$6,573.68	\$6,902.36	\$7,247.48	\$7,609.85	\$7,990.34	\$8,389.86
Monthly	\$14,242.96	\$14,955.11	\$15,702.87	\$16,488.01	\$17,312.41	\$18,178.03
Annual	\$170,915.58	\$179,461.36	\$188,434.43	\$197,856.15	\$207,748.96	\$218,136.40
343 Hourly	\$82.58	\$86.71	\$91.05	\$95.60	\$100.38	\$105.40
Biweekly	\$6,606.54	\$6,936.87	\$7,283.72	\$7,647.90	\$8,030.30	\$8,431.81
Monthly	\$14,314.18	\$15,029.89	\$15,781.38	\$16,570.45	\$17,398.98	\$18,268.92
Annual	\$171,770.16	\$180,358.67	\$189,376.60	\$198,845.43	\$208,787.70	\$219,227.09
344 Hourly	\$82.99	\$87.14	\$91.50	\$96.08	\$100.88	\$105.92
Biweekly	\$6,639.58	\$6,971.56	\$7,320.13	\$7,686.14	\$8,070.45	\$8,473.97
Monthly	\$14,385.75	\$15,105.04	\$15,860.29	\$16,653.30	\$17,485.97	\$18,360.27
Annual	\$172,629.01	\$181,260.46	\$190,323.48	\$199,839.66	\$209,831.64	\$220,323.22
345 Hourly	\$83.41	\$87.58	\$91.96	\$96.56	\$101.38	\$106.45
Biweekly	\$6,672.78	\$7,006.41	\$7,356.73	\$7,724.57	\$8,110.80	\$8,516.34
Monthly	\$14,457.68	\$15,180.56	\$15,939.59	\$16,736.57	\$17,573.40	\$18,452.07
Annual	\$173,492.15	\$182,166.76	\$191,275.10	\$200,838.85	\$210,880.80	\$221,424.84
346 Hourly	\$83.83	\$88.02	\$92.42	\$97.04	\$101.89	\$106.99
Biweekly	\$6,706.14	\$7,041.45	\$7,393.52	\$7,763.19	\$8,151.35	\$8,558.92
Monthly	\$14,529.97	\$15,256.47	\$16,019.29	\$16,820.25	\$17,661.27	\$18,544.33
Annual	\$174,359.61	\$183,077.60	\$192,231.47	\$201,843.05	\$211,935.20	\$222,531.96
347 Hourly	\$84.25	\$88.46	\$92.88	\$97.53	\$102.40	\$107.52
Biweekly	\$6,739.67	\$7,076.65	\$7,430.49	\$7,802.01	\$8,192.11	\$8,601.72
Monthly	\$14,602.62	\$15,332.75	\$16,099.39	\$16,904.36	\$17,749.57	\$18,637.05
Annual	\$175,231.41	\$183,992.98	\$193,192.63	\$202,852.26	\$212,994.88	\$223,644.62
348 Hourly	\$84.67	\$88.90	\$93.35	\$98.01	\$102.91	\$108.06
Biweekly	\$6,773.37	\$7,112.04	\$7,467.64	\$7,841.02	\$8,233.07	\$8,644.72
Monthly	\$14,675.63	\$15,409.41	\$16,179.88	\$16,988.88	\$17,838.32	\$18,730.24
Annual	\$176,107.57	\$184,912.95	\$194,158.60	\$203,866.53	\$214,059.85	\$224,762.84
349 Hourly	\$85.09	\$89.34	\$93.81	\$98.50	\$103.43	\$108.60
Biweekly	\$6,807.23	\$7,147.60	\$7,504.98	\$7,880.23	\$8,274.24	\$8,687.95
Monthly	\$14,749.01	\$15,486.46	\$16,260.78	\$17,073.82	\$17,927.51	\$18,823.89
Annual	\$176,988.11	\$185,837.51	\$195,129.39	\$204,885.86	\$215,130.15	\$225,886.66
350 Hourly	\$85.52	\$89.79	\$94.28	\$99.00	\$103.95	\$109.14
Biweekly	\$6,841.27	\$7,183.33	\$7,542.50	\$7,919.63	\$8,315.61	\$8,731.39
Monthly	\$14,822.75	\$15,563.89	\$16,342.09	\$17,159.19	\$18,017.15	\$18,918.01
Annual	\$177,873.05	\$186,766.70	\$196,105.04	\$205,910.29	\$216,205.80	\$227,016.09
351 Hourly	\$85.94	\$90.24	\$94.75	\$99.49	\$104.46	\$109.69
Biweekly	\$6,875.48	\$7,219.25	\$7,580.21	\$7,959.22	\$8,357.19	\$8,775.05

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$14,896.87	\$15,641.71	\$16,423.80	\$17,244.99	\$18,107.24	\$19,012.60
Annual	\$178,762.41	\$187,700.53	\$197,085.56	\$206,939.84	\$217,286.83	\$228,151.17
352 Hourly	\$86.37	\$90.69	\$95.23	\$99.99	\$104.99	\$110.24
Biweekly	\$6,909.85	\$7,255.35	\$7,618.11	\$7,999.02	\$8,398.97	\$8,818.92
Monthly	\$14,971.35	\$15,719.92	\$16,505.92	\$17,331.21	\$18,197.77	\$19,107.66
Annual	\$179,656.23	\$188,639.04	\$198,070.99	\$207,974.54	\$218,373.26	\$229,291.93
353 Hourly	\$86.81	\$91.15	\$95.70	\$100.49	\$105.51	\$110.79
Biweekly	\$6,944.40	\$7,291.62	\$7,656.21	\$8,039.02	\$8,440.97	\$8,863.01
Monthly	\$15,046.21	\$15,798.52	\$16,588.45	\$17,417.87	\$18,288.76	\$19,203.20
Annual	\$180,554.51	\$189,582.23	\$199,061.34	\$209,014.41	\$219,465.13	\$230,438.39
354 Hourly	\$87.24	\$91.60	\$96.18	\$100.99	\$106.04	\$111.34
Biweekly	\$6,979.13	\$7,328.08	\$7,694.49	\$8,079.21	\$8,483.17	\$8,907.33
Monthly	\$15,121.44	\$15,877.51	\$16,671.39	\$17,504.96	\$18,380.20	\$19,299.21
Annual	\$181,457.28	\$190,530.14	\$200,056.65	\$210,059.48	\$220,562.46	\$231,590.58
355 Hourly	\$87.68	\$92.06	\$96.66	\$101.50	\$106.57	\$111.90
Biweekly	\$7,014.02	\$7,364.72	\$7,732.96	\$8,119.61	\$8,525.59	\$8,951.87
Monthly	\$15,197.05	\$15,956.90	\$16,754.74	\$17,592.48	\$18,472.11	\$19,395.71
Annual	\$182,364.57	\$191,482.79	\$201,056.93	\$211,109.78	\$221,665.27	\$232,748.53
356 Hourly	\$88.11	\$92.52	\$97.15	\$102.00	\$107.10	\$112.46
Biweekly	\$7,049.09	\$7,401.55	\$7,771.62	\$8,160.20	\$8,568.22	\$8,996.63
Monthly	\$15,273.03	\$16,036.68	\$16,838.52	\$17,680.44	\$18,564.47	\$19,492.69
Annual	\$183,276.39	\$192,440.21	\$202,062.22	\$212,165.33	\$222,773.60	\$233,912.28
357 Hourly	\$88.55	\$92.98	\$97.63	\$102.51	\$107.64	\$113.02
Biweekly	\$7,084.34	\$7,438.55	\$7,810.48	\$8,201.01	\$8,611.06	\$9,041.61
Monthly	\$15,349.40	\$16,116.87	\$16,922.71	\$17,768.85	\$18,657.29	\$19,590.15
Annual	\$184,192.77	\$193,402.41	\$203,072.53	\$213,226.16	\$223,887.46	\$235,081.84
358 Hourly	\$89.00	\$93.45	\$98.12	\$103.03	\$108.18	\$113.59
Biweekly	\$7,119.76	\$7,475.75	\$7,849.53	\$8,242.01	\$8,654.11	\$9,086.82
Monthly	\$15,426.14	\$16,197.45	\$17,007.32	\$17,857.69	\$18,750.58	\$19,688.10
Annual	\$185,113.73	\$194,369.42	\$204,087.89	\$214,292.29	\$225,006.90	\$236,257.25
359 Hourly	\$89.44	\$93.91	\$98.61	\$103.54	\$108.72	\$114.15
Biweekly	\$7,155.36	\$7,513.13	\$7,888.78	\$8,283.22	\$8,697.38	\$9,132.25
Monthly	\$15,503.28	\$16,278.44	\$17,092.36	\$17,946.98	\$18,844.33	\$19,786.54
Annual	\$186,039.30	\$195,341.27	\$205,108.33	\$215,363.75	\$226,131.94	\$237,438.53
360 Hourly	\$89.89	\$94.38	\$99.10	\$104.06	\$109.26	\$114.72
Biweekly	\$7,191.13	\$7,550.69	\$7,928.23	\$8,324.64	\$8,740.87	\$9,177.91
Monthly	\$15,580.79	\$16,359.83	\$17,177.82	\$18,036.71	\$18,938.55	\$19,885.48
Annual	\$186,969.50	\$196,317.97	\$206,133.87	\$216,440.57	\$227,262.59	\$238,625.72
361 Hourly	\$90.34	\$94.86	\$99.60	\$104.58	\$109.81	\$115.30
Biweekly	\$7,227.09	\$7,588.44	\$7,967.87	\$8,366.26	\$8,784.57	\$9,223.80
Monthly	\$15,658.70	\$16,441.63	\$17,263.71	\$18,126.90	\$19,033.24	\$19,984.90
Annual	\$187,904.35	\$197,299.56	\$207,164.54	\$217,522.77	\$228,398.91	\$239,818.85
362 Hourly	\$90.79	\$95.33	\$100.10	\$105.10	\$110.36	\$115.87
Biweekly	\$7,263.23	\$7,626.39	\$8,007.71	\$8,408.09	\$8,828.50	\$9,269.92
Monthly	\$15,736.99	\$16,523.84	\$17,350.03	\$18,217.53	\$19,128.41	\$20,084.83
Annual	\$188,843.87	\$198,286.06	\$208,200.36	\$218,610.38	\$229,540.90	\$241,017.95
363 Hourly	\$91.24	\$95.81	\$100.60	\$105.63	\$110.91	\$116.45
Biweekly	\$7,299.54	\$7,664.52	\$8,047.74	\$8,450.13	\$8,872.64	\$9,316.27
Monthly	\$15,815.67	\$16,606.46	\$17,436.78	\$18,308.62	\$19,224.05	\$20,185.25
Annual	\$189,788.09	\$199,277.49	\$209,241.37	\$219,703.44	\$230,688.61	\$242,223.04
364 Hourly	\$91.70	\$96.29	\$101.10	\$106.15	\$111.46	\$117.04
Biweekly	\$7,336.04	\$7,702.84	\$8,087.98	\$8,492.38	\$8,917.00	\$9,362.85
Monthly	\$15,894.75	\$16,689.49	\$17,523.96	\$18,400.16	\$19,320.17	\$20,286.18
Annual	\$190,737.03	\$200,273.88	\$210,287.57	\$220,801.95	\$231,842.05	\$243,434.15

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
365 Hourly	\$92.16	\$96.77	\$101.61	\$106.69	\$112.02	\$117.62
Biweekly	\$7,372.72	\$7,741.36	\$8,128.42	\$8,534.84	\$8,961.59	\$9,409.67
Monthly	\$15,974.23	\$16,772.94	\$17,611.58	\$18,492.16	\$19,416.77	\$20,387.61
Annual	\$191,690.71	\$201,275.25	\$211,339.01	\$221,905.96	\$233,001.26	\$244,651.32
366 Hourly	\$92.62	\$97.25	\$102.11	\$107.22	\$112.58	\$118.21
Biweekly	\$7,409.58	\$7,780.06	\$8,169.07	\$8,577.52	\$9,006.39	\$9,456.71
Monthly	\$16,054.10	\$16,856.80	\$17,699.64	\$18,584.62	\$19,513.86	\$20,489.55
Annual	\$192,649.17	\$202,281.63	\$212,395.71	\$223,015.49	\$234,166.27	\$245,874.58
367 Hourly	\$93.08	\$97.74	\$102.62	\$107.76	\$113.14	\$118.80
Biweekly	\$7,446.63	\$7,818.96	\$8,209.91	\$8,620.41	\$9,051.43	\$9,504.00
Monthly	\$16,134.37	\$16,941.09	\$17,788.14	\$18,677.55	\$19,611.42	\$20,592.00
Annual	\$193,612.41	\$203,293.03	\$213,457.68	\$224,130.57	\$235,337.10	\$247,103.95
368 Hourly	\$93.55	\$98.23	\$103.14	\$108.29	\$113.71	\$119.39
Biweekly	\$7,483.86	\$7,858.06	\$8,250.96	\$8,663.51	\$9,096.68	\$9,551.52
Monthly	\$16,215.04	\$17,025.79	\$17,877.08	\$18,770.94	\$19,709.48	\$20,694.96
Annual	\$194,580.47	\$204,309.50	\$214,524.97	\$225,251.22	\$236,513.78	\$248,339.47
369 Hourly	\$94.02	\$98.72	\$103.65	\$108.84	\$114.28	\$119.99
Biweekly	\$7,521.28	\$7,897.35	\$8,292.22	\$8,706.83	\$9,142.17	\$9,599.28
Monthly	\$16,296.11	\$17,110.92	\$17,966.47	\$18,864.79	\$19,808.03	\$20,798.43
Annual	\$195,553.38	\$205,331.05	\$215,597.60	\$226,377.48	\$237,696.35	\$249,581.17
370 Hourly	\$94.49	\$99.21	\$104.17	\$109.38	\$114.85	\$120.59
Biweekly	\$7,558.89	\$7,936.83	\$8,333.68	\$8,750.36	\$9,187.88	\$9,647.27
Monthly	\$16,377.60	\$17,196.48	\$18,056.30	\$18,959.11	\$19,907.07	\$20,902.42
Annual	\$196,531.14	\$206,357.70	\$216,675.59	\$227,509.37	\$238,884.83	\$250,829.08
371 Hourly	\$94.96	\$99.71	\$104.69	\$109.93	\$115.42	\$121.19
Biweekly	\$7,596.68	\$7,976.52	\$8,375.34	\$8,794.11	\$9,233.82	\$9,695.51
Monthly	\$16,459.48	\$17,282.46	\$18,146.58	\$19,053.91	\$20,006.60	\$21,006.94
Annual	\$197,513.80	\$207,389.49	\$217,758.96	\$228,646.91	\$240,079.26	\$252,083.22
372 Hourly	\$95.43	\$100.21	\$105.22	\$110.48	\$116.00	\$121.80
Biweekly	\$7,634.67	\$8,016.40	\$8,417.22	\$8,838.08	\$9,279.99	\$9,743.99
Monthly	\$16,541.78	\$17,368.87	\$18,237.31	\$19,149.18	\$20,106.64	\$21,111.97
Annual	\$198,501.37	\$208,426.44	\$218,847.76	\$229,790.15	\$241,279.65	\$253,343.64
373 Hourly	\$95.91	\$100.71	\$105.74	\$111.03	\$116.58	\$122.41
Biweekly	\$7,672.84	\$8,056.48	\$8,459.31	\$8,882.27	\$9,326.39	\$9,792.71
Monthly	\$16,624.49	\$17,455.71	\$18,328.50	\$19,244.92	\$20,207.17	\$21,217.53
Annual	\$199,493.88	\$209,468.57	\$219,942.00	\$230,939.10	\$242,486.05	\$254,610.36
374 Hourly	\$96.39	\$101.21	\$106.27	\$111.58	\$117.16	\$123.02
Biweekly	\$7,711.21	\$8,096.77	\$8,501.60	\$8,926.68	\$9,373.02	\$9,841.67
Monthly	\$16,707.61	\$17,542.99	\$18,420.14	\$19,341.15	\$20,308.21	\$21,323.62
Annual	\$200,491.34	\$210,515.91	\$221,041.71	\$232,093.79	\$243,698.48	\$255,883.41
375 Hourly	\$96.87	\$101.72	\$106.80	\$112.14	\$117.75	\$123.64
Biweekly	\$7,749.76	\$8,137.25	\$8,544.11	\$8,971.32	\$9,419.88	\$9,890.88
Monthly	\$16,791.15	\$17,630.71	\$18,512.24	\$19,437.86	\$20,409.75	\$21,430.24
Annual	\$201,493.80	\$211,568.49	\$222,146.92	\$233,254.26	\$244,916.98	\$257,162.82
376 Hourly	\$97.36	\$102.22	\$107.34	\$112.70	\$118.34	\$124.25
Biweekly	\$7,788.51	\$8,177.94	\$8,586.83	\$9,016.17	\$9,466.98	\$9,940.33
Monthly	\$16,875.11	\$17,718.86	\$18,604.80	\$19,535.04	\$20,511.80	\$21,537.39
Annual	\$202,501.27	\$212,626.33	\$223,257.65	\$234,420.53	\$246,141.56	\$258,448.64
377 Hourly	\$97.84	\$102.74	\$107.87	\$113.27	\$118.93	\$124.88
Biweekly	\$7,827.45	\$8,218.83	\$8,629.77	\$9,061.26	\$9,514.32	\$9,990.03
Monthly	\$16,959.48	\$17,807.46	\$18,697.83	\$19,632.72	\$20,614.36	\$21,645.07
Annual	\$203,513.78	\$213,689.47	\$224,373.94	\$235,592.64	\$247,372.27	\$259,740.88
378 Hourly	\$98.33	\$103.25	\$108.41	\$113.83	\$119.52	\$125.50
Biweekly	\$7,866.59	\$8,259.92	\$8,672.92	\$9,106.56	\$9,561.89	\$10,039.98

Tahoe-Truckee Sanitation Agency
Salary Matrix

Range	Step 1	Step 2	Step 3	Setp 4	Step 5	Step 6
Monthly	\$17,044.28	\$17,896.49	\$18,791.32	\$19,730.88	\$20,717.43	\$21,753.30
Annual	\$204,531.35	\$214,757.91	\$225,495.81	\$236,770.60	\$248,609.13	\$261,039.59
379 Hourly	\$98.82	\$103.77	\$108.95	\$114.40	\$120.12	\$126.13
Biweekly	\$7,905.92	\$8,301.22	\$8,716.28	\$9,152.09	\$9,609.70	\$10,090.18
Monthly	\$17,129.50	\$17,985.98	\$18,885.27	\$19,829.54	\$20,821.01	\$21,862.07
Annual	\$205,554.00	\$215,831.70	\$226,623.29	\$237,954.45	\$249,852.17	\$262,344.78
380 Hourly	\$99.32	\$104.28	\$109.50	\$114.97	\$120.72	\$126.76
Biweekly	\$7,945.45	\$8,342.73	\$8,759.86	\$9,197.85	\$9,657.75	\$10,140.63
Monthly	\$17,215.15	\$18,075.91	\$18,979.70	\$19,928.69	\$20,925.12	\$21,971.38
Annual	\$206,581.77	\$216,910.86	\$227,756.40	\$239,144.22	\$251,101.44	\$263,656.51
381 Hourly	\$99.81	\$104.81	\$110.05	\$115.55	\$121.33	\$127.39
Biweekly	\$7,985.18	\$8,384.44	\$8,803.66	\$9,243.84	\$9,706.04	\$10,191.34
Monthly	\$17,301.22	\$18,166.28	\$19,074.60	\$20,028.33	\$21,029.75	\$22,081.23
Annual	\$207,614.68	\$217,995.42	\$228,895.19	\$240,339.95	\$252,356.94	\$264,974.79
382 Hourly	\$100.31	\$105.33	\$110.60	\$116.13	\$121.93	\$128.03
Biweekly	\$8,025.11	\$8,426.36	\$8,847.68	\$9,290.06	\$9,754.57	\$10,242.29
Monthly	\$17,387.73	\$18,257.12	\$19,169.97	\$20,128.47	\$21,134.89	\$22,191.64
Annual	\$208,652.75	\$219,085.39	\$230,039.66	\$241,541.65	\$253,618.73	\$266,299.66
383 Hourly	\$100.82	\$105.86	\$111.15	\$116.71	\$122.54	\$128.67
Biweekly	\$8,065.23	\$8,468.49	\$8,891.92	\$9,336.51	\$9,803.34	\$10,293.51
Monthly	\$17,474.67	\$18,348.40	\$19,265.82	\$20,229.11	\$21,240.57	\$22,302.60
Annual	\$209,696.02	\$220,180.82	\$231,189.86	\$242,749.35	\$254,886.82	\$267,631.16
384 Hourly	\$101.32	\$106.39	\$111.70	\$117.29	\$123.15	\$129.31
Biweekly	\$8,105.56	\$8,510.84	\$8,936.38	\$9,383.20	\$9,852.36	\$10,344.97
Monthly	\$17,562.04	\$18,440.14	\$19,362.15	\$20,330.26	\$21,346.77	\$22,414.11
Annual	\$210,744.50	\$221,281.72	\$232,345.81	\$243,963.10	\$256,161.26	\$268,969.32
385 Hourly	\$101.83	\$106.92	\$112.26	\$117.88	\$123.77	\$129.96
Biweekly	\$8,146.09	\$8,553.39	\$8,981.06	\$9,430.11	\$9,901.62	\$10,396.70
Monthly	\$17,649.85	\$18,532.34	\$19,458.96	\$20,431.91	\$21,453.51	\$22,526.18
Annual	\$211,798.22	\$222,388.13	\$233,507.54	\$245,182.92	\$257,442.06	\$270,314.16
386 Hourly	\$102.34	\$107.45	\$112.82	\$118.47	\$124.39	\$130.61
Biweekly	\$8,186.82	\$8,596.16	\$9,025.96	\$9,477.26	\$9,951.13	\$10,448.68
Monthly	\$17,738.10	\$18,625.01	\$19,556.26	\$20,534.07	\$21,560.77	\$22,638.81
Annual	\$212,857.21	\$223,500.07	\$234,675.08	\$246,408.83	\$258,729.27	\$271,665.74
387 Hourly	\$102.85	\$107.99	\$113.39	\$119.06	\$125.01	\$131.26
Biweekly	\$8,227.75	\$8,639.14	\$9,071.09	\$9,524.65	\$10,000.88	\$10,500.93
Monthly	\$17,826.79	\$18,718.13	\$19,654.04	\$20,636.74	\$21,668.58	\$22,752.01
Annual	\$213,921.50	\$224,617.57	\$235,848.45	\$247,640.87	\$260,022.92	\$273,024.06

APPENDIX D
SALARY RECOMMENDATIONS

Tahoe-Truckee Sanitation Agency
Salary Recommendations

Department	Class Recommendation	Current Max Monthly Rate	Adjusted Labor Market (75th percentile)	Recommended Range	Recommended Max Monthly	\$ Difference	% Difference	Recommended Internal Relationship
General Manager's Office	General Manager	\$16,805	\$18,031	340	17,998	\$1,193	7.10%	Market
	Human Resources Administrator	\$9,948	\$10,843	238	10,821	\$873	8.78%	Market
Administrative Services	Administrative Department Manager	\$11,884	\$13,049	256	11,838	-\$46	-0.39%	10% below market (degree requirement)
	Accounting Supervisor	\$9,471	---	139	6,604	-\$2,867	-30.27%	20% above Accounting Technician II
	Accounting Technician II	\$7,786	\$5,410	99	5,410	-\$2,376	-30.52%	Market
	Accounting Technician I	\$6,803	---	79	4,896	-\$1,907	-28.03%	10% below Accounting Technician II
	Administrative Assistant II	\$5,874	\$4,654	69	4,658	-\$1,216	-20.70%	Market
	Administrative Assistant I	\$5,325	---	49	4,216	-\$1,109	-20.83%	10% below Administrative Assistant II
	Purchasing Agent II	\$7,195	\$5,595	106	5,602	-\$1,593	-22.14%	Market
	Purchasing Agent I	\$6,803	---	86	5,070	-\$1,733	-25.47%	10% below Purchasing Agent II
	Customer Service Supervisor	\$9,471	---	119	5,977	-\$3,494	-36.89%	20% above Customer Service Specialist II
	Customer Services Specialist II	\$7,786	\$4,904	79	4,896	-\$2,890	-37.11%	Market
Customer Services Specialist I	New	---	59	4,432	---	---	10% below Customer Service Specialist II	
Engineering	Engineering Department Manager	\$14,062	\$14,121	291	14,095	\$33	0.24%	Market
	Senior Engineer	\$11,693	---	254	11,720	\$27	0.23%	15% above Associate Engineer
	Associate Engineer	\$10,308	\$10,078	224	10,091	-\$217	-2.10%	Market
	Assistant Engineer	New	---	204	9,133	---	---	10% below Associate Engineer
	Safety Officer	\$9,473	\$6,924	209	8,433	-\$1,040	-10.98%	Same as Operations Supervisor
Operations	Operations Department Manager	\$11,884	Insuff Data	271	12,757	\$873	7.35%	10% below Engineering Department Manager
	Chief Operator	\$10,707	\$9,757	234	10,607	-\$100	-0.93%	Maintain equality with other supervisors
	Operations Supervisor	\$9,473	Insuff Data	209	8,433	-\$1,040	-10.98%	15% above Operations Shift Supervisor
	Operations Shift Supervisor	\$8,581	Insuff Data	179	8,063	-\$518	-6.04%	15% above Operator III
	Operator III	\$7,769	\$6,244	149	6,942	-\$827	-10.64%	Equal to Mechanic III Market
	Operator II	\$7,036	---	129	6,283	-\$753	-10.70%	10% below Operator III
	Operator I	\$6,246	---	109	5,687	-\$559	-8.96%	10% below Operator II
	Operator In Training	\$5,729	---	89	5,147	-\$582	-10.16%	10% below Operator I

Tahoe-Truckee Sanitation Agency
Salary Recommendations

Department	Class Recommendation	Current Max Monthly Rate	Adjusted Labor Market (75th percentile)	Recommended Range	Recommended Max Monthly	\$ Difference	% Difference	Recommended Internal Relationship
Laboratory	Laboratory Director	\$10,707	\$10,632	234	10,607	-\$100	-0.93%	Market
	Chemist III	\$9,126	---	154	7,118	-\$2,009	-22.01%	10% above Chemist II
	Chemist II	\$8,265	\$6,447	134	6,442	-\$1,823	-22.06%	Market
	Chemist I	\$7,016	---	114	5,830	-\$1,186	-16.90%	10% below Chemist II
Maintenance	Maintenance Department Manager	\$11,884	Insuff Data	271	12,757	\$873	7.35%	10% below Engineering Department Manager
	Instrumentation & Electrical Supervisor	\$10,688	\$8,530	234	10,607	-\$81	-0.75%	20% above Instrumentation and Electrical Technician III
	Instrumentation & Electrical Technician III	\$9,002	---	194	8,689	-\$313	-3.48%	10% above Instrumentation and Electrical Technician II
	Instrumentation & Electrical Technician II	\$8,357	\$7,859	174	7,864	-\$493	-5.90%	Market
	Instrumentation & Electrical Technician I	\$6,246	---	154	7,118	\$872	13.95%	10% below Instrumentation & Electrical Technician II
	Lead Maintenance Mechanic	\$8,581	---	169	7,670	-\$911	-10.61%	10% above Maintenance Mechanic III
	Maintenance Mechanic III	\$7,769	---	149	6,942	-\$827	-10.64%	10% above Maintenance Mechanic II
	Maintenance Mechanic II	\$7,036	\$6,296	129	6,283	-\$753	-10.70%	Market
	Maintenance Mechanic I	\$6,246	---	109	5,687	-\$559	-8.96%	10% below Maintenance Mechanic II
	Inventory Control Specialist	\$5,729	\$5,954	118	5,948	\$219	3.82%	Market
Information Technology	Information Technology Department Manager	\$11,884	\$13,043	271	12,757	\$873	7.35%	Same as Operations Department Manager and Maintenance Department Manager
	Information Technology Specialist	\$8,568	\$8,925	199	8,908	\$340	3.97%	Market

APPENDIX E
CLASS SPECIFICATIONS

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Accounting Supervisor

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and supervises a wide variety of financial and accounting operations within the Administrative Services Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Accounting Supervisor position performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for the oversight of payroll, accounts payable, accounts receivable, and general accounting.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Administrative Department Manager. Exercises direct supervision over assigned clerical and technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to assigned section; establishes schedules and methods for accounting processes; implements policies and procedures.
- Plans, prioritizes, assigns, and supervises the work of staff involved in accounting functions.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Ensures time sensitive tasks are completed timely.
- Assists in developing, tracking and administering budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies and gives input on Capital projects; monitors and controls expenditures.
- Recommends to the Administrative Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Prepares, or oversees preparation of, a wide variety of financial accounting statements and reports for review by manager and/or others; posts data and maintains and archives accounting records, ledgers and files.
- Oversees, verifies and calculates the processing of cash, deposits and accounts payable.

JOB TITLE: Accounting Supervisor

- Oversees collections and transfer of funds; verifies and reconciles accounts and interest; processes or verifies various permits and fees.
- Supervises and participates in the processing of payroll functions; performs or supervises data entry, reconciliation, report preparation and similar duties required to produce employee payroll; oversees or posts payroll and printing of payroll checks and direct deposit; ensures payroll taxes and benefits paid are accurate.
- Prepares for audits, including: collects, organizes data and researches needed information; prepares documentation; ensures all requirements are met for the audit.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal accounting processes including GASB (government accounting standards board) and GAAP (generally accepted accounting principles), auditing, payroll functions, reporting requirements and budget preparation.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement and supervise a wide variety of accounting, payroll, audit and budget operations/activities.

JOB TITLE: Accounting Supervisor

- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules, and codes related to area of assignment; intermittently access, review, analyze and adjust technical documents, work orders, reports and other files and records; train others; observe performance, review and evaluate the work of others; problem solve issues related to area of assignment; remember various processes and requirements; identify, interpret and communicate technical and numerical information and instructions.
- Interpret and explain pertinent accounting and financial requirements and Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in performing accounting duties (governmental accounting preferred); including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to Associate's degree from an accredited college with major course work in accounting, business, finance or a related field. Additional experience may substitute for the required education. Equivalence would be two years of additional experience for one year of the required education.

JOB TITLE: Accounting Supervisor

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS

Work effectively for long periods of time at a desk, table, or counter; intermittently move, traverse and position self while performing work activities and to reach needed items; position self to adjust office equipment or to access low or high items; manipulate operate and activate office equipment and office tools; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Agency Job Title: Accounting Technician I/II

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: **08/2019**

DEFINITION

Performs general to complex accounting tasks, cash processing, payroll functions, accounts payable, accounts receivable, audit and budget preparation; performs a variety of technical tasks relative to assigned area of responsibility; and provides related clerical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I - This is the entry level class in the Accounting Technician series. Positions in this class typically require little directly related work experience. The Accounting Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Accounting Technician II - This is the journey level class in the Accounting Technician series and is distinguished from the I level by the assignment and satisfactory performance of the full range of duties. Employees at this level receive relatively less instruction or assistance, as employees at this level are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Accounting Technician I

Reports directly to, and receives immediate supervision from the Accounting Supervisor.

Accounting Technician II

Reports directly to, and receives general supervision from the Accounting Supervisor.

EXAMPLES OF DUTIES (for Accounting Technician I and II): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

JOB TITLE: Accounting Technician I/II

- Provides maintenance of the Agency's accounting and financial records, accounts payable and receivable, payroll and various journals and ledgers, as assigned.
- Provides customer service and answers phones; researches and provides information and answers or, when appropriate, refers questions; assists the billing department and other departments; scans files and records; processes cash receipts and payments.
- Processes payroll including employee time records; processes and prints checks and processes direct deposits; verifies and processes tax payments, benefits deductions and other payroll entries and adjustments; balances payroll to general ledger; and prepares management reports, as assigned.
- Calculates, processes, posts and reconciles accounts receivable, accounts payable, bank records and statements; advises supervisor of bond payments and status.
- Prepares a variety of financial statements.
- Processes manual checks, performs backups, and balances and maintains records, files and ledgers for a variety of transactions and accounting needs.
- Prepares and files a variety of federal and state taxes and reports.
- Performs W-2 calculations, audit preparation, budget preparation and creates a variety of reports.
- Gathers, researches and compiles data for annual audit; prepares audit spreadsheets and reports; performs year end closing activities.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Balances records; reviews invoices and related documents; reconciles differences; researches and assembles information from a variety of sources for completion of forms or the preparation of reports.
- Processes correspondence and other documents.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Accounting Technician I

Knowledge of:

- Basic methods and procedures of accounting, bookkeeping, records management, office functions and cash handling.
- Basic methods and procedures of payroll functions and processing.
- Basic principles and practices of budget preparation.
- Basic principles and practices of audit functions.
- Principles and methods of excellent customer service.
- Modern office practices, methods, and computer equipment including relevant software programs.

JOB TITLE: Accounting Technician I/II

- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn methods for maintaining accounting and financial records, accounts payable and receivable, payroll and various journals and ledgers.
- Learn to know, understand and perform job-related operations; learn requirements and essential aspects of the job; learn to observe and report problems; learn to review, analyze and interpret documents and information, remember instructions; and communicate information to others.
- Make accurate computations.
- Learn to analyze and prepare technical accounting records and reports.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of accounting, customer service and office support experience is desirable.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desirable.

JOB TITLE: Accounting Technician I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Accounting Technician II

In addition to the above-listed qualifications for the Accounting Technician I:

Knowledge of:

- Methods and procedures of accounting, bookkeeping, records management, office functions and cash handling.
- Methods and comprehensive procedures of payroll functions and processing and relevant payroll legal requirements.
- Principles and practices of budget preparation.
- Principles and practices of audit functions and audit preparation.
- Federal and state reporting requirements.
- Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

- Independently perform detailed and accurate maintenance for the Agency's accounting and financial records, process accounts payable and receivable, process payroll.
- On an ongoing basis, know, understand and effectively perform operations; know all requirements and essential aspects of the job; observe and analyze problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Analyze, prepare and maintain various detailed reports, journals and ledgers and other financial records.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of applicable experience similar to Accounting Technician I with T-TSA.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desired.

JOB TITLE: Accounting Technician I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS (for Accounting Technician I and II)

Effectively work at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Accounting Technician I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Administrative Assistant I/II

Department: Any

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs a variety of general administrative and customer support duties for an assigned unit or function; prepares documents, correspondence and routing reports; and provides information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I - This is the entry level class in the Administrative Assistant series. Positions in this class typically require little directly related work experience. The Administrative Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Administrative Assistant II - This is the journey level class in the Administrative Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Administrative Assistant I

Reports directly to, and receives immediate supervision from the assigned supervisor.

Administrative Assistant II

Reports directly to, and receives general supervision from the assigned supervisor.

JOB TITLE: Administrative Assistant I/II

EXAMPLES OF DUTIES (for Administrative Assistant I and II): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs a variety of administrative and customer support duties for an assigned function including maintenance of accurate and detailed logs and records; verifies the accuracy of information; researches and resolves discrepancies, as assigned.
- Acts as a receptionist; answers phones; assists with answering inquiries from the general public in person, on the phone, via mail or by email; researches and provides information on billing, departmental or unit policies, procedures; takes and processes customer payments; confirms information; and processes other requests as required.
- Assists with processing reimbursements and providing the status of applications or processes; tracks permits, invoices, purchase orders, and/or other information, as assigned.
- Compiles and verifies information; prepares, proofreads, and distributes a variety of documents which may include reports, memoranda, forms, applications, correspondence, agendas, minutes, flyers, charts, meeting handouts, and/or other items, as assigned.
- Tracks sewer connection permits and provides information to customers regarding applicable Agency rules, regulations.
- Processes and distributes checks to vendors and employees.
- Assists accounting as needed, including: processes accounts payable including the review and matching of invoices and purchase orders, state sales tax corrections and check requests.
- Provides administrative support for a variety of special projects.
- Maintains physical and electronic filing and records systems and logs; scans and copies documents and files; ensures accuracy of files and records; updates information as needed; keeps reference materials up to date, as assigned.
- Processes and distributes mail; processes cash receipts; verifies balances and prepares associated documentation.
- Prepares for, and confirms arrangements for, meetings and special functions; and receives, organizes and maintains inventory of office materials and supplies, as assigned.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Administrative Assistant I

Knowledge of:

- Modern office practices, methods, and computer equipment including relevant software programs.
- Methods and procedures for accurate record and file maintenance.
- Methods and procedures cash handling and processing.

JOB TITLE: Administrative Assistant I/II

- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to perform a variety of administrative and customer service duties in support of the assigned function.
- Learn to know, understand and explain operations; learn requirements and essential aspects of the job; learn to observe and report problems; learn to review, analyze and interpret documents and information, remember instructions; and communicate information to others.
- Learn the policies and procedures related to the assigned department or function.
- Learn to balance and reconcile cash drawers and prepare accurate documentation.
- Provide excellent customer service.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of clerical experience.

Education:

Equivalent to the completion of the twelfth grade.

JOB TITLE: Administrative Assistant I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Administrative Assistant II

In addition to the qualifications for the Administrative Assistant I:

Knowledge of:

- Policies and procedures related to the department and/or function assigned.
- Methods and procedures of administrative research.
- Relevant local, State, and Federal laws, rules and regulations related to area of assignment

Ability to:

- Independently perform a variety of administrative and customer support duties.
- On an ongoing basis, know, understand and explain operations; know all requirements and essential aspects of the job; observe and analyze and propose solutions for problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Conduct research, collect, analyze and summarize information and present it in accurate reports and documents.
- Balance and reconcile cash drawers and prepare accurate documentation.
- Explain departmental policies and procedures of function to which assigned.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Administrative Assistant I with T-TSA.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

JOB TITLE: Administrative Assistant I/II

PHYSICAL REQUIREMENTS (for Administrative Assistant I and II)

Work effectively at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Administrative Assistant I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Administrative Department Manager

Department: Administrative Services

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Administration Services Department including overseeing: accounting, and customer service (billing), purchasing, budget and other administrative functions; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Administrative Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Administrative Services Department, as well as functional authority/responsibility for overseeing financial affairs, internal controls, financial systems, and numerous financial and administrative projects.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad direct supervisory authority over a large and diverse group of supervisory, professional, technical, and support positions in the Administrative Services Department.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.
- Manages all activities related to the Agency's general accounting function, including the maintenance of the accounting system, general ledgers, Agency-wide feasibility studies, cash receipts function, general and special project budgeting, fixed assets, payroll, account analysis, and preparing various ad hoc reports.

JOB TITLE: Administrative Department Manager

- Manages the reconciliation of a variety of funds, ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Ensures that all financial records are properly accounted for and in compliance with Generally Accepted Accounting Principles (GAAP).
- Manages, directs and monitors accounting, customer service (billing), purchasing, budget and other finance and administrative functions; oversees activities including accounting, budget, long-term financing, investments, budget projections, internal/external audits, cash management, customer service programs, and purchasing.
- Publishes, and posts Board agendas, meeting notices and other related materials; prepares and finalizes Board minutes; assemble Board packets; prepares and disseminates all documents for Board meetings; assures posting, mailing, and other known legal requirements are met. Delivers Board packets using Agency vehicle.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Secures and manages the services of contractors and consultants in the performance of administration studies and projects; prepares and administers administration contracts and purchase agreements.
- Directs and oversees the posting, advertisement, and bid process of CIP projects; reviews contractor insurance documentation and insurances.
- Directs and oversees the Agency surplus property program.
- Supervises and participates in the development and administration of the budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments, as needed.
- Selects, trains, motivates and evaluates performance of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Provides support to the Human Resources Administrator in the administration of employee benefits programs including health, retirement, workers' compensation, and deferred compensation as needed.
- Obtains insurances for the Agency including for vehicles, pooled liability, public entity property and Board Bonds and others as needed.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; makes presentations; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

JOB TITLE: Administrative Department Manager

- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of office administration including accounting, auditing and methods used in governmental accounting.
- Principles and practices of revenue and expense reporting.
- Principles and practices of safety and emergency procedures.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Administration Department
- On a continuous basis know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Maintain accurate records and files.
- Organize, manage, review and monitor a variety of projects.

JOB TITLE: Administrative Department Manager

- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply Agency and department policies, procedures, rules and regulations.
- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of experience that involved administrative and finance office services.

Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, finance or a related field. Additional experience may substitute for the required education. Equivalence would typically be two years of additional work-related experience for one year of work-related education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required.

JOB TITLE: Administrative Department Manager

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of regular business hours, as well as occasional weekend work and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Assistant Engineer/Associate Engineer

Department: Engineering

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs professional and highly technical civil engineering duties including design, drafting, planning, bidding, inspections and implementation of construction projects; prepares special engineering reports; conducts studies; and performs technical work for the plant/pipeline operations and maintenance programs; and provides highly responsible professional support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer - This is the entry level class in the Engineer series. Positions in this class typically require little directly related work experience. The Assistant Engineer class is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under general supervision while learning job tasks, progressing to relatively less direction as procedures and processes of assigned area of responsibility are learned.

Associate Engineer - This is the journey level class in the Engineer series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive minimal instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level once the incumbent meets the qualification standards of the Associate level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

This class is distinguished from the Senior Engineer in that the latter performs the most difficult and responsible types of duties assigned to classes within this series, including providing supervision over assigned personnel and performing complex design, planning, and implementation of projects.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer

Reports directly to, and receives general supervision from the Senior Engineer.

Associate Engineer

Reports directly to, and receives direction from the Senior Engineer.

JOB TITLE: Assistant Engineer/Associate Engineer

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs professional and technical civil engineering duties requiring specialized knowledge related to the design and completion of complex engineering and construction assignments.
- Serves as project manager for a variety of capital improvement projects including the conception, feasibility evaluation, design, scheduling, development of Requests for Qualifications and Requests for Proposals, the development and monitoring of project budgets, oversight of outside design consulting firms and management of the construction phase.
- Performs inspections of on-site and off-site projects.
- Researches project design requirements and performs related calculations; conducts plan checks to ensure compliance with Agency and regulatory standards; prepares time and material cost estimates.
- Analyzes, understands, interprets, and communicates to others the correct application of relevant Federal, State, and Local governmental regulations, as well as technical reports, manuals, sketches and related information.
- Develops engineering solutions, designs, plans, specifications and cost estimates for projects and equipment.
- Researches products and vendors; solicits quotes, compares costs and evaluates quality of products.
- Adheres to safety and emergency policies, procedures, rules, regulations and standard operating procedures.
- Participates in the bidding process as assigned, monitors performance and compliance with contracts and agreements.
- Reviews and checks plans and specifications for conformance with design standards, codes and regulations.
- Performs confined space entries to inspect tanks and other spaces.
- Prepares and reviews project status reports, memos, letters, and other correspondence.
- Performs research and conducts technical studies and investigations; prepares reports and presents finding to appropriate staff.
- Performs technical work for the plant/pipeline operations and maintenance programs, as assigned.
- Prepares for and participates in effective public speaking presentations to a variety of audiences.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Assistant Engineer/Associate Engineer

QUALIFICATIONS

Assistant Engineer

Knowledge of:

- Basic principles and practices of engineering, construction, inspection and design project requirements.
- Basic methods, materials, and techniques used in the design, construction, and maintenance and operation of utilities projects and activities.
- Mathematics used in the engineering field.
- Current developments and trends related to professional engineering.
- Modern office practices, methods and equipment including personal computers, AutoCAD and other specialized civil engineering software applications, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices, policies, rules, regulations methods and procedures as relates to design, engineering, construction and emergency procedures and equipment.
- Principles and practices of customer service.

Ability to:

- Learn to perform professional and highly technical civil engineering duties including design, drafting, planning, bidding, inspections and implementation of construction projects; learn to prepare special engineering reports and studies; and learn to perform technical work for the plant/pipeline operations and maintenance programs.
- Learn to understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; design engineering plans; learn to conduct surveys of proposed construction sites; learn to analyze, interpret and recommend changes to engineering work plans; manage engineering and construction projects; learn to interpret analytical results and technical and numerical information; learn to observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Learn the methods and procedures related to wastewater treatment, conveyance systems, plant and pipeline operations, analytical quality control methods and interpretation of data.
- Learn the methods and procedures for securing permits and approvals; Federal, State, and local regulations, laws, codes, ordinances and rules related to construction and civil engineering projects.
- Understand and carry out oral and written instructions, prioritize workload to meet deadlines; adjust to changing requirements and environments.
- Learn to conduct complex special studies; write, review and revise detailed documents and reports.
- Learn to analyze, understand, interpret, and communicate the correct application of governmental regulations, technical reports, books, manuals, sketches and plans.

JOB TITLE: Assistant Engineer/Associate Engineer

- Ensure adherence to relevant safety policies, procedures, rules, regulations and standard operating procedures.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

None.

Education:

Equivalent to a Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid Certificate of Registration as an Engineer-In-Training issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

JOB TITLE: Assistant Engineer/Associate Engineer

Associate Engineer

In addition to the qualifications for the Assistant Engineer:

Knowledge of:

- Principles and practices of professional civil engineering, construction, inspection and design project requirements.
- Methods and procedures related to wastewater treatment, conveyance systems, plant and pipeline operations, analytical quality control methods and interpretation of data.
- Methods and procedures for securing permits and approvals; Federal, State, and local regulations, laws, codes, ordinances and rules related to construction and engineering projects.

Ability to:

- Perform professional and highly technical civil engineering duties including design, drafting, planning, bidding, inspections and implementation of construction projects; prepares special engineering reports and studies; and performs technical work for the plant/pipeline operations and maintenance programs.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; design civil engineering plans; conduct surveys of proposed construction sites; analyze, interpret and recommend changes to engineering work plans; manage engineering and construction projects; interpret analytical results and technical and numerical information; explain processes to others; observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Conduct complex special studies; write, review and revise detailed documents and reports.
- Analyze, understand, interpret, and communicate the correct application of governmental regulations, technical reports, books, manuals, sketches and plans.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to an Assistant Engineer with T-TSA.

Education:

Equivalent to a Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field.

JOB TITLE: Assistant Engineer/Associate Engineer

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid Certificate of Registration as a Licensed Professional Engineer in Civil Engineering issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS (for Assistant and Associate Engineer)

Work effectively for long periods of time at a desk, table, counter; travel to conduct off-site inspections; intermittently move, traverse and position self while performing work activities; ascend and descend stairs, ladders or step stools to inspect or reach equipment or other items and to access areas out of normal reach; manipulate, operate, activate and adjust equipment and tools; position self to adjust office and field equipment or to access low or high items; discern hazardous warning signs and discern and respond to announcements and alarms; maintain airtight seal with self-contained breathing apparatus and air purifying respirator; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS (for Assistant and Associate Engineer)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. This position also works outside with exposure to all weather conditions and plant noise while conducting inspections and field work. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

JOB TITLE: Assistant Engineer/Associate Engineer

Associate Engineer

In addition to the qualifications for the Assistant Engineer:

Knowledge of:

- Principles and practices of professional civil engineering, construction, inspection and design project requirements.
- Methods and procedures related to wastewater treatment, conveyance systems, plant and pipeline operations, analytical quality control methods and interpretation of data.
- Methods and procedures for securing permits and approvals; Federal, State, and local regulations, laws, codes, ordinances and rules related to construction and engineering projects.

Ability to:

- Perform professional and highly technical civil engineering duties including design, drafting, planning, bidding, inspections and implementation of construction projects; prepares special engineering reports and studies; and performs technical work for the plant/pipeline operations and maintenance programs.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; design civil engineering plans; conduct surveys of proposed construction sites; analyze, interpret and recommend changes to engineering work plans; manage engineering and construction projects; interpret analytical results and technical and numerical information; explain processes to others; observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Conduct complex special studies; write, review and revise detailed documents and reports.
- Analyze, understand, interpret, and communicate the correct application of governmental regulations, technical reports, books, manuals, sketches and plans.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to an Assistant Engineer with T-TSA.

Education:

Equivalent to a Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field.

JOB TITLE: Assistant Engineer/Associate Engineer

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid Certificate of Registration as a Licensed Professional Engineer in Civil Engineering issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS (for Assistant and Associate Engineer)

Work effectively for long periods of time at a desk, table, counter; travel to conduct off-site inspections; intermittently move, traverse and position self while performing work activities; ascend and descend stairs, ladders or step stools to inspect or reach equipment or other items and to access areas out of normal reach; manipulate, operate, activate and adjust equipment and tools; position self to adjust office and field equipment or to access low or high items; discern hazardous warning signs and discern and respond to announcements and alarms; maintain airtight seal with self-contained breathing apparatus and air purifying respirator; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS (for Assistant and Associate Engineer)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. This position also works outside with exposure to all weather conditions and plant noise while conducting inspections and field work. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Chemist I/II/III

Department: Operations

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs technical and professional laboratory duties including testing, analysis, examination, collection and processing of water, wastewater and other environmental samples; and provides support to the Laboratory Director.

DISTINGUISHING CHARACTERISTICS

Chemist I - This is the entry level class in the Chemist series. Positions in this class typically require little directly related work experience. The Chemist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less direction as procedures and processes of assigned area of responsibility are learned.

Chemist II - This is the second level class in the Chemist series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

Chemist III - This is the full journey level in the Chemist series. It is distinguished from the Chemist II by the ability to perform the full range of duties assigned as well as possession of a Laboratory Analyst III certification. Positions in this class are flexibly staffed and are normally filled by advancement from the II level once the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Chemist I

Reports directly to, and receives general supervision from the Laboratory Director.

Chemist II

Reports directly to, and receives direction from the Laboratory Director.

JOB TITLE: Chemist I/II/III

Chemist III

Reports directly to, and receives direction from the Laboratory Director.

EXAMPLES OF DUTIES (for Chemist I/II/III): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Collects field and composite samples and data and transports according to prescribed protocols; performs field sampling at off-site locations.
- Performs a variety of routine and special project laboratory tests to assist related to the plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Follows Environmental Laboratory Accreditation Program (ELAP) requirements to produce verifiable data to be reported to the Laboratory Director and the Water Quality Control Board and other entities, as required.
- Collects and processes various samples, following prescribed procedures; prepares media and processes in incubator.
- Performs various chemical and biological tests and maintains records of results and performs quality control processes.
- Receives samples from clients and other local agencies; verifies and maintains chain of custody; documents and logs samples; prepares invoices; and processes samples.
- Adheres to safety program regarding hazardous waste handling and follows all other safety requirements and protocols.
- Maintains accurate detailed records and files; produces graphs; enters and reviews data; assures results meets or exceed quality assurance criteria; prepares and enters various data into documents, reports and logs.
- Sets up, calibrates and operates a variety of laboratory equipment and instrumentation; performs troubleshooting and maintenance of laboratory equipment and instruments.
- Recognizes problems that may occur in analytical procedures and troubleshoots known problems or confers with other to identify possible problems affecting results.
- Maintains and cleans laboratory equipment; sanitizes laboratory tools and equipment; washes glassware and other items following prescribed protocols.
- Assists in the development of Standard Operating Procedures.
- Performs river sampling and biological organism identification for compliance with agency monitoring and reporting programs.
- Works on special projects, as assigned.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- At the Chemist III level, incumbents may serve in absence of Laboratory Director for regulatory reporting purposes.

JOB TITLE: Chemist I/II/III

- Performs related duties as assigned.

QUALIFICATIONS

Chemist I

Knowledge of:

- Basic methods and procedures related to the preparation and standardization of chemical solutions, laboratory instrumentation and analytical quality control, and biology and chemistry.
- Basic principles of chemistry, biology and microbiology as pertains to laboratory testing and analysis.
- Basic principles and practices of research, analysis, and laboratory processes and equipment used.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to collect field and composite samples and data and transport according to prescribed protocols.
- Learn to perform a variety of routine and special project laboratory tests related to plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Learn to safely operate a snowmobile, ATV, or vehicle with chains installed, in inclement weather conditions.
- Learn all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; learn safety rules and how to identify hazards; intermittently locate, analyze, detect and diagnose problem equipment; learn to problem solve related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review and interpret and adjust or enter data on various documents and records and interpret and communicate technical and numerical information.
- Learn to perform standard laboratory tasks including using instrumentation, running calibrations, weighing, measuring, making standards, analyzing and interpreting reports and results.
- Perform standard mathematical, statistical, geometric and algebraic calculations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.

JOB TITLE: Chemist I/II/III

- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of laboratory experience desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, microbiology, chemistry, environmental science or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a CWEA Grade I Laboratory Analyst Certificate is required within three qualifying test cycles of appointment (approximately 18 months).

Chemist II

In addition to the qualifications for the Chemist I:

JOB TITLE: Chemist I/II/III

Knowledge of:

- Methods and procedures related to wastewater treatment.
- Methods for the preparation and standardization of chemical solutions, laboratory instrumentation and analytical quality control, and aquatic biology and chemistry.
- Principles of chemistry, biology and microbiology as pertains to laboratory testing and analysis.
- Principles and practices of biological and physical testing and analyses of water and wastewater including proper sampling procedures and EPA approved methods as dictated in Standard Methods.
- Principles and practices of research, analysis and laboratory functions and laboratory equipment used for a public utility water and wastewater quality control agency.

Ability to:

- Collect field and composite samples and data and transports according to prescribed protocols.
- On an ongoing basis know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Perform a variety of routine and special project laboratory tests related to plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Safely operate a snowmobile, ATV, or vehicle with chains installed, in inclement weather conditions.
- Perform analysis of laboratory tests including using instrumentation, running calibrations, weighing, measuring, making standards and to analyze and interpret reports and results.
- Perform mathematical, statistical, geometric and algebraic calculations common to water quality control laboratory analysis.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Chemist I with T-TSA.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, microbiology, chemistry, environmental science or a related field.

JOB TITLE: Chemist I/II/III

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a CWEA Grade II Laboratory Analyst Certificate is required within three qualifying test cycles of appointment (approximately 18 months).

Chemist III

In addition to the qualifications for the Chemist II:

Knowledge of:

- Advanced methods and procedures related to wastewater treatment, of the preparation and standardization of chemical solutions, laboratory instrumentation and analytical quality control, and aquatic biology and chemistry.
- Advanced principles and practices of research, analysis and laboratory functions and laboratory equipment used for a public utility water and wastewater quality control agency.
- Advanced methods and procedures related to biological organism identification.
- ELAP certification process for environmental laboratories and other regulatory requirements.
- Methods of instrument troubleshooting, calibration and maintenance of laboratory equipment.

Ability to:

- Perform the most complex duties related to the performance and analysis of laboratory tests related to the plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Perform troubleshooting, calibration and maintenance of laboratory instruments.
- Serve as acting Laboratory Director in Director's temporary absence to comply with regulatory reporting purposes.
- Assist with the training of new staff.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

JOB TITLE: Chemist I/II/III

Experience:

Two years of responsible experience similar to Chemist II with T-TSA.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, microbiology, chemistry, environmental science or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a CWEA Grade III Laboratory Analyst Certificate is required within three qualifying test cycles of appointment (approximately 18 months).

PHYSICAL REQUIREMENTS (for Chemist I/II/III)

Work effectively at desk, laboratory station, and in meetings for long periods of time; intermittently move, traverse and position self while performing duties in the field, laboratory or office; access equipment surrounding desk or in laboratory; activate, use and operate a computer and other office equipment and laboratory equipment; discern color-based test results and organisms through a microscope; use telephone; communicate through written means; and move or transport weight of 25 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Chemist I/II/III)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. In addition, this position also works outside with exposure to all weather conditions during, e.g., sampling. Laboratory is open 7 days per week requiring weekend work.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Chief Plant Operator

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs, manages and supervises wastewater treatment operations within the Operations Department including complex operational problems and projects, and training and scheduling of personnel; ensures plant is running properly, in a safe efficient manner and in compliance with regulatory requirements; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Chief Plant Operator position performs management responsibilities for the Operations Department, including planning, assigning and evaluating the work of subordinates. This position is responsible for supervising and managing the wastewater treatment function of the Operations Department.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Operations Department Manager. Exercises direct supervision over assigned technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to wastewater treatment operations; establishes schedules and methods for the wastewater treatment operations; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in wastewater treatment operations. Assumes the role of Operator as needed.
- Evaluates operations and activities of wastewater treatment operations; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists the Operations Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for requested equipment, materials and supplies; monitors and controls expenditures.
- Recommends to Operations Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct performance deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

JOB TITLE: Chief Plant Operator

- Prepares regulatory compliance documents including, but not limited to, Lahontan Regional Water Quality Control Board report, EPA Biosolids Report, and Waste Management Sludge Profile; and monthly monitoring reports.
- Oversees and checks process records to determine compliance with all regulatory requirements; monitors operations and laboratory data to determine efficiency and effectiveness of plant processes.
- Performs operational tasks, when needed, including complex operational problems; collects samples; performs rounds; operates, repairs or cleans equipment; puts equipment in and out of service.
- Inspects treatment plant and equipment.
- Performs confined space entries to inspect tanks and other spaces.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Adheres to and enforces compliance with all safety policies and procedures.
- Oversees repair requisitions; estimates hours needed for repairs; determines frequency and need for preventative maintenance; approves work orders; accepts deliveries.
- Provides tours and makes presentations.
- Answers questions and provides information to the public; investigates complaints from the public and recommends corrective action as necessary to resolve complaints.
- Delivers laboratory samples to third-party laboratory.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment operations and processes and the methods of evaluating treatment results.
- Equipment, tools and materials used in wastewater treatment operations and processes.
- Methods and procedures of mathematics, biology, chemistry, biochemistry and sampling procedures and laboratory techniques related to area of assignment.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management and response to emergencies involving assigned operations.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.

JOB TITLE: Chief Plant Operator

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement, and direct wastewater treatment operations including complex operational problems and projects, ensuring compliance with regulatory requirements.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Interpret and explain pertinent Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Analyze and prepare technical reports and related documents.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Assist with the duties of Operations Supervisor, Operations Shift Supervisor or Operator, as needed.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

JOB TITLE: Chief Plant Operator

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience supervising wastewater operations.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, or a related field. Additional experience may substitute for the required education. Equivalence would typically be two years of additional experience for one year of education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a Wastewater Treatment Operator Grade V Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk or table in a control room, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

JOB TITLE: Chief Plant Operator

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in both an indoor office environment and outdoors with exposure to confined spaces and all weather conditions, and includes working on or operating equipment and working on elevated platforms.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Customer Service Specialist I/II

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs technical work involving financial record keeping, utility billing and customer service; receives and responds to utility billing questions, serving as liaison between the Agency and customers by answering questions and solving utility billing issues; and performs commercial and residential property inspections.

DISTINGUISHING CHARACTERISTICS

Customer Service Specialist I - This is the entry level class in the Customer Service Specialist series. Positions in this class typically require little directly related work experience. The Customer Service Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Customer Service Specialist II - This is the journey level class in the Customer Service Specialist series and is distinguished from the I level by the assignment and satisfactory performance of the full range of duties. Employees at this level receive relatively less instruction or assistance, as employees at this level are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Customer Service Specialist I

Reports directly to, a receives immediate supervision from the Customer Service Supervisor.

Customer Service Specialist II

Reports directly to, a receives general supervision from the Customer Service Supervisor.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

CLASS TITLE: Customer Service Specialist I/II

- Receives and responds to customer inquiries and questions regarding bills; processes payments; researches and resolves payment discrepancies and customer complaints.
- Maintains customer account information; coordinates and conducts on-site inspections for billing purposes.
- Reviews and audits customer accounts; analyzes and researches discrepancies in financial documents and transactions.
- Performs first-line customer service duties including: answers phones, assists the general public in person with inquiries, on the phone, via mail or by email.
- Performs plan checks for residential and commercial structures and calculates appropriate fees; issues permits.
- Prepares a variety of letters, correspondence and transmittals.
- Sets up and maintains a variety of customer, account and category files; ensures accurate input of data into utility billing system.
- Calculates and prorates or adjusts utility bills for partial periods; posts received cash to account records.
- Conducts off-site inspections for utility billing purposes.
- Processes and updates records related to property transfers and splits.
- Assists with the preparation of lien lists and notification of intent to lien.
- Maintains a variety of records and reports related to assigned duties.
- Interacts with public agencies and title companies to identify new customer accounts.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Customer Service Specialist I

Knowledge of:

- Principles of accounting as it relates to accounts receivable.
- Mathematical calculations related to financial record keeping.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

CLASS TITLE: Customer Service Specialist I/II

Ability to:

- Learn to perform difficult and responsible technical work involving financial and related statistical record keeping.
- Learn to know, understand and perform job-related operations; learn requirements and essential aspects of the job; learn to observe and report problems; learn to review, analyze and interpret documents and information, remember instructions; and communicate information to others.
- Learn to prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Learn to research and compile technical and financial information.
- Operate a personal computer for data entry, inquiry, and report generation.
- Make accurate mathematical calculations.
- Make appropriate decisions regarding billing adjustments.
- Respond to and assist in the more routine inquiries related to financial accounting records and processes.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of customer service experience that includes the determination and processing of billing information experience is desirable.

Education:

Equivalent to the completion of the twelfth grade required supplemented by desired college courses in business administration or related field.

CLASS TITLE: Customer Service Specialist I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required.

Customer Service Specialist II

In addition to the above-listed qualifications for Customer Service Specialist I:

Knowledge of:

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles and practices of routine analytical research.
- Pertinent local, State and Federal laws, ordinances, rules and regulations.

Ability to:

- Independently perform difficult and responsible technical work involving financial and related statistical record keeping.
- On an ongoing basis, know, understand and explain operations; know all requirements and essential aspects of the job; intermittently observe and analyze and recommend solutions to problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Independently research and compile technical and financial information.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting records and processes.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of applicable experience similar to Customer Service Specialist I with T-TSA.

Education:

Equivalent to the completion of the twelfth grade required supplemented by desired college courses in business administration or related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required.

CLASS TITLE: Customer Service Specialist I/II

PHYSICAL REQUIREMENTS (for Customer Service Specialist I and II)

Work effectively at desk, table or counter for long periods of time; travel to conduct off-site inspections; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Customer Service Specialist I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Additional work may be performed outdoors with exposure to all weather conditions.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Customer Service Supervisor

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and supervises customer service operations within the Administrative Services Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Customer Service Supervisor performs full supervisory responsibilities for including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for oversight of the Customer Service billing operation.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Administrative Department Manager. Exercises direct supervision over assigned technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to Customer Service; establishes schedules and methods for determining fees, processing utility bills and providing customer service; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the maintenance of customer accounts, connection and sewer permitting process, and customer relations.
- Evaluates operations and activities of Customer Service; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists the Administrative Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends to Administrative Manager the selection of staff; provides or coordinates staff training; works with employees to correct performance deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Supervises first-line customer service duties including: answers phones; assists the general public in person with inquiries, via mail or by email.
- Receives, researches and responds to the more complex and sensitive customer service inquiries.
- Supervises the annual County tax collection, lien and bankruptcy claim processes.

CLASS TITLE: Customer Service Supervisor

- Prepares a variety of correspondence, financial and statistical reports; maintains financial records.
- Performs plan checks for residential and commercial structures and calculates appropriate fees; issues permits.
- Conducts off-site inspections for utility billing purposes.
- Maintains the Agency's utility billing system.
- Supervises the appeal process as it relates to utility billing.
- Receives, reviews and routes development project proposals; evaluates and responds to requests for the abandonment of easements.
- Supervises the opening, maintenance and closing of customer accounts.
- Answers questions and provides information to the public; investigates customer complaints and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of customer service including the processing of utility billing.
- Principles and practices of supervision, training and evaluating performance.
- Procedures, policies, and rules affecting the development, maintenance and control of utility billing recordkeeping.
- Practices of financial and statistical recordkeeping including automated accounting and bookkeeping systems.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement and direct customer service operations/activities.

CLASS TITLE: Customer Service Supervisor

- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules, and codes related to area of assignment; intermittently access, review, analyze and adjust technical documents, work orders, reports and other files and records; train others; observe performance, review and evaluate the work of others; problem solve issues related to area of assignment; remember various processes and requirements; identify, interpret and communicate technical and numerical information and instructions.
- Interpret and explain pertinent Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the processing and maintenance of utility billing; including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade required supplemented by college courses in business administration or related field desired.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

CLASS TITLE: Customer Service Supervisor

PHYSICAL REQUIREMENTS

Work effectively at desk, table or counter for long periods of time; travel to conduct off-site inspections; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a temperature controlled office environment subject to typical office noise.

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Engineering Department Manager

Department: Engineering

FLSA Status: EXEMPT

Revised as of: **08/2019**

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Engineering Department, including the development, administration and execution of engineering projects related to the Agency's advanced wastewater treatment plant and interceptor pipeline; directs safety and regulatory compliance; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Engineering Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Engineering Department, as well as functional authority/responsibility for overseeing numerous engineering projects and studies.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad management authority over professional and technical positions in the Engineering Department.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Engineering Department budget; directs the forecast of additional funds needed for staffing,

JOB TITLE: Engineering Department Manager

equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; recommends and/or implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Directs, plans, and oversees the design, construction and implementation of complex projects associated with the operations of the Grade V wastewater treatment plant including structural, mechanical, instrumentation, and architectural projects; directs and oversees construction inspections of projects.
- Directs and oversees the preparation and administration of the Agency's long-term master plan and capital improvement project plan including preparation of cost estimates for budget recommendations; administers approved CIP budgets.
- Coordinates with other department managers regarding the effective planning and implementation of engineering projects to ensure minimal disruption to operations.
- Directs, develops, reviews and approves engineering solutions, designs, plans, specifications and cost estimates for projects and equipment.
- Secures and manages the services of contractors and consultants in the performance of engineering studies and projects; prepares and administers engineering contracts and purchase agreements.
- Serves as liaison between the Agency and regulatory agencies, stakeholders and outside organizations.
- Oversees the development and maintenance of various hydraulic models for conveyance, treatment and pumping systems.
- Serves as Agency's Safety Director; oversees safety audits, safety committee meetings, emergency first responder meetings and safety related projects; reviews and approves safety plans and programs.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Engineering Department Manager

QUALIFICATIONS

Knowledge of:

- Principles and practices of advanced engineering including, planning, design, cost estimating, construction, operation and inspection of a wide variety of wastewater projects.
- Principles and practices related to Grade V wastewater treatment, conveyance systems, analytical quality control methods and interpretation of data.
- Basic process control principles used in a Grade V wastewater treatment plant.
- Methods of master planning.
- Principles and practices of advanced project management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of safety and emergency procedures.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Engineering Department.
- On a continuous basis know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation among staff and management team through discussion and persuasion.

JOB TITLE: Engineering Department Manager

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Analyze complex operational processes and perform complex engineering calculations in the development of sound recommendations.
- Read and interpret plans, specifications, diagrams and maps.
- Write and revise technical and regulatory reports.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved professional engineering duties; including two years in a management capacity.

Education:

Equivalent to a Bachelor's degree from an ABET accredited college or university with major course work in engineering or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

JOB TITLE: Engineering Department Manager

Possession of a valid Certificate of Registration as a Licensed Professional Engineer in Civil or Mechanical Engineering issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; travel to conduct off-site inspections; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

Ability to wear a self-contained breathing apparatus and air purifying respirator.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and plant noise. Position requires work both during and outside of regular business hours, as well as occasional weekend work and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: General Manager

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and reviews the overall activities and operations of the Tahoe-Truckee Sanitation Agency; advises and assists the Board of Directors; represents the Agency's goals and interests locally, regionally and at the State and Federal levels; provides leadership to the organization; and coordinates activities with outside agencies and the community.

DISTINGUISHING CHARACTERISTICS

The General Manager's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing and implementing the Board's policies and programs with employees, community organizations and the general public.

SUPERVISION RECEIVED AND EXERCISED

The General Manager reports to, and receives policy direction from the Board of Directors. Responsibilities include management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of administrative and operations activities for the Agency.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements Agency goals and objectives; develops and administers policies and procedures.
- Coordinates Agency activities between departments and with outside agencies and organizations; provides staff assistance to the Board of Director's; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of Agency-wide work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Directs the development and administration of the Agency's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments as necessary.

JOB TITLE: General Manager

- Prepares and submits to the Board of Directors the annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, regulatory issues, and the present and future needs of the Agency.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Agency.
- Monitors and provides direction, as needed, for media and public relations; ensures the Agency's interests are represented with customers, stakeholders, governmental agencies, the financial community and the public.
- Coordinates with outside counsel on legal issues affecting the Agency.
- Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern and highly complex public utility administration, departments, organization, and service.
- Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.

JOB TITLE: General Manager

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of safety and emergency procedures.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Agency.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve Agency related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer Agency budgets.
- Develop and implement Agency policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

JOB TITLE: General Manager

Experience:

Ten years of administrative and management experience that involved planning, organizing, implementing, and supervising varied programs, preferably within a public agency.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business administration, public administration, or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required.

PHYSICAL REQUIREMENTS

On a continuous basis, remain stationary at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of normal office hours, including occasional weekend work, and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Human Resources Administrator

Department: Human Resources

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, and performs professional duties in support of Human Resources activities and programs including recruitment, benefits, training, grievances, discipline, investigations, compliance with local, state and federal laws, and risk management; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Human Resources Administrator is responsible for the development and implementation of all significant Human Resources programs, including planning, organizing, maintaining and implementing program elements.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the General Manager.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements Human Resources program goals and objectives; recommends and administers policies and procedures.
- Coordinates Human Resources activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Manages Human Resources functions of the Agency including recruitment, benefits, training, grievances, discipline, investigations, compliance with local, State and Federal laws, risk management; participates in and/or provides information for labor-related collaborations.
- Develops, administers and implements the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long-term disability, flexible spending, and other benefits.
- Develops, manages and implements and evaluates the Agency's classification and compensation plan, policies, processes, and procedures; manages, coordinates, and monitors the larger classification and/or compensation studies conducted on an Agency-wide basis.

JOB TITLE: Human Resources Administrator

- Consults with and advises department managers, supervisors and employees on human resources related issues, policies, procedures.
- Analyzes and recommends improvements for the Human Resources functions of the Agency; develops and implements Human Resources procedures, processes and practices.
- Oversees the maintenance of all personnel records, including benefit plan participation (insurance and pension plans), personnel transactions (e.g. hires, promotions, transfers, performance reviews, leaves of absence, terminations, etc.), and employee statistics for government reporting.
- Oversees Department of Transportation (DOT) program for commercial drivers including drug-testing program.
- Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; prepares and presents agenda items to the Board of Directors.
- Secures and manages the services of contractors and consultants in the performance of Human Resources studies and trainings; prepares and administers Human Resources contracts and agreements.
- Administers Agency health and wellness strategy and programs; develops and implements health management/well-being programs and resources.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public sector Human Resources administration to include recruitment and selection, classification and pay, organizational analysis and development, performance management, employee benefits administration, leave management administration, and public retirement systems.
- Principles and practices of grievance processes, progressive discipline and labor-related collaboration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, office administration.

JOB TITLE: Human Resources Administrator

- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Plan, direct and administer the Agency's Human Resources program including recruitments, benefits, training, grievances, discipline, investigations, compliance with local, state and federal laws, and risk management.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Understand and convey Human Resources policies and procedures to employees, supervisors and managers.
- Maintain confidentiality related to sensitive information and personnel issues.
- Prepare and present oral presentations, perform technical writing and prepare reports, and salary and benefit surveys.
- Prepare and administer department budget.
- Develop and implement department policies and procedures.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply Agency and department policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

JOB TITLE: Human Resources Administrator

- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in Human Resources, preferably within the public sector.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, personnel management, business administration or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Possession of, or ability to obtain, a SHRM-CP or equivalent certification within eighteen months of appointment.

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position may require work outside of regular business hours, as well as occasional weekend work and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Information Technology Department Manager

Department: Information Technology

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Information Technology ("IT") Department including the development and maintenance of hardware and software systems that allow for automated operations of the Agency and its wastewater treatment plant; maintains Agency computer security; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Information Technology Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Information Technology Department, as well as functional authority/responsibility for overseeing numerous information technology projects.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad management authority over professional and technical positions within the IT Department.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; on-site and off-site review and evaluation of work products, methods and procedures; troubleshoots metering stations both on-site and off-site.
- Supervises and participates in the development and administration of the Information Technology Department budget; directs the forecast of additional funds needed for

CLASS TITLE: Information Technology Manager

staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments as necessary.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Develops, programs and maintains plant IT equipment including computer systems, programmable logic controllers, variable frequency drive and systems integration in accordance with industry standards.
- Develops, programs and maintains the Agency's Enterprise Resource Package software and integrates with hardware and software systems.
- Designs and implements technical specifications for new equipment and processes.
- Provides appropriate response for any failures in processes.
- Identifies and provides technical products and expertise to Agency staff for hardware and software programming.
- Manages and maintains computer systems including networking, security, surveillance, automation, desktops, servers and software.
- Coordinates with other department managers regarding the effective planning and implementation of IT upgrades, improvements and modifications to the treatment plant in accordance with industry standards and ensures minimal disruption to operations.
- Secures and manages the services of contractors and consultants in the performance of IT studies and projects; prepares and administers IT contracts and purchase agreements.
- Assists in the implementation of the Agency surplus property program.
- Performs confined space entries for equipment installation.
- Represents the department to outside groups and organizations; participate in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of programming in several computer and automation languages such as JAVA, Python, Javascript, HTML, Programming Frameworks, Ladder Logic, Statement List, etc.

CLASS TITLE: Information Technology Manager

- Principles and practices of system integration including SCADA, HMI, Industrial Communications Protocols, electrical signaling, and industrial equipment and operations common to industry standards for an advanced wastewater treatment plant.
- Methods for building, troubleshooting and maintaining communications systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of safety and emergency procedures.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Information Technology Department.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Develop software and hardware solutions for a variety of Agency needs.
- Troubleshoot, repair and retool software and hardware.
- Read, understand and apply electrical and mechanical drawings and designs.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Agency and department policies, procedures, rules and regulations.

CLASS TITLE: Information Technology Manager

- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved the development, maintenance and implementation of information technology solutions; including two years in a management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology, or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Ability to obtain a confined space certificate within six months of appointment.

PHYSICAL REQUIREMENTS

Work effectively for long periods of time at a desk, table, counter or while driving; intermittently move, traverse and position self while performing work activities and to reach needed items; position self to adjust office equipment or to access low or high items; manipulate operate and activate office equipment and office tools; and move or transport weight of 20 pounds or less.

CLASS TITLE: Information Technology Manager

Ability to wear a self-contained breathing apparatus and air purifying respirator.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of regular business hours, as well as occasional weekend work and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Information Technology Specialist

Department: Information Technology

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs a variety of professional and technical duties related to the maintenance of information technology components of the operations of the Agency, including Supervisory Control and Data Acquisition (SCADA) operations, conventional desktops and networking.

DISTINGUISHING CHARACTERISTICS

Employees within this journey-level class perform the full range of duties as assigned including maintaining various information technology components such as SCADA, HMI and desktop systems. Employees at this level receive minimal instruction or assistance, and are fully aware of the operating procedures and policies of the work unit

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general supervision from the Information Technology Department Manager.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs technical and professional duties related to the development and maintenance of Agency computer systems including servers, computers, phones, printers, security cameras, uninterruptible power supplies and networking equipment.
- Develops and maintains custom software and hardware for use by Agency departments.
- Monitors and performs computer equipment repairs; plans and implements upgrades and creates redundancy and backups.
- Provides desktop support for Agency computers, hardware and software; provides training and technical support to Agency staff.
- Collaborates with Operations staff as it relates to the design, monitoring and training of SCADA and automation hardware and software.
- Develops technical documentation; assembles a variety of reports; maintains daily and weekly logs and records.
- Designs, modifies, reads and interprets maps, schematics, plans, blueprints and specifications.
- Provides input to the Agency's information technology strategy.

CLASS TITLE: Information Technology Specialist

- Designs, implements and maintains systems architecture across multiple platforms; and coordinates for the design, modification, upgrade and implementation of infrastructure design.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of Windows and Linux-based Systems Management.
- Principles of network communication through hardware and software.
- Physical and virtual architecture of networks and computer systems.
- Various programming languages including scripting languages (Javascript, Python), dynamic and statically compiled languages (JAVA, C++) and automation configuration software (Ladder Logic and assembly).
- Best practices as they relate to network and systems security, web development, data storage, replication, retention and governance.
- PLC and SCADA control strategies.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, typewriters, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Install, maintain and troubleshoot a variety of information technology components including networks, hardware, software, PLC's and SCADA systems.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; design specifications and schematics; analyze, interpret and recommend changes to technology work plans; manage technology projects; interpret analytical results and technical and numerical information; explain processes to others; observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Read and interpret maps, schematics and electrical drawings.

CLASS TITLE: Information Technology Specialist

- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in the development and maintenance of computer systems, SCADA and automation.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology, or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desired.

PHYSICAL REQUIREMENTS

Work effectively for long periods of time at a desk, table, counter; intermittently move, traverse and position self while performing work activities; ascend and descend stairs, ladders or step stools to inspect or reach equipment or other items and to access areas out of normal reach; manipulate, operate, activate and adjust equipment and tools; position self to adjust office and field equipment or to access low or high items; discern hazard warning signs, and discern and respond to announcements and alarms, move or transport weight of 25 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. In addition, this position is exposed to all weather conditions while conducting field work.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Instrumentation and Electrical Supervisor

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and supervises the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations within the Maintenance Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Instrumentation and Electrical Supervisor position performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for the oversight of electrical and instrumentation repair, maintenance and installation.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Maintenance Manager. Exercises direct supervision over assigned technical staff. May be assigned to supervise Warehouse Inventory Control Specialist.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class, and are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to assigned section; establishes schedules and methods for the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment; implements policies and procedures.
- Plans, prioritizes, assigns, supervises, reviews and evaluates the work of staff involved in instrumentation and electrical installations, maintenance and repair.
- Evaluates operations and activities; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists Maintenance Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends to Maintenance Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

JOB TITLE: Instrumentation and Electrical Supervisor

- Assesses, schedules, and assigns predictive and preventive maintenance tasks; troubleshoots electrical and instrumentation equipment and systems; estimates time, cost, labor and material needs, and orders necessary equipment and materials.
- Inspects locations where work is being performed, both on-site and off-site; ensures conformity with repair requisitions, submittals, plans, diagrams and specifications; determines special equipment needs and assesses and identifies solutions to problems; accurately diagnoses electronic, electromechanical and instrumentation malfunctions.
- Prepares bid specifications and requisitions; assists in the preparation of plans; reviews bid documents to ensure accuracy.
- Performs confined space entries to operate and maintain electrical and instrumentation equipment, if needed.
- Works collaboratively with the Safety Compliance Coordinator to identify hazards and ensure safe work procedures and processes are in place and followed.
- Coordinates instrumentation and electrical work with other Agency departments and other entities as needed; and assists staff with implementing changes.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as needed.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- May be assigned to temporarily assume the duties of the Maintenance Manager during their absence.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical equipment and instrument operation.
- Methods for the design, preparation and review of plans and specifications for installation, maintenance, operation, testing and repair of electrical and instrumentation equipment and processes used for a wastewater treatment facility.
- Methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used for a wastewater treatment facility.
- Equipment, tools and materials used in the installation, operation, maintenance and repair of a wide variety of recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- Methods and procedures for diagnosing industrial electrical, electronic, electromechanical, and instrumentation malfunctions.

JOB TITLE: Instrumentation and Electrical Supervisor

- Methods and procedures for work order management and Computerized Maintenance Management Systems (CMMS).
- Methods and procedures related to asset management.
- Methods and procedures of competitive bidding processes including how to review and prepare accurate equipment plans and specifications.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules including NFPA 70E standards for electrical workplace safety.
- Basic principles and practices of inventory control.
- Modern office practices, methods, and computer equipment including relevant software programs and fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement, and direct the installation, operation, maintenance and repair of a wide variety of electrical systems, recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and provide input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Assist in the development and monitoring of an assigned program budget.
- Interpret and explain pertinent Agency and department policies and procedures.
- Diagnose electrical, electromechanical and instrumentation malfunctions.
- Interpret, understand and explain instrumentation submittals, drawings, sketches, plans and specifications.
- Accurately estimate time, labor and materials for proposed work.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.

JOB TITLE: Instrumentation and Electrical Supervisor

- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Function in confined spaces and/or hazardous environment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible journey level experience in the installation, maintenance and repair of electrical and instrumentation equipment within a wastewater treatment facility; and including one year providing technical and/or functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a CWEA Electrical Instrumentation Technology Grade IV Certification is required within three qualifying testing cycles of appointment (approximately 18 months).

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

JOB TITLE: Instrumentation and Electrical Supervisor

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; Work effectively for long periods of time at a desk, table, counter, confined space, in a shop, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or to access low or high items; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 75 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and exposure to all weather conditions, along with possible exposure to chemicals (dust, gases, liquids, solids, fumes) odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Instrumentation and Electrical Technician I/II/III

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs technical duties in the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations within the Maintenance Department; and provides support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Instrumentation and Electrical Technician I - This is the entry level class in the Instrumentation and Electrical Technician series. Positions in this class typically have little directly related work experience. The Instrumentation and Electrical Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Instrumentation and Electrical Technician II - This is the second level class in the Instrumentation and Electrical Technician series and is distinguished from the I level by the assignment of the full range of duties, with only occasional instruction or assistance needed as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

Instrumentation and Electrical Technician III - This is the full journey level in the Instrumentation and Electrical Technician series. It is distinguished from the Instrumentation and Electrical Technician II by the ability to perform the full range of duties assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the II level once the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

JOB TITLE: Instrumentation and Electrical Technician I/II/III

SUPERVISION RECEIVED AND EXERCISED

Instrumentation and Electrical Technician I

Reports directly to, and receives immediate supervision from the Instrumentation and Electrical Supervisor, or designee.

Instrumentation and Electrical Technician II

Reports directly to, and receives general supervision from the Instrumentation and Electrical Supervisor.

Instrumentation and Electrical Technician III

Reports directly to, and receives general supervision from the Instrumentation and Electrical Supervisor.

EXAMPLES OF DUTIES (for I&E Technician I/II/III): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs technical work on a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- Operates process calibrators and controllers to configure, program, calibrate, and start-up plant instrumentation and control systems.
- Inspects electrical equipment, electronic systems and telemetry equipment for proper operation.
- Performs work at on-site areas, as well as off-site monitoring stations requiring the use of an Agency vehicle.
- Programs, troubleshoots, and repairs Variable Frequency Drives and other equipment.
- Installs new equipment and parts, including conduit and wiring.
- Performs preventative and corrective maintenance on plant instrumentation, controls, and electrical systems; disassembles and replaces worn or broken parts; realigns equipment.
- Estimates time, materials and prioritizes jobs as required for various tasks.
- Performs confined space entries to service equipment.
- Assists, communicates with, and coordinates with Information Technology for troubleshooting of process controls and with Operations to achieve proper process control efficiency.
- Recommends upgrades for instrumentation and control systems; orders replacement parts for repairs as authorized.
- Maintains accurate maintenance records; completes reports and other documentation as required; enters and retrieves information electronically.
- Utilizes Computerized Maintenance Management System (CMMS) to track work orders, preventative maintenance and asset management.
- Creates, maintains and verifies instrumentation and electrical engineering drawings.

JOB TITLE: Instrumentation and Electrical Technician I/II/III

- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Instrumentation and Electrical Technician I

Knowledge of:

- Basic principles and practices of industrial electrical systems, electronic equipment and instrument operation.
- Basic principles and practices of the design, preparation and review of plans and specifications.
- Basic methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used in a wastewater treatment facility.
- Basic use of equipment, tools and materials common in the installation, operation, maintenance and repair of a wide variety of recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- Basic methods and procedures for diagnosing electrical systems, electronic, electromechanical, and instrumentation malfunctions and the processes and equipment.
- Modern office practices, methods, and computer equipment including relevant software programs and including fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to perform the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- Learn to know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; learn to know and observe safety rules and identify hazards; learn to intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; learn to problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; learn to intermittently access, review, and interpret and adjust or

JOB TITLE: Instrumentation and Electrical Technician I/II/III

enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.

- Learn to diagnose electrical, electronic, electromechanical and instrumentation malfunctions.
- Learn to interpret, understand and explain electrical and instrumentation submittals, drawings, sketches, plans and specifications.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience in the installation, maintenance and repair of industrial electrical, instrumentation and control systems.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

JOB TITLE: Instrumentation and Electrical Technician I/II/III

Possession of a CWEA Electrical Instrumentation Technician I certificate is required for this position within three qualifying test cycles of appointment (approximately 18 months).

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Instrumentation and Electrical Technician II

In addition to the qualifications for the Instrumentation and Electrical Technician I:

Knowledge of:

- General principles and practices of industrial electrical systems, electronic equipment and instrument operation.
- Specific principles and practices of the design, preparation and review of plans and specifications for installation, maintenance, operation, testing and repair of electrical and instrumentation equipment and processes used for a wastewater treatment facility.
- Methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used for a wastewater treatment facility.
- Equipment, tools and materials used in the installation, operation, maintenance and repair of a wide variety of recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- Methods and procedures for diagnosing electrical, electronic, electromechanical, and instrumentation malfunctions and the processes and equipment needed to perform repairs or replacements for a wastewater treatment facility.
- Methods and procedures of competitive bidding processes including how to review and prepare accurate equipment plans and specifications.

Ability to:

- Independently perform technical duties in the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.

JOB TITLE: Instrumentation and Electrical Technician I/II/III

- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Diagnose electrical systems, electronic, electromechanical and instrumentation malfunctions.
- Interpret, understand and explain electrical and instrumentation submittals, drawings, sketches, plans and specifications.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible work experience similar to Instrumentation and Electrical Technician I with T-TSA.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a CWEA Electrical Instrumentation Technician II certificate is required at time of appointment.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certificate within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial

JOB TITLE: Instrumentation and Electrical Technician I/II/III

12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Instrumentation and Electrical Technician III

In addition to the qualifications for the Instrumentation and Electrical Technician II:

Knowledge of:

- Advanced principles and practices of industrial electrical systems, electronic equipment and instrument operation including specific principles and practices of the design, preparation and review of plans and specifications for installation, maintenance, operation, testing and repair of electrical and instrumentation equipment and processes used for a wastewater treatment facility.
- Advanced methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used for a wastewater treatment facility.
- Methods and procedures for diagnosing the more complex electrical, electronic, electromechanical, and instrumentation malfunctions and the processes and equipment needed to perform repairs or replacements for a wastewater treatment facility.

Ability to:

- Perform the most complex and difficult duties related to the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- Diagnose complex electrical, electronic, electromechanical and instrumentation malfunctions.
- Assist with the training of new staff.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible work experience similar to Instrumentation and Electrical Technician II with the T-TSA.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

JOB TITLE: Instrumentation and Electrical Technician I/II/III

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a CWEA Electrical Instrumentation Technician III certificate is required at time of appointment.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certificate within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS (for I&E Technician I/II/III)

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk, table, counter, in a shop, confined space, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or to access low or high items; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS (for I&E Technician I/II/III)

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions, along with exposure to all weather conditions and possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Inventory Control Specialist

Department: Maintenance Department

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs a variety of responsible duties related to the receipt, inspection, issuance, and surplus of supplies and materials; prepares items for shipment; and performs data entry for inventory and tracking purposes.

DISTINGUISHING CHARACTERISTICS

Employees within this journey-level class perform the full range of duties as assigned including the receipt and processing of inventory. Employees at this level receive only occasional instruction or assistance, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general supervision from the Instrumentation and Electrical Supervisor or designee.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Receives, unpacks, counts, and inspects materials to ensure accurate quantity and quality; marks material with appropriate stock numbers; places materials in designated location; and issues material and equipment to Agency personnel.
- Receives, enters, and issues a variety of supplies and materials; researches unmarked items for issuance to correct department.
- Inspects items and notifies end user if damaged and prepares appropriate documentation.
- Participates in the Agency's surplus activities; recycles scrap materials.
- Participates in performing physical inventories as necessary.
- Performs snow removal, janitorial duties, general clean-up, and routine maintenance on Agency property as directed.
- Operates a forklift and/or overhead hoist to relocate supplies or equipment.
- Assists other personnel as may be required.
- Prepares items for shipping and coordinates with outside freight companies.
- Loads, unloads and delivers items to various Agency facilities.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

CLASS TITLE: Inventory Control Specialist

- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern warehouse activities including the receipt, inspection, documentation and issuance of supplies and materials.
- Equipment, tools and materials used in the operation of a warehouse.
- Techniques used in locating parts and materials.
- Basic accounting and record-keeping practices.
- Warehouse and inventory databases and software.
- Supplies and materials commonly used by Agency departments.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Perform warehouse activities including the receipt, inspection, and issuance of supplies and materials.
- Maintain accurate inventory, shipping, receiving and distribution records.
- Ensure all items in the warehouse are appropriately received and stored.
- Identify and interpret technical specifications related to specific parts and materials.
- On a continuous basis, know and understand warehouse and inventory functions and observe safety rules; intermittently review documents related to department operations; observe, identify and problem solve procedural issues.
- Safely operate equipment including forklifts and pallet jacks.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

CLASS TITLE: Inventory Control Specialist

- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of general warehouse experience that included the receipt of supplies and materials.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of, or ability to obtain a forklift certification within six months of appointment.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain inventory of supplies and materials; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively at a desk, table, counter, or while driving vehicle; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 50 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is primarily performed in a warehouse and plant environment subject to typical warehouse and plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes) odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Laboratory Director

Department: Operations

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and supervises Laboratory operations within the Operations Department, including maintaining accreditation and completing and submitting a variety of regulatory reports; and provides highly responsible and complex administrative support to the Operations Department Manager.

DISTINGUISHING CHARACTERISTICS

The Laboratory Director performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for the overseeing the performance, recording and reporting of laboratory testing.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Operations Department Manager. Exercises direct supervision over assigned professional personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to assigned section; establishes schedules and methods for performance of laboratory testing; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of laboratory staff; assumes the role of assigned staff, as needed.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists the Operations Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends to the Operations Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

JOB TITLE: Laboratory Director

- Develops, revises and updates standard operating procedures (SOPs) and quality assurance program per Environmental Laboratory Accreditation Program (ELAP) standards; ensures all requirements are met; reviews and approves data for use in regulatory reporting; enters data and maintains detailed records; posts analytical results, ensures all local and state requirements are met for accreditation purposes.
- Develops, revises and updates Agency Chemical Hygiene Plan.
- Coordinates, schedules, and performs sampling for routine and special project sampling for in-house testing, off-site sampling, and testing performed by contracted outside laboratories; provides drinking water testing services to other local agencies and clients; monitors and reviews test results; investigates and resolves inconsistent data or concerns.
- Coordinates and provides training for Operators as needed, to meet competency per ELAP requirements.
- Tracks and purchases laboratory chemicals, supplies, equipment and parts; ensures equipment maintenance protocols are followed; determines need for, requests, and coordinates maintenance and repair of laboratory equipment; works with staff and technical support to troubleshoot and repair laboratory analyzers and equipment as needed.
- Assists operations staff with developing and revising strategies to optimize plant performance.
- Ensures safety program is implemented; trains laboratory staff and general plant staff on safety requirements; maintains Safety Data Sheets and coordinates for hazardous waste handling and other safety requirements and protocols.
- Conducts research and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- May collect field and composite samples and data and transport according to prescribed protocols; may perform field sampling at off-site locations.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures for biological, chemical, bacteriological and physical testing and analyses of water and wastewater including proper sampling procedures and EPA approved methods as dictated in Standard Methods.
- Principles and practices of research, analysis and laboratory functions as they relate to water and wastewater.
- Methods and procedures for the operation of laboratory instrumentation used in water and wastewater analysis.

JOB TITLE: Laboratory Director

- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement and direct Laboratory operations/activities.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Interpret and explain pertinent Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Perform analysis of standard laboratory tests including using instrumentation, running calibrations, weighing, measuring, making standards, analyzing and interpreting reports and results.
- Perform mathematical, statistical, geometric and algebraic calculations common to water quality control laboratory analysis.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.

JOB TITLE: Laboratory Director

- Collect field and composite samples and data and transports according to prescribed protocols.
- Safely operate a snowmobile, ATV, or vehicle with chains installed, in inclement weather conditions.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Supervise, train and evaluate performance of assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in water or wastewater analyses; including two years providing technical and functional supervision over assigned personnel.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemical or biological science or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a CWEA Grade IV Laboratory Analyst Certificate within three qualifying testing cycles of appointment (approximately 18 months).

PHYSICAL REQUIREMENTS

On a continuous basis, remain stationary at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties in the field, laboratory or office; access equipment surrounding desk and in laboratory; activate, use and operate a computer and other office equipment and laboratory equipment; discern color-based test results and organisms through a microscope; use telephone; communicate through written means; and move or transport weight of 25 pounds or less.

JOB TITLE: Laboratory Director

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position may require work outside of regular business hours, as well as occasional weekend work.

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Lead Maintenance Mechanic

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: **08/2019**

DEFINITION

As directed, plans, oversees, reviews and participates in the mechanical and facility maintenance of the Agency's wastewater treatment plant and collection system; performs duties requiring specialized knowledge; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Positions at this advanced journey level are distinguished from other classes within the Maintenance Mechanic series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees at this level perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional leadership to assigned personnel and overseeing the assignment of corrective and preventive maintenance tasks. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives direction from the Maintenance Department Manager, or designee. Exercises technical and functional leadership over assigned technical maintenance personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

- Plans, oversees, and participates in, a variety of technical tasks related to the predictive and preventive maintenance of the Agency's wastewater treatment plant and facilities.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participates in evaluating and reviewing the activities of staff, recommending improvements and modifications.
- Provides and coordinates staff training; works with employees to correct deficiencies.
- Gathers and prepares cost estimates and scope of work for contractors and vendors for the repair and upgrade of the wastewater treatment plant and related facilities; serves as contact with contractors and consultants involved in the upgrade of treatment plant facilities.

JOB TITLE: Lead Maintenance Mechanic

- Maintains comprehensive records within the Agency's Computerized Maintenance Management System; creates and assigns work orders; completes and reviews documentation regarding repair and maintenance activities; scans documents and closes work orders.
- Ensures that staff are properly trained in the effective and safe maintenance and repair of wastewater treatment plant equipment and facilities, heavy equipment operation and snow removal.
- Operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart; performs snow removal and equipment transports.
- Coordinates the Agency's Underground Service Alert program.
- Participates in the selection and oversight of outside contractors, ensuring Agency standards are met.
- Assist in construction of special projects, reading and interpreting blueprints and understanding oral instructions.
- Checks on methods used by mechanics to ensure adherence to safety guidelines; ensure that protective devices and equipment are used when necessary; conducts safety tailgate meetings and monitors safe working habits of assigned staff.
- Researches, recommends, and procures parts and materials.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Performs the most difficult work related to the Mechanic class series.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional leadership and training.
- General knowledge of wastewater treatment processes.
- Advanced operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Advanced methods for troubleshooting and diagnosing problems with equipment and machinery.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

JOB TITLE: Lead Maintenance Mechanic

- Principles and practices of maintaining an advanced wastewater treatment plant.
- Equipment, tools and materials used in the maintenance, repair and rehabilitation of a wastewater treatment plant.
- Methods of hydraulic equipment maintenance.
- Methods of Underground Service Alert marking.

Ability to:

- Provide technical and functional leadership over assigned staff; effectively train staff.
- Perform the most complex duties related to the predictive and preventive maintenance of the Agency's wastewater treatment plant.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and provide input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Safely operate a variety of equipment and tools such as loader, backhoe, forklift, lathe, mill, small hand and power tools, welding equipment.
- Lubricate and maintain equipment as necessary.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Diagnose malfunctions and determine effective courses of action for correcting them.
- Read and interpret sketches, blueprints and diagrams and modify as necessary to complete the work.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objective and activities.

JOB TITLE: Lead Maintenance Mechanic

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of journey level experience involving mechanical and facility maintenance of a wastewater treatment plant.

Education:

Equivalent to graduation from high school.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within 3 months of appointment.

Possession of a valid California or Nevada Class B Commercial Drivers License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade III certification is required within three qualifying test cycles of appointment (approximately 18 months).

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Work effectively at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk, table, counter, confined space, in a shop, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or to access low or high items; ascend and descend stairs, ladders or step

JOB TITLE: Lead Maintenance Mechanic

stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less..

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Maintenance Department Manager

Department: Maintenance

FLSA Status: EXEMPT

Revised as of: **08/2019**

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Maintenance Department including facilities, electrical, instrumentation, process control and mechanical installation, maintenance and repair; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Maintenance Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Maintenance Department, as well as functional authority/responsibility for overseeing numerous tasks associated with the maintenance, repair and rehabilitation of the Agency's wastewater treatment plant.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad management authority over professional and technical positions in the Maintenance Department.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Maintenance Department budget; directs the forecast of additional funds needed for staffing,

JOB TITLE: Maintenance Department Manager

equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Plans and ensures the implementation of preventive and predictive maintenance programs for supporting continuous operations of plant equipment and processes and for facilities and grounds maintenance activities in accordance with industry standards; recommends, develops, and implements improvements in plant and facility maintenance procedures and work processes to increase effectiveness of maintenance programs in accordance with industry standards.
- Interprets mechanical, electrical or instrumentation drawings, diagrams and specifications to subordinates; inspects work in progress; ensures that work complies with appropriate repair methods and techniques; adjusts existing allocation of staff, materials, and budgetary resources within the department to meet maintenance service agreements and plant operational requirements.
- Considers department input and recommendations regarding maintenance issues; proactively coordinates with other departments regarding current and proposed capital programs and their impact on quality and level of maintenance support.
- Secures and manages the services of contractors and consultants in the performance of maintenance studies and projects; prepares and administers maintenance contracts and purchase agreements.
- Coordinates with other department managers regarding the effective planning and implementation of upgrades, improvements and modifications to the treatment plant in accordance with industry standards and ensures minimal disruption to operations.
- Coordinates and operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart; coordinates and performs snow removal and equipment transports.
- Performs confined space entries as needed.
- Assists in the implementation of the Agency surplus property program.
- Directs and oversees the Agency asset management program.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Maintenance Department Manager

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical, instrumentation, process control and mechanical installation, maintenance and repair common to industry standards for an advanced wastewater treatment plant.
- Principles and practices associated with developing, implementing and managing a comprehensive predictive and preventive maintenance program.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Methods of asset and work order management.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Maintenance Department.
- On a continuous basis know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

JOB TITLE: Maintenance Department Manager

- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Troubleshoot mechanical and electrical issues.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved the development and implementation of a comprehensive predictive and preventive maintenance plan within an industrial, manufacturing, utility and/or large commercial setting; including two years in a management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, or a related field. Additional experience may substitute for the required education. Equivalence would be two years of additional experience for one year of the required education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

JOB TITLE: Maintenance Department Manager

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within 3 months of appointment.

Possession of a valid California or Nevada Class B Driver License with tanker endorsement is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade IV certification within three qualifying testing cycles of appointment (approximately 18 months).

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

On a continuous basis, work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of regular business hours, as well as occasional weekend work and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Maintenance Mechanic I/II/III

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs skilled preventive and predictive duties involving the maintenance, repair, rehabilitation, and installation of mechanical equipment associated with wastewater treatment; repairs pumps, valves, pressure and flow control regulators and related equipment; responds to Underground Service Alert requests; and operates heavy equipment.

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I - This is the entry level class in the Maintenance Mechanic series. Positions in this class typically have little directly related work experience. The Maintenance Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Mechanic II - This is the second level class in the Maintenance Mechanic series and is distinguished from the I level by the assignment of the full range of duties, with only occasional instruction or assistance needed as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

Maintenance Mechanic III - This is the full journey level in the Maintenance Mechanic series. It is distinguished from the Maintenance Mechanic II by the ability to perform the full range of duties assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the II level once the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

This class is distinguished from the Lead Maintenance Mechanic in that the latter is the lead level responsible for providing technical and functional supervision to an assigned staff.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

SUPERVISION RECEIVED AND EXERCISED

Maintenance Mechanic I

Reports directly to, and receives immediate supervision from the Maintenance Department Manager or designee; receives technical and functional supervision from a Lead Maintenance Mechanic.

Maintenance Mechanic II

Reports directly to, and receives general supervision from the from the Maintenance Department Manager or designee; receives technical and functional supervision from a Lead Maintenance Mechanic.

Maintenance Mechanic III

Reports directly to, and receives general supervision from the from the Maintenance Department Manager or designee; receives technical and functional supervision from a Lead Maintenance Mechanic.

EXAMPLES OF DUTIES (for Maintenance Mechanic I/II/III): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs skilled duties and responsibilities in the maintenance, repair, service, and troubleshooting of equipment and machinery associated with the Agency's wastewater treatment plant and related facilities including pumps, engines, electric motors, valves, aeration blowers, emergency generators, air compressors, hydraulic systems, pneumatic systems, filters and vehicles.
- Performs troubleshooting using visual inspection to determine cause of malfunction on wastewater treatment plant equipment.
- Rebuilds and overhauls equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassembles, installs and tests equipment to ensure that it is in proper working condition; disassembles machinery to carefully evaluate for required machine work and parts; cleans, bead blasts, primes and paints prior to reassembly; tests equipment to ensure proper operation.
- Maintains appropriate records and documentation of repairs; reviews, revises and implements maintenance schedules.
- Utilizes Computerized Maintenance Management System (CMMS) to track work orders, preventative maintenance and asset management.
- Identifies and mitigates unsafe work conditions and maintains safe work practices such as "lock-out/tag-out," confined space entry and fall protection.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

- Operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart. Performs snow removal and equipment transports.
- Operates a variety of hand tools, machine powered tools, light and heavy equipment; utilizes proper rigging and lifting techniques and methods.
- Perform line location consistent with Underground Service Alert requirements.
- Reads and updates blueprints and schematics as required to assist in repairs; prioritizes and coordinates the appropriate timing to service equipment; estimates labor and materials necessary to complete the needed work; orders replacement parts to perform maintenance and repairs as necessary.
- Performs confined space entries in order to inspect, clean and/or make repairs.
- Performs welding and metal fabrication utilizing various welding techniques.
- Utilizes lathes, mills and other machine shop equipment to fabricate parts.
- Performs building and yard maintenance, cleaning and custodial duties; paints utility equipment, keeps work area in a neat and orderly condition.
- Trains less experienced staff on performing complex rebuilds of plant equipment..
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

- Uses and purposes of tools and equipment used in general construction and mechanical equipment maintenance and repair.
- Basic record keeping procedures.
- Basic welding practices.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Ability to:

- Learn to repair, maintain and troubleshoot a variety of mechanical equipment associated with wastewater treatment facilities.
- Learn all requirements and essential aspects of the job, learn and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.
- Learn to diagnose malfunctions and determine effective courses of action for correcting them.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to Agency safety policies and procedures and utilize appropriate Personal Protection Equipment.
- Learn to safely operate and maintain hand tools, machine powered tools, light and heavy equipment.
- Learn to safely utilize rigging and lifting techniques and methods.
- Read and update blueprints and schematics.
- Perform line locating .
- Accurately perform mathematic calculations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience performing maintenance and repair duties, preferably in a utility environment.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade I certification is required within three qualifying test cycles of appointment (approximately 18 months).

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

- Standard operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Methods for troubleshooting and diagnosing problems with equipment and machinery.
- Safe work practices such as lock-out/tag-out, confined space entry, fall protection, and Personal Protection Equipment use
- Pertinent local, State and Federal laws, ordinances, rules and regulations.
- Methods and procedures to disassemble machinery to carefully evaluate it for required machine work and parts.
- Methods and procedures of how to estimate and prioritize the work and to order parts and equipment.
- Principles and practices of maintaining detailed records.

Ability to:

- Independently perform a variety of semi-skilled to skilled repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater treatment plants.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Respond to emergency situations.
- Read a variety of technical documentation, schematics, blue prints and related documents. Operate a computer to access, enter and retrieve data.
- Prioritize workload to meet deadlines.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible work experience similar to Maintenance Mechanic I with T-TSA.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade II certification is required at time of appointment.

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Maintenance Mechanic III

In addition to the qualifications for the Maintenance Mechanic II:

Knowledge of:

- Advanced operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Advanced methods for troubleshooting and diagnosing problems with equipment and machinery.

Ability to:

- Independently perform a variety of skilled and complex repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater treatment plants.
- Assist with the training of new staff.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Maintenance Mechanic II with T-TSA.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade III certification is required at time of appointment.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS (for Maintenance Mechanic I/II/III)

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk, table, counter, confined space, in a shop, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS (for Maintenance Mechanic I/II/III)

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Operations Department Manager

Department: Operations

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Operations Department including wastewater treatment and laboratory operations; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Operations Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Operations Department, as well as functional authority/responsibility for overseeing numerous tasks associated with the wastewater treatment and laboratory functions of the Agency's wastewater treatment plant.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of operational activities.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Operations Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

JOB TITLE: Operations Department Manager

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Reviews and evaluates plant and laboratory operations and performance.
- Directs and participates in negotiations with Federal, State, regional, and local permitting and regulatory agencies; communicates and serves as resource to Agency staff and the Board of Directors regarding compliance issues.
- Coordinates with other department managers regarding the effective planning and implementation of upgrades, improvements and modifications to the treatment plant and ensures minimal disruption to operations.
- Secures and manages the services of contractors and consultants in the performance of operations studies and projects; prepares and administers operations contracts and purchase agreements.
- Performs confined space entries as needed.
- Represents the department to outside groups and organizations; participate in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- May deliver laboratory samples to third-party laboratory via Agency vehicle; may perform site visits on and off property.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices associated with the operations of an advanced wastewater treatment plant, including activated sludge wastewater treatment reclamation system, primary, secondary and tertiary processes, solids handling, biological nutrient removal, final filtration and disinfection.
- Principles and practices of wastewater treatment plant laboratories. Wastewater treatment chemistry and microbiology including biological and biochemical reactions.
- Principles of math and data processing applicable to wastewater treatment processes.
- Principles and practices of project management.
- Regulatory compliance issues.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.

JOB TITLE: Operations Department Manager

- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of safety and emergency procedures.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Operations Department.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

JOB TITLE: Operations Department Manager

- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved the operation of an advanced wastewater treatment plant, including two years in a management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, or a related field. Additional experience may substitute for the required education. Equivalence would typically be two years of additional experience for one year of education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a Grade V Wastewater Treatment Operator certificate from the California State Water Resources Control Board.

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

JOB TITLE: Operations Department Manager

Ability to wear a self-contained breathing apparatus and air purifying respirator.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside regular business hours, as well as occasional weekend work and the ability to travel.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Operations Shift Supervisor

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Oversees and supervises assigned shifts of the wastewater treatment process within the Operations Department; assists with implementation of projects; ensures the Agency is in compliance with all regulatory requirements; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Operations Shift Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and responsibility for independently making decisions related to functional activities of the Operations Department, and independently performing the full range of duties.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Operations Supervisor, or designee. Exercises direct supervision over assigned technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class, and are not intended to be an inclusive list.*

- Implements goals and objectives; establishes schedules and methods for the wastewater treatment operations and processes; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in wastewater treatment process operations for an assigned shift.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Recommends the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Provides training to operators in wastewater treatment processes, operational tasks, and related equipment such as pumps, boilers, chlorine gas disinfection process, power generators, and related equipment.
- Provides training and monitoring on chemical processing such as storage, condition, dosage and use; ensures staff use proper personal protection equipment when required; provides on-scene management and emergency response when needed.

JOB TITLE: Operations Shift Supervisor

- Oversees staff and operations on an assigned shift; troubleshoots problems and unusual situations; assists in planning, prioritizing and implementing special projects.
- Monitors the Operators taking the plant off and back on line; ensures SOP's (Standard Operating Procedures) and all other requirements are met and followed.
- Ensures compliance with all regulatory requirements; monitors operations to determine efficiency and effectiveness of plant processes; prepares documentation as assigned.
- Performs operational tasks, when needed; operates pumps and equipment; collects samples; enters and retrieves information and monitors processes; operates, repairs or cleans equipment; interprets data; puts equipment in and out of service.
- Oversees staff collecting, processing and performing laboratory tests including retrieving wastewater sludge and/or dry samples.
- Adheres to and oversees compliance with all safety policies and procedures; oversees receipt of, storage and use of chemicals including maintaining inventory and ordering.
- Performs confined space entries to inspect tanks and other spaces.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Assumes the role of Operator as needed.
- Answers questions and provides information to the public; investigates complaints from public and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment operations and processes and the methods of evaluating treatment results.
- Equipment, tools and materials used in wastewater treatment operations and processes.
- Methods and procedures of mathematics, biology, chemistry, biochemistry and sampling procedures and laboratory techniques related to area of assignment.
- Procedures, methods, tools, and equipment related to plant safety, including methods and procedures used in emergency settings.
- Analyze and prepare technical reports and related documents.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of safety management and emergency response, including confined space entry.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.

JOB TITLE: Operations Shift Supervisor

- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices and Standard Operating Procedures.
- Principles and practices of customer service.

Ability to:

- Oversee and supervise assigned shifts of the wastewater treatment operations process; assist to implement projects.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and provide input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Ensure requirements are met and that the Agency is in compliance with all regulatory requirements.
- Interpret and explain pertinent operational and department policies and procedures.
- Develop and recommend policies and procedures related to assigned operations.
- Safely operate a variety of manual and mechanized tools and equipment, including forklift and skid loader, as needed.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work an assigned shift on a rotating basis.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

JOB TITLE: Operations Shift Supervisor

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible journey level wastewater operations experience; and one year providing technical and/or functional supervision over assigned staff.

Education:

Equivalent to the completion of the twelfth grade with emphasis on, or supplemented by, course work in mathematics and chemistry or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade III Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession, or ability to obtain of a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk or table in a control room, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

JOB TITLE: Operations Shift Supervisor

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in both indoor and outdoor environments with exposure to confined spaces and all weather conditions. This assignment includes working on or operating equipment and working on elevated platforms. Works a flexible, rotating schedule and/or shifts in order to accommodate a 24-hour, 7 day per week operation, to include weekends and holidays, as well as overtime work.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Operations Supervisor

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Oversees and supervises the wastewater treatment operations overall process within the Operations Department to ensure wastewater discharge requirements (WDR) are met; ensures the Agency is in compliance with all regulatory requirements; plans and implements projects and troubleshoots overall plant malfunctions; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Operations Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and responsibility for overall operational activities of the Operations Department including regulatory compliance, projects, and plant functions.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Chief Plant Operator, or designee. Exercises direct supervision over assigned technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Implements goals and objectives related to assigned section; establishes schedules and methods for wastewater treatment operations and processes; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in wastewater treatment process operations.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Troubleshoots problems and unusual situations; submits repair requests; assists with planning, prioritizing and implementing special projects.

JOB TITLE: Operations Supervisor

- Ensures proper procedures for taking the plant off and back on line, monitors chemical and gas levels; ensures compliance with SOP's (Standard Operating Procedures) and all other applicable requirements.
- Ensures operations are in compliance with all regulatory requirements; monitors operations to determine efficiency and effectiveness of plant processes; prepares special reports including Waste Management Permit Report and EPA report on air quality and others as assigned.
- Performs operational tasks, when needed including operates pumps and equipment; collects samples and delivers to laboratory; enters and retrieves information and monitors pump flows; operates, repairs or cleans equipment; interprets data; puts equipment in and out of service; and related tasks, as needed.
- Adheres to and oversees compliance with all safety policies and procedures; oversees storage and use of chemicals, including maintaining inventory and ordering.
- Develops and updates Standard Operating Procedures.
- Assumes the role of Operations Shift Supervisor or Operator as needed.
- Fills in for the Chief Operator in that person's absence, as needed.
- Performs confined space entries to inspect tanks and other spaces.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as needed.
- Collects, compiles and analyzes information from various sources as it relates to assigned operations and projects.
- Answers questions and provides information to the public; investigates complaints from the public and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment operations and processes and the methods of evaluating treatment results.
- Equipment, tools and materials used in wastewater treatment operations and processes.
- Methods and procedures of mathematics, biology, chemistry, biochemistry and sampling procedures and laboratory techniques related to area of assignment.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management and emergency response.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.

JOB TITLE: Operations Supervisor

- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Safe work practices and Standard Operating Procedures.
- Principles and practices of customer service.

Ability to:

- Oversee and supervise the wastewater treatment operations process to ensure all waste discharge (WDR) requirements are met; and to ensure the Agency is in compliance with all regulatory requirements.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Assist with planning and implementing projects and troubleshooting plant malfunctions.
- Interpret and explain pertinent operational and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Safely operate a variety of manual and mechanized tools and equipment, including forklift, as needed.
- Analyze and prepare technical reports and related documents.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.

JOB TITLE: Operations Supervisor

- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible wastewater operations experience that included supervision of an assigned shift.

Education:

Equivalent to the completion of the twelfth grade with emphasis on, or supplemented by, course work in mathematics and chemistry or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade IV Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively at a desk or table in a control room, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

JOB TITLE: Operations Supervisor

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in both indoor and outdoor environments with exposure to confined spaces and all weather conditions. Assignment includes working on or operating equipment and working on elevated platforms.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Operator-In-Training/Operator I/II/III

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Performs a variety of semi-skilled and skilled tasks associated with the operation and maintenance of the Agency's wastewater treatment plant; monitors treatment plant processes; responds to alarms; collects and analyzes samples; and maintains and submits a variety of documents and records.

DISTINGUISHING CHARACTERISTICS

Operator-In-Training – This is the trainee level of the Operator class series. Positions in this class typically have little directly related work experience. Operators–In–Training perform the most routine duties of this classification, progressing to more complex duties with training and experience. The Operator–In–Training is distinguished from the Operator I by the performance of tasks allowed with possession of a Wastewater Treatment Operator–In–Training certificate.

Operator I - This is the entry level class in the Operator series and works under close supervision while continuing to learn job tasks. The Operator I is distinguished from the Operator II by the performance of tasks allowed with possession of a Wastewater Treatment Operator Grade I certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator–In–Training level once the incumbent meets the qualification standards of the I level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

Operator II - This is the third level class in the Operator series. It is distinguished from the I level by the assignment of the full range of duties. The Operator II is distinguished from the Operator III by the performance of tasks and duties allowed with possession of a Wastewater Treatment Plant Operator Grade II certification. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

Operator III - This is the fourth level class in the Operator series. The Operator III is distinguished from the Operator II by the ability to perform the full range of duties assigned, including serving as shift operator-in-charge, as needed and allowed with possession of Wastewater Treatment Plant Operator Grade III certification and sufficient amount of Agency experience as determined by the Chief Plant Operator. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator II level the incumbent meets the qualification standards of the III

JOB TITLE: Operator-In-Training/I/II/III

level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

SUPERVISION RECEIVED AND EXERCISED

Operator-In-Training

Reports directly to, and receives immediate supervision from an Operations Shift Supervisor, or designee and may receive technical and functional supervision from an Operator III who is serving as shift operator-in-charge.

Operator I

Reports directly to, and receives immediate supervision from an Operations Shift Supervisor, or designee and may receive technical and functional supervision from an Operator III who is serving as shift operator-in-charge.

Operator II

Reports directly to, and receives general supervision from an Operations Shift Supervisor, or designee and may receive technical and functional supervision from an Operator III who is serving as shift operator-in-charge.

Operator III

Reports directly to, and receives general supervision from an Operations Shift Supervisor. May provide technical and functional supervision to less certified Operators and assumes the role of operator-in-charge as needed.

EXAMPLES OF DUTIES (for all Operator levels): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Collects, processes and performs laboratory tests including retrieving wastewater, sludge and/or dry samples.
- Performs operations, control, and maintenance functions and performs laboratory testing and sample collections, consistent with certification.
- Operates pumps, valves and metering equipment and other plant equipment; monitors pumping flows; and adjusts, stops or starts plant processes.
- Cleans, flushes and maintains plant equipment and performs minor equipment repairs.
- Inspects a variety of plant equipment; reads and records gauges; ensures maximum efficiency of processes and equipment.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.

JOB TITLE: Operator-In-Training/I/II/III

- Delivers materials to laboratory.
- Enters and retrieves information using computer-based system application.
- Performs confined space entries to inspect tanks and other spaces.
- Performs record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepares and maintains a variety of records.
- Locates and troubleshoots malfunctions; investigates and inspects abnormal equipment gauge readings or other unusual situations; responds to alarms and treatment issues; and notifies appropriate personnel as necessary.
- Reports the need for repairs or maintenance if unable to be performed immediately.
- Interprets technical data and maintains a variety of accurate records, reports, and logs.
- Adheres to all safety policies and standard operating procedures, including the handling of chemicals used in the operation of the plant.
- Performs a variety of general facilities maintenance duties.
- Complies with all wastewater treatment facility permits and regulations.
- Accepts deliveries and handles other known hazardous chemicals.
- Work and assigned shift on a rotating basis.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

When acting as the designated shift operator-in-charge (with sufficient amount of Agency experience as determined by the Chief Plant Operator), duties include (Operator III only):

- Ensures Agency compliance with the Wastewater Discharge Requirements (WDR).
- Performs the full range of operations, control, and maintenance functions during assigned shift while optimizing efficiency; performs basic laboratory testing and sample collections; demonstrates a full understanding of all applicable policies and work methods associated with assigned duties.
- Operates and monitors all SCADA systems; revises equipment settings as appropriate; makes inspections and corrects or controls system problems as necessary; documents problems and actions taken to address problems.
- Instructs staff in work procedures.
- Communicates, organizes, and directs staff efforts in response to emergency situations.

JOB TITLE: Operator-In-Training/I/II/III

QUALIFICATIONS

Operator-In-Training

Knowledge of:

- Basic mechanical principles and practices.
- Basic mathematics, geometry and algebra.
- Basic principles and practices related to chemistry and biology.
- Manual and mechanized tools and equipment needed to make general repairs.
- Methods and processes to perform basic laboratory tests.
- Modern office practices, methods, and computer equipment.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to assist in the performance of a variety of unskilled and progressively more skilled tasks related to operating the wastewater treatment facility in a safe manner.
- Learn the requirements and essential aspects of the job, including safety rules and identifying hazards.
- Learn to safely operate a variety of manual and mechanized tools and equipment.
- Learn to make minor repairs.
- Learn to maintain accurate records, reports, and logs.
- Understand and carry out oral and written instructions.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and learn to use applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

JOB TITLE: Operator-In-Training/I/II/III

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

No previous wastewater treatment plant experience necessary.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator-In-Training Certificate from California State Water Resources Control Board within 4 months from date of hire.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Operator I

In addition to the qualifications for the Operator-In-Training:

Knowledge of:

- Basic mechanical, electrical and hydraulic principles including pumps and piping.
- Relevant software programs used in wastewater treatment operations.

Ability to:

- Learn to perform a variety of semi-skilled and skilled tasks associated with the operation and maintenance of the Agency's wastewater treatment plant; monitor treatment plant operations; respond to alarms; collect and analyze samples.

JOB TITLE: Operator-In-Training/I/II/III

- Learn all requirements and essential aspects of the job, learn and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.
- Safely operate a variety of manual and mechanized tools and equipment.
- Learn to investigate equipment and equipment problems.
- Assist to make minor equipment repairs and adjustments.
- Learn to enter or record technical data and information.
- Maintain accurate records, reports and logs.
- Learn to interpret diagrams and technical instructions.
- Learn the safe handling of hazardous materials, liquids, solids and gases used in plant operations.
- Learn to safely operate a variety of manual and mechanized tools and equipment, including forklift, as needed.
- Learn to prioritize workload to meet deadlines.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience similar to an Operator-In-Training with T-TSA.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade I Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial

JOB TITLE: Operator-In-Training/I/II/III

12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Operator II

In addition to the qualifications for the Operator I:

Knowledge of:

- Basic principles and practices associated with operating a wastewater treatment plant and associated facilities.
- Proper handling of hazardous materials, liquids, solids and gases used in plant operations.
- Water quality testing procedures.

Ability to:

- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Perform a variety of progressively more skilled tasks related to the operations of the wastewater treatment facility in a safe manner.
- Enter or record technical data and information.
- Assist with the investigation of equipment and equipment problems.
- Make minor equipment repairs and adjustments.
- Interpret diagrams and technical instructions.
- Safely operate a variety of manual and mechanized tools and equipment, including forklift, as needed.
- Prioritize workload to meet deadlines.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

Eighteen months of experience similar to an Operator I with T-TSA.

Education:

Equivalent to completion of the twelfth grade.

JOB TITLE: Operator-In-Training/I/II/III

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade II Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Operator III

In addition to the qualifications for the Operator II:

Knowledge of:

- Methods and procedures for wastewater treatment.
- Methods and procedures for troubleshooting equipment associated with the operation of a wastewater treatment plant.
- Principles and practices of trend analysis.
- Emergency response procedures.
- Principles and practices of training and technical and functional supervision of less experienced staff.

Ability to:

- Interpret and apply a variety of instructions furnished in written, oral, diagram, or other form.
- Calculate figures and amounts including percentages, areas, circumferences, and volumes and apply the concepts of basic algebra and geometry.
- Act as Emergency Coordinator and respond to urgent situations, if assigned.
- Assist with the enforcement of safety policies and ensures standard operating procedures are followed.
- Serve as shift operator, as needed, and provide technical or functional supervision of less experienced staff, with sufficient amount of Agency experience as determined by the Chief Plant Operator.
- Assist with the development and implementation of training for lower level Operators. Shut down areas of the system if needed.

JOB TITLE: Operator-In-Training/I/II/III

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of experience similar to an Operator II with T- TSA.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade III Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS (for all Operator levels):

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively at a desk or table in a control room, or while driving vehicles or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

JOB TITLE: Operator-In-Training/I/II/III

WORKING/ENVIRONMENTAL CONDITIONS (for all Operator levels):

Work is performed in both indoor and outdoor environments with exposure to confined spaces and all weather conditions. Assignment includes working on or operating equipment and working on elevated platforms. Works a flexible, rotating schedule and/or shifts in order to accommodate a 24-hour, 7 day per week operation, to include weekends and holidays, as well as overtime work.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Purchasing Agent I/II

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: **08/2019**

DEFINITION

Performs a variety of responsible technical administrative functions in support of the Agency's purchasing activities; prepares, coordinates and monitors contracts, and purchasing agreements.; and provides general administrative support, as assigned.

DISTINGUISHING CHARACTERISTICS

Purchasing Agent I - This is the entry level class in the Purchasing Agent series. Positions in this class typically require little directly related work experience. The Purchasing Agent I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Purchasing Agent II - This is the journey level class in the Purchasing Agent series and is distinguished from the I level by the assignment and satisfactory performance of the full range of duties. Employees at this level receive relatively less instruction or assistance, as employees at this level are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Purchasing Agent I

Reports directly to, and receives immediate supervision from the Administrative Department Manager.

Purchasing Agent II

Reports directly to, and receives general supervision from the Administrative Department Manager.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

JOB TITLE: Purchasing Agent I/II

- Assists with the Request for Proposal and Request for Qualifications process; posts and distributes bid documents; receives, opens, records and summarizes bids; reviews bid and insurance for compliance with Agency standards.
- Prepares, monitors and tracks a variety of contracts, purchasing agreements, bids, and other documents, reports and orders.
- Coordinates the purchasing and procurement process; prepares purchase orders; receives, records and posts requisitions; expedites urgent orders as necessary.
- Contacts suppliers for pricing and availability of items and materials; participates in the selection of suppliers; researches alternate sources of items and materials, as needed.
- Computes costs; routes documents for approval; generates purchase orders; meets with sales representatives as necessary.
- Coordinates with maintenance to tag Agency assets and maintain inventory.
- Responds to requests for documentation related to assigned area of responsibilities; develops, explains and interprets policies and procedures.
- Drafts correspondence, prepares orders, forms, and documentation.
- May receive and respond to billing and general questions.
- Performs technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials.
- Assists in the conduct of studies, special projects, administrative and technical functions; performs data collection, research and analysis; prepares draft reports and technical documents.
- Receives, researches, responds to or refers questions from vendors and contractors pertaining to contracts.
- Establishes and maintains systems related to assigned technical area of responsibility; monitors area activities and reports progress as required.
- Ensures areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Receives, opens and date stamps and distributes mail.
- Establishes and maintains a wide variety of filing and reporting systems as necessary; develops record keeping procedures.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Purchasing Agent I/II

QUALIFICATIONS

Purchasing Agent I

Knowledge of:

- Modern office practices, methods, and computer equipment including relevant software programs.
- Principles and practices of administrative office functions including file management.
- Methods and procedures of basic mathematics and computations of prices.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to prepare, coordinate and monitor/track contracts, purchasing/procurement agreements and bids, and other documents, reports and orders.
- On an ongoing basis, know, understand and perform operations; know all requirements and essential aspects of the job; observe and analyze and propose solutions to problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Learn, interpret, apply and explain Agency policies and procedures related to procurement of supplies, materials and professional services.
- Accurately compute costs.
- Learn to review bids for compliance with Agency needs, requirements and policies.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

JOB TITLE: Purchasing Agent I/II

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible administrative support or technical experience including customer service.

Education:

Equivalent to the completion of an Associate's degree in business administration, public administration, accounting or related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Purchasing Agent II

Knowledge of:

- Methods and procedures of contract development and administration.
- Principles and practices of intermediate analytical research and project coordination.
- Methods and procedures for conducting research, ordering, purchasing and procurement processes, bid processes and purchase agreements.
- Methods and procedures of contract development and administration

Ability to:

- Review bids for compliance with Agency needs, requirements and policies.
- Conduct research, prepare, coordinate and monitor/track contracts, purchasing/procurement agreements and bids, and other documents, reports and orders.
- Coordinate, monitor and implement special projects.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience similar to Purchasing Agent I with T-TSA.

Education:

Equivalent to the completion of an Associate's degree in business administration, public administration, accounting or related field.

JOB TITLE: Purchasing Agent I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS (for Purchasing Agent I and II)

Work effectively at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Purchasing Agent I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Safety Officer

Department: Engineering

FLSA Status: NON EXEMPT

Revised as of: 08/2019

DEFINITION

Administers the Agency's environmental, health, safety and emergency response programs; ensures compliance with applicable laws, regulations and insurance requirements; conducts and/or coordinates training; performs facility audits and inspections to ensure safety and compliance; provides guidance and follow-up to departments and managers on identifying, evaluating, and mitigating occupational hazards, risks and non-compliance; assists in administering the Agency's liability and risk management support services; and provides professional support and assistance to assigned manager.

DISTINGUISHING CHARACTERISTICS

The Safety Officer performs the full range of duties as assigned including regulatory compliance, training, and providing technical assistance to staff and managers related to occupational hazards, risks, environmental compliance and emergency response and is fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives direction from the Engineering Department Manager.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Administers and implements the Agency's safety, environmental health and emergency response programs; ensures compliance with applicable Federal, State and Local safety and health laws, regulations and insurance requirements.
- Administers and implements the Agency's Injury and Illness Prevention Program (IIPP) along with input from other Agency staff.
- Conducts and/or coordinates training; provides guidance and follow-up related to identifying, evaluating, and mitigating occupational and environmental hazards and risks and emergency response; and assists in administering the Agency's liability and risk management support services.
- Implements occupational and environmental safety policies, programs and procedures that promote a culture of safety; evaluates, develops and recommends additional and improved safety and health procedures and programs.
- Conducts site inspections and hazard determinations at on-site and off-site locations.

JOB TITLE: Safety Officer

- Identifies training needs; coordinates or provides new employee safety orientations and training on how to conduct work hazard assessments, incident investigations and site inspections; orders training supplies and prepares training materials; assists supervisors with safety “tailgate” meeting planning; maintains records of training and required certifications.
- Works with employees to correct safety deficiencies; provides advice to staff regarding safety, regulatory and health standards and requirements; serves as Chair of Employee Safety Committee.
- Conducts Agency compliance audits and in-house investigations of occupational and environmental safety incidents and matters; inspects and evaluates workplace hazards, workplace environments, and equipment and practices including conditions that could affect employee health, comfort and performance; ensures compliance with standards and regulations; makes recommendations; coordinates and ensures timely corrective actions are taken.
- Serves as Agency emergency response team coordinator and as liaison to outside first responders.
- Coordinates for and/or assists in the development and implementation of emergency response drills and exercises.
- Assists in the development and implementation of emergency management plans.
- Ensures emergency response equipment is ready for service.
- Calculates statistics; provides analysis of trends; reviews incident reports for completeness and delivers to Human Resources; maintains CalOSHA injury and illness logs and related records.
- Researches and measures exposure to loss; coordinates workers’ compensation cases and return-to-work processes with Human Resources; coordinates with Human Resources to administer Risk Management programs as relates to safety and security programs.
- Coordinates emergency response plan drills; and maintains library of reference materials.
- Coordinates and oversees contractor and vendor safety procedures; coordinates with, and serves as liaison for, various regulatory and enforcement agencies.
- Assists management in budget preparation for safety programs, equipment and supplies; prepares and presents a variety of reports and studies; evaluates equipment and makes purchasing recommendations; assists in maintaining inventory of safety equipment and supplies.
- Ensures applicable permits are maintained and Agency compliance with such permits; reviews and reports information for environmental reporting and permit requirements.
- Coordinates with outside consultants, as required.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Prepares for and participates in effective public speaking presentations to a variety of audiences.
- Performs related duties as assigned.

JOB TITLE: Safety Officer

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective training and presentations.
- Principles and practices of safe work practices including policies, regulations, specifications and requirements governing industrial safety and health, loss prevention, environmental compliance, emergency preparedness and accident prevention.
- Methods and procedures of statistical concepts and methods for collecting and analyzing data on a variety of technical, analytical, and administrative topics.
- Principles and practices of assessments, inspections and investigations as related to area of assignment.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of customer service.
- Principles and practices of technical and functional training.

Ability to:

- Administer the Agency's safety programs; ensuring compliance with applicable Federal, State and Local safety and health laws, regulations and insurance requirements.
- Conduct and/or coordinate training; provide guidance and follow up with managers regarding identifying, evaluating, and mitigating occupational hazards and risks; and assist in administering the Agency's liability and risk management support services.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; interpret analytical results and technical and numerical information; train and explain processes to others; observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Stay current on laws, policies, codes, ordinances, and regulations pertaining to area of assignment; and update Agency's programs accordingly.
- Understand, interpret and apply complex written materials and requirements as related to risk management, safety and environmental health.
- Troubleshoot equipment and determine solutions to safety and regulatory issues and concerns.
- Design and implement safety programs to target losses, exposures to loss, and compliance with applicable government standards.

JOB TITLE: Safety Officer

- Effectively collaborate with external regulatory agencies and represent the Agency in matters related to occupational health and safety, emergency preparedness and environmental compliance programs, as assigned.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible professional environmental health safety and emergency response program administration experience; previous water or wastewater treatment plant experience preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, industrial hygiene, occupational health and safety, environments and occupational health, life sciences or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial

JOB TITLE: Safety Officer

12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Work effectively at a desk, table, counter or while driving; intermittently move, traverse and position self while performing work activities; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of normal reach; manipulate, operate, activate and adjust equipment and tools; position self to adjust office and field equipment or to access low or high items; discern hazardous warning signs and discern and respond to announcements and alarms; maintain airtight seal with self-contained breathing apparatus and air purifying respirator; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Senior Engineer

Department: Engineering

FLSA Status: EXEMPT

Revised as of: 08/2019

DEFINITION

Plans, organizes, supervises and performs professional and highly complex and technical civil engineering duties including the design, drafting, planning, bidding, inspections and implementation of construction projects and technical work for the plant/pipeline operations and maintenance programs; conducts special studies; prepares reports; and provides highly responsible professional support to an assigned manager.

DISTINGUISHING CHARACTERISTICS

This is the most advanced professional level in the Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, the amount of time spent performing these duties requiring independent judgment and discretion, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing supervision over assigned personnel and perform complex design, planning, and implementation of projects. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from, the Engineering Department Manager. Exercises supervision over assigned professional, technical and administrative support personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

- Plans, prioritizes, assigns, supervises and reviews the work of a variety of assigned staff engaged in civil engineering, design, planning, bidding, inspections and implementation of construction projects, technical work for the plant/pipeline operations and maintenance programs and related support functions.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Performs the most difficult and highly complex professional and technical civil engineering duties requiring specialized knowledge related to the design and completion of complex engineering and construction assignments.

JOB TITLE: Senior Engineer

- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner; prioritizes and develops critical path schedules to successfully manage overlapping and sequential work activities.
- Assists with the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Serves as project manager for the more complex capital improvement projects including the development of Requests for Qualifications and Requests for Proposals, the development and monitoring of project budgets, management of outside design consulting firms and management of the construction phase; performs inspections of on-site and off-site projects.
- Prepares complex engineering studies and reports; coordinates projects with other Agency departments, outside agencies, consultants, and developers; participates in the development of Agency master plans.
- Researches project design requirements and performs related calculations; conducts plan checks to ensure compliance with Agency and regulatory standards; prepares time and material cost estimates.
- Researches and recommends use of consultants and contractors for various projects; monitors progress and authorizes payments according to contract terms and conditions.
- Prepares, reviews, interprets and revises technical and administrative reports, prepares and reviews instructions, memos, letters, other correspondence and other documentation; performs research and conducts complex studies.
- Analyzes, understands, interprets, and communicates to others the correct application of applicable Federal, State, and Local governmental regulations, technical reports, manuals, sketches and related information.
- Adheres to and ensures compliance with safety and emergency policies, procedures, rules, regulations and standard operating procedures.
- Oversees and participates in bidding process, oversees and ensures compliance with contracts and agreements; monitors contractor performance.
- Reviews and checks plans and specifications for conformance with design standards, codes and regulations.
- Oversees, reviews and performs technical work for the plant/pipeline operations and maintenance programs.
- Prepares for and participates in effective public speaking presentations to a variety of audiences.
- May serve as acting Engineering Department Manager in Manager's temporary absence.
- Coordinates construction activities with other departments, divisions, and outside agencies.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Senior Engineer

QUALIFICATIONS

Knowledge of:

- Principles and practices of professional civil engineering, construction, inspection, and design project requirements.
- Advanced project management methods.
- Methods and procedures related to wastewater treatment, conveyance systems, plant and pipeline operations, analytical quality control methods and interpretation of data.
- Master planning, application of asset management principles, development of capital improvement plans.
- Current development and trends related to professional engineering.
- Methods and procedures for securing permits and approvals; Federal, State, and local regulations, laws, codes, ordinances and rules related to construction and civil engineering projects.
- Principles and practices of supervision, training and evaluating performance.
- Modern office practices, methods and equipment including personal computers, AutoCAD and other specialized civil engineering software applications, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Principles and practices of budget planning, processes, monitoring and implementation.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices, policies, rules, regulations methods and procedures as relates to design, engineering, construction and emergency procedures and equipment.
- Principles and practices of customer service.

Ability to:

- Organize, implement, supervise and participate in civil engineering, design, drafting, planning, bidding, inspections and implementation of construction projects and technical work for the plant/pipeline operations and maintenance programs.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; design engineering plans; conduct surveys of proposed construction sites; analyze, interpret and recommend changes to engineering work plans; manage engineering and construction projects; interpret analytical results and technical and numerical information; train and explain processes to others; observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Perform the most complex duties related to professional and highly technical civil engineering assignments.
- Conduct complex special studies; write, review and revise detailed documents and reports.
- Analyze, understand, interpret, and communicate the correct application of relevant governmental regulations, technical reports, books, manuals, sketches and plans.

JOB TITLE: Senior Engineer

- Understand and carry out oral and written instructions; prioritize assignments and meet deadlines; adjust to changing requirements and environments.
- Ensure compliance with relevant safety policies, procedures, rules, regulations and standard operating procedures.
- Comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software including AutoCAD and other specialized engineering software applications.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Supervise, train and evaluate performance of assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of increasingly responsible professional engineering experience within a utility.

Education:

Equivalent to a Bachelor's degree from an accredited ABET college or university with major course work in civil engineering or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid Certificate of Registration as a Licensed Professional Engineer in Civil Engineering issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

Possession, or ability to obtain confined space certification within six months of appointment.

JOB TITLE: Senior Engineer

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

PHYSICAL REQUIREMENTS

Work effectively for long periods of time at a desk, table, counter; travel to conduct off-site inspections; intermittently move, traverse and position self while performing work activities; ascend and descend stairs, ladders or step stools to inspect or reach equipment or other items and to access areas out of normal reach; manipulate, operate, activate and adjust equipment and tools; position self to adjust office and field equipment or to access low or high items; discern hazardous warning signs and discern and respond to announcements and alarms; maintain airtight seal with self-contained breathing apparatus and air purifying respirator; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Incumbents exposed to all weather conditions and plant noise while conducting inspections and field work. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position may require work outside of regular business hours, as well as occasional weekend work.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-4
Subject: Approval to accept the Classification and Compensation Study

Background

Bryce Consulting, Inc. was approved to perform an Agency Compensation and Classification Study (study) at the September 12, 2018 Board meeting. At the July 10, 2019 Board of Directors meeting, an ad hoc committee was established to review the draft study data and potential implementation issues of the Classification and Compensation Study. The ad hoc committee had provided its recommendations to the Board of Directors at the August 14, 2019 Board of Directors meeting.

The Classification and Compensation Study has been finalized and Ms. Shellie Anderson of Bryce Consulting, Inc. has completed the Classification and Compensation Study. Acceptance of the study would conclude the study services of Bryce Consulting Inc.

Fiscal Impact

None.

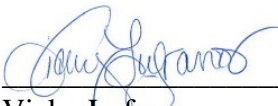
Attachments

None.

Recommendation

Management and staff recommend approval to accept the Classification and Compensation Study.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Item: V-5
Subject: Approval to award the bid for the repair of fiberglass caustic scrubber tank

Background

A small leak has occurred in the chlorine fiberglass scrubber tank allowing caustic solution to migrate into the secondary leak containment tank. As the leak can be repaired, solicitation of bids for the repair work was issued on August 14, 2019. In addition to the leak repair, the scope of the solicitation included additional inspection and predictive repair of other potential leak locations such as seams, soft spots, and penetrations.

Only one bid was received on August 28, 2019. The bidder was Fiberglass Unlimited Inc. from San Mateo, CA and their bid was a lump sum fee of \$18,617.25. After review of their bid, it was determined the bid did not yield any irregularities and was the lowest responsible responsive bid.

In accordance with Agency Ordinance 3-2015, Board of Directors approval to award the lowest responsible responsive bid is required for public works contracting projects of \$15,000 or more.

Fiscal Impact

The lump sum bid price of \$18,617.25.


Attachments

None.

Recommendation

Management and staff recommend approval to award the bid for the repair of fiberglass caustic scrubber tank to Fiberglass Unlimited Inc.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-6
Subject: Approval of Resolution 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency - Group 700 Non-PERS All Employees.

Background

T-TSA Resolution 10-92, dated November 18, 1992, authorized members of the T-TSA Board of Directors (BOD) to participate in T-TSA's medical plan in the same manner as T-TSA employees. The 1992 resolution also provides that: "The premiums and health plan deductibles which will be paid by the Agency for its current directors and their spouses and dependent children shall be the same as, and shall not exceed those which the Agency has agreed to pay for the current employees of the Agency."

The Agency obtains medical insurance from CalPERS pursuant to the Public Employees' Medical and Hospital Care Act. The Act defines "employee" for purposes of coverage to include "an officer or official of a contracting agency." (Govt. Code § 22772.) The Agency is a CalPERS contracting agency (Govt. Code § 22768) and an Agency director is an officer of the Agency (see TTSA Act § 60). Therefore, the directors are eligible for coverage under the Act.

Since Agency directors cannot participate in the CalPERS retirement system, they cannot be added to the Agency CalPERS health plan the same way an active employee is added. Rather, it is a requirement of CalPERS that the employer have a Group 700 Non-PERS Health Resolution on file in order for the active directors to be able to participate in the employer's health plan, consistent with the policy set by Resolution 10-92. Furthermore, the Agency has confirmed that Agency directors are not eligible for retirement benefits and therefore a director cannot become an annuitant.

CalPERS staff recently informed the Agency that in order for Agency directors to participate in the medical plan, the Agency must have a Non-PERS Health Resolution on file. Agency staff, in coordination with CalPERS, have prepared the attached Non-PERS Health Resolution in the form required by CalPERS. The adoption of this resolution will enable the directors to participate in the Agency medical plan consistent with the 1992 policy set by Resolution 10-92.

For clarification, the proposed Non-PERS Health Resolution does not change the policy established by Resolution 10-92 as it relates to the BOD. Rather, this item is only a matter of meeting the requirements of CalPERS by having a Non-PERS Health Resolution on file in order to properly administer the 1992 policy.

This resolution is intended to apply to the Agency directors only and to make health coverage under the Act available to directors, consistent with the policy set in 1992. This resolution does not apply to the Agency regular employees and annuitants, and it does not supersede or modify the earlier Agency resolution obtaining coverage under the Act for regular employees and annuitants.

Fiscal Impact

The cost of health insurance for any director plus family who chooses to participate.

Attachments

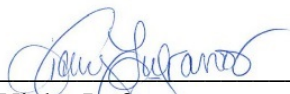
Resolution 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency - Group 700 Non-PERS All Employees.


Resolution 10-92 entitled A Resolution of the Board of Directors of Tahoe-Truckee Sanitation Agency Providing for Medical Coverage for Employees and Members of the Board of Directors Pursuant to Government Code Section 53200, Et Seq.

Recommendation

Management and staff recommend approval of Resolution 11-2019.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

RESOLUTION 11-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAHOE-TRUCKEE SANITATION AGENCY ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT UNEQUAL AMOUNTS FOR EMPLOYEES AND ANNUITANTS [GROUP 700 NON-PERS ALL EMPLOYEES]

WHEREAS, A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Tahoe-Truckee Sanitation Agency is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, Government Code Section 22892(c) provides that, notwithstanding Section 22892(b), a contracting agency may establish a lesser monthly employer contribution for annuitants than for employees, provided that the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by 5 percent of the current monthly employer contribution for employees, until the time that the employer contribution for annuitants equals the employer contribution paid for employees; and

WHEREAS, Tahoe-Truckee Sanitation Agency desires to obtain for its employees and annuitants the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency as follows:

1. Tahoe-Truckee Sanitation Agency elects to be subject to the provisions of the Act.
2. That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the Total Premium per month.

3. That the employer contribution for each annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of \$1.00 per month.
4. That the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by 5 percent of the current monthly employer contribution for employees, until the time that the employer contribution for annuitants equals the employer contribution paid for employees;

And that the contributions for employees and annuitants shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

5. Tahoe-Truckee Sanitation Agency has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
6. That the participation of the employees and annuitants of Tahoe-Truckee Sanitation Agency shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Tahoe-Truckee Sanitation Agency would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer
7. That the executive body appoint and direct, and it does hereby appoint and direct, LaRue Griffin, General Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Tahoe-Truckee Sanitation Agency all functions required of it under the Act.
8. That coverage under the Act be effective on November 1, 2019.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 11th day of September 2019, at Truckee, California, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

S. Lane Lewis, President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

ATTEST:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

RESOLUTION NO 10-92

A RESOLUTION OF THE BOARD OF DIRECTORS OF TAHOE-TRUCKEE
SANITATION AGENCY PROVIDING FOR MEDICAL COVERAGE FOR
EMPLOYEES AND MEMBERS OF THE BOARD OF DIRECTORS
PURSUANT TO GOVERNMENT CODE SECTIONS 53200, ET SEQ.

WHEREAS, Government Code Section 53201 provides that a local agency may provide for any health and welfare benefits for the benefit of its officers, employees, and retired employees; and

WHEREAS, Government Code Section 53205 provides that a local agency may authorize payment of all, or such portion as it may elect, of the premiums or other charges for health and welfare benefits of its officers, employees and retired employees; and

WHEREAS, Government Code Section 53205.1 provides that a local agency may authorize the payment of all of a portion of the premiums or other charges for health and welfare benefits on the spouse and dependent children of such officers and employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency ("Agency") as follows:

1. The Agency shall make available health benefits for Agency Employees in accordance with and subject to the terms, conditions and limitations of the group insurance policy(ies) and/or Public Employees' Medical and Hospital Care Act (Government Code section 22751 et seq.) health benefits plan(s) that have been, or may subsequently be, approved by the Agency board from time to time. For purposes of this resolution, Agency Employees shall mean and include current and retired regular employees, current directors and each of their spouses and dependent children. The Agency Board reserves the right to modify or eliminate any of the Agency benefits at any time, subject to any limitations under applicable memoranda of understanding between the Agency and its employees.

2. The premiums for the health benefits for all current employees (including represented as well as non-represented and exempt employees) will be paid by the Agency according to the terms and conditions of the current memoranda of understanding which have been executed between the Agency and its employees.

3. The health plan deductibles which will be reimbursed by the Agency for current employees are limited to the amounts which have been set forth in the terms of conditions of the current memoranda of understanding between the Agency and its employees.

4. The premiums and health plan deductibles which will be paid by the Agency for its current directors and their spouses and dependent

children shall be the same as, and shall not exceed those which the Agency has agreed to pay for the current employees of the Agency.

5. The portion of the health care premiums which will be paid by the Agency for the retired employees of the Agency will be as set forth in Resolution 9-87 which fixes the employer's contribution under the Public Employees Health and Medical Care Act.


6. This resolution is declaratory of existing Agency policy, and also memorializes the Agency policy for subsequent application and reference.

The foregoing resolution was duly passed and adopted by the Board of Directors of Tahoe-Truckee Sanitation Agency at an adjourned regular meeting held on the 18th day of November, 1992, at Truckee, California.

AYES: Forsberg, Butterfield, Allen, Lewis, McIntyre
NOES: None
ABSENT: None



President, Board of Directors
Tahoe-Truckee Sanitation Agency

ATTEST:


Secretary of the Board of Directors
Tahoe-Truckee Sanitation Agency

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution No 10-92, duly and regularly adopted by the Board of Directors of Tahoe-Truckee Sanitation Agency, County of Nevada, on November 18, 1992.


Secretary of the Board of Directors
Tahoe-Truckee Sanitation Agency





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

1. Operations Department Report.
2. Maintenance Department Report.
3. Engineering Department Report.
4. Information Technology (IT) Department Report.
5. Administration Department Report.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY
OPERATIONS DEPARTMENT REPORT

Date: September 11, 2019
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month.

Operations Report:

- Teamed up with Engineering and Maintenance departments to facilitate several plant improvements projects.
- Overall, the plant performed well through the month.

Laboratory Report:

- Staff performed necessary laboratory testing per WDR requirements and operational needs.


Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.96
Monthly maximum instantaneous ⁽¹⁾	6.83
Maximum 7- day average	4.52

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	Recorded	Limit	Recorded	Limit
Suspended Solids (mg/l)	2.9	10.0	3.8	20.0
Turbidity (NTU)	NA	NA	2.8	10.0
Total Phosphorus (mg/l)	0.45	0.80	0.63	1.50
Chemical Oxygen Demand (mg/l)	38.4	45.0	42.0	60.0

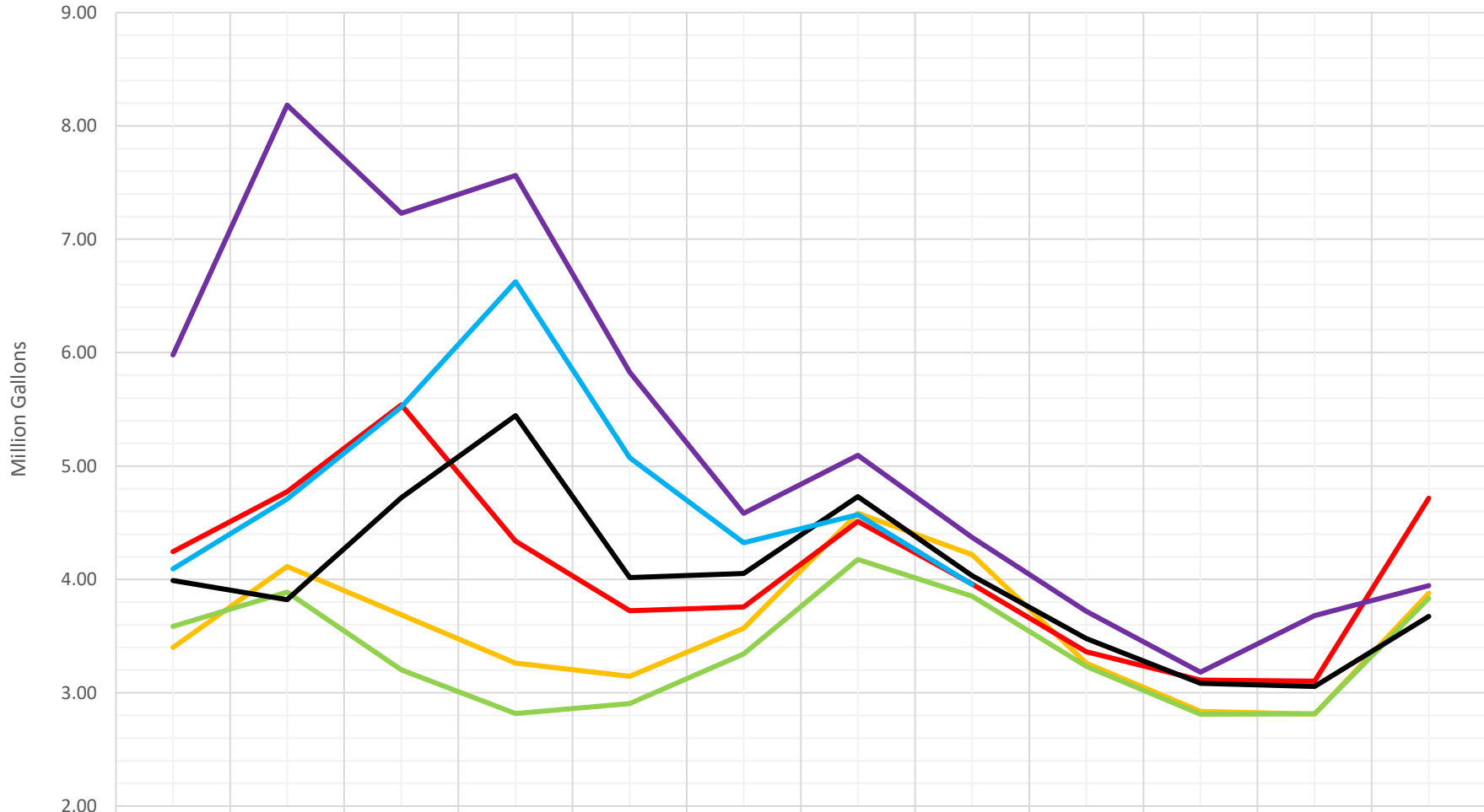
Notes: 1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

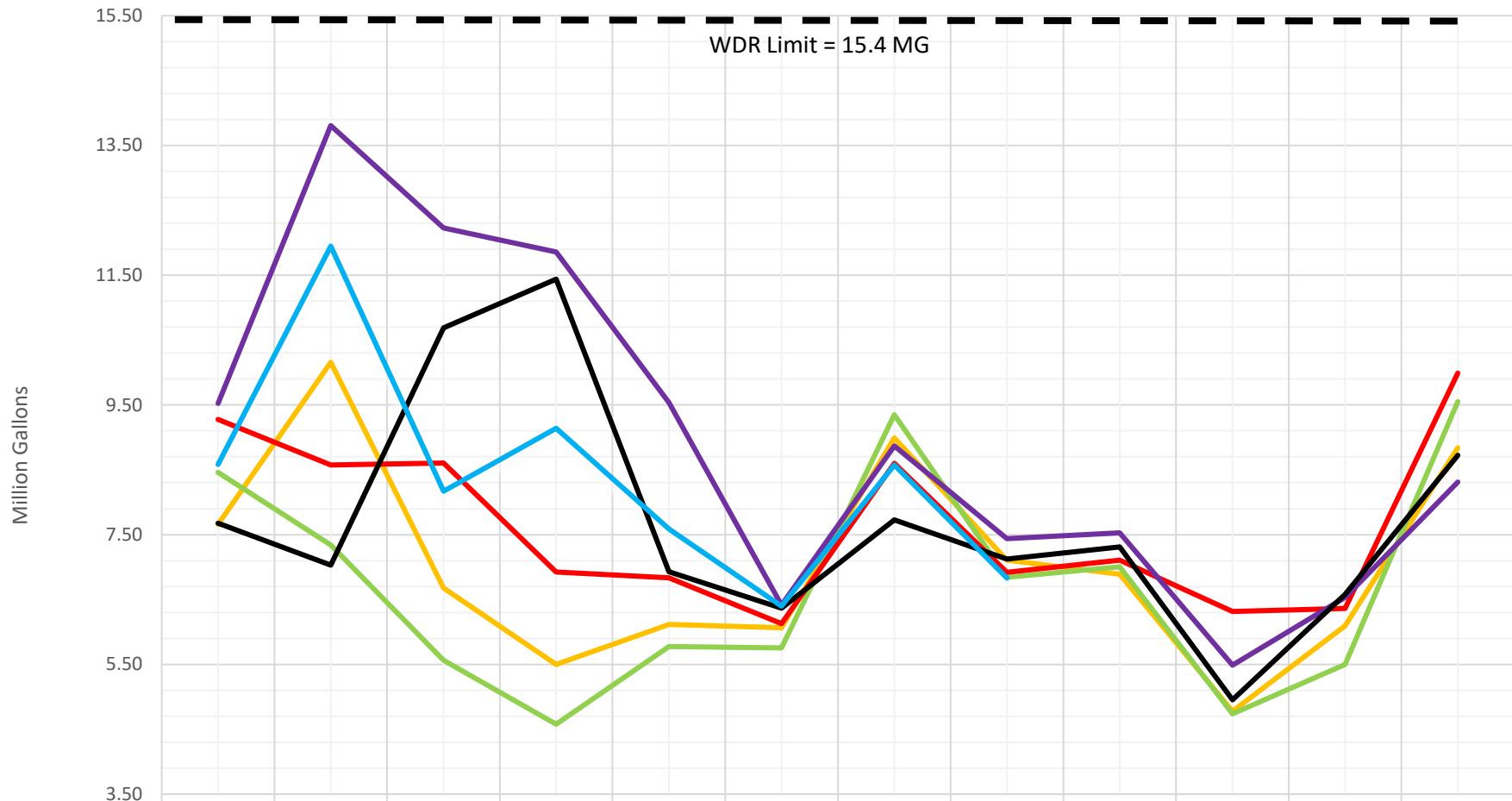
Approved By: 
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Influent)



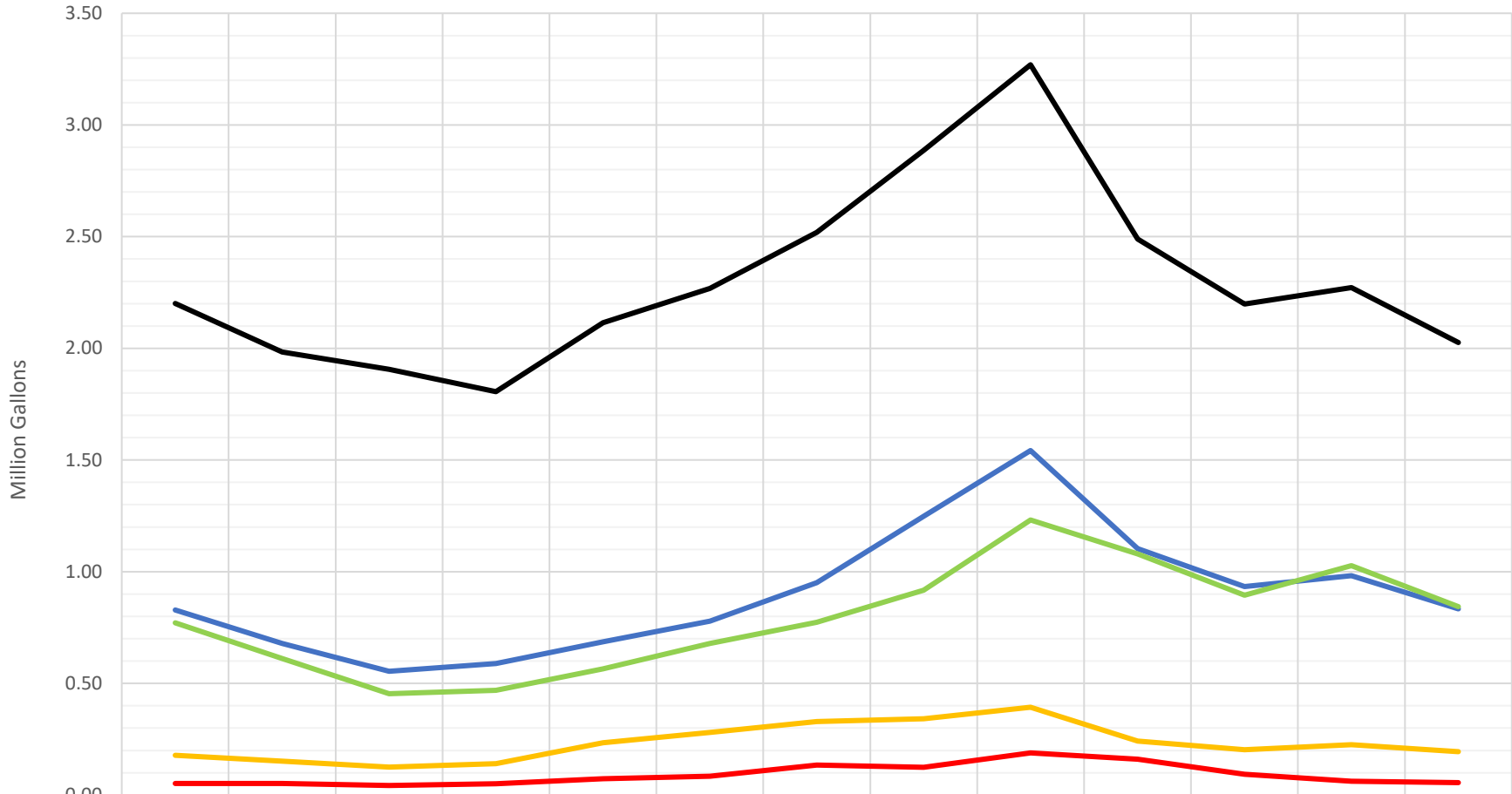
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	3.40	4.11	3.69	3.26	3.14	3.57	4.58	4.22	3.26	2.84	2.81	3.88
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96				

Monthly Maximum Instantaneous Flow (Influent)



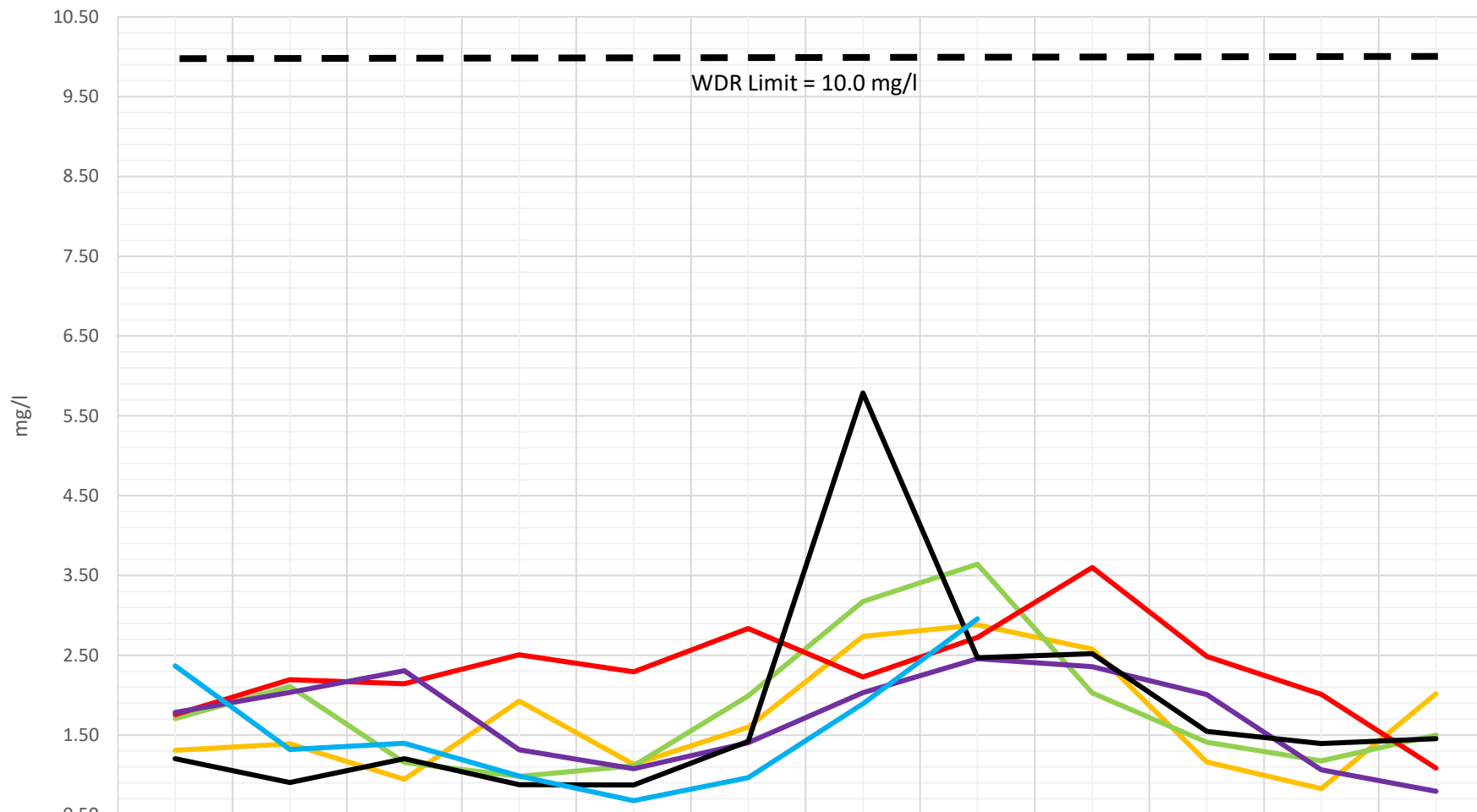
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	7.66	10.16	6.68	5.50	6.12	6.06	8.99	7.11	6.89	4.78	6.09	8.84
2015	8.46	7.34	5.56	4.58	5.77	5.76	9.35	6.84	7.00	4.74	5.50	9.55
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83				

Monthly Average Daily Flow (Districts)



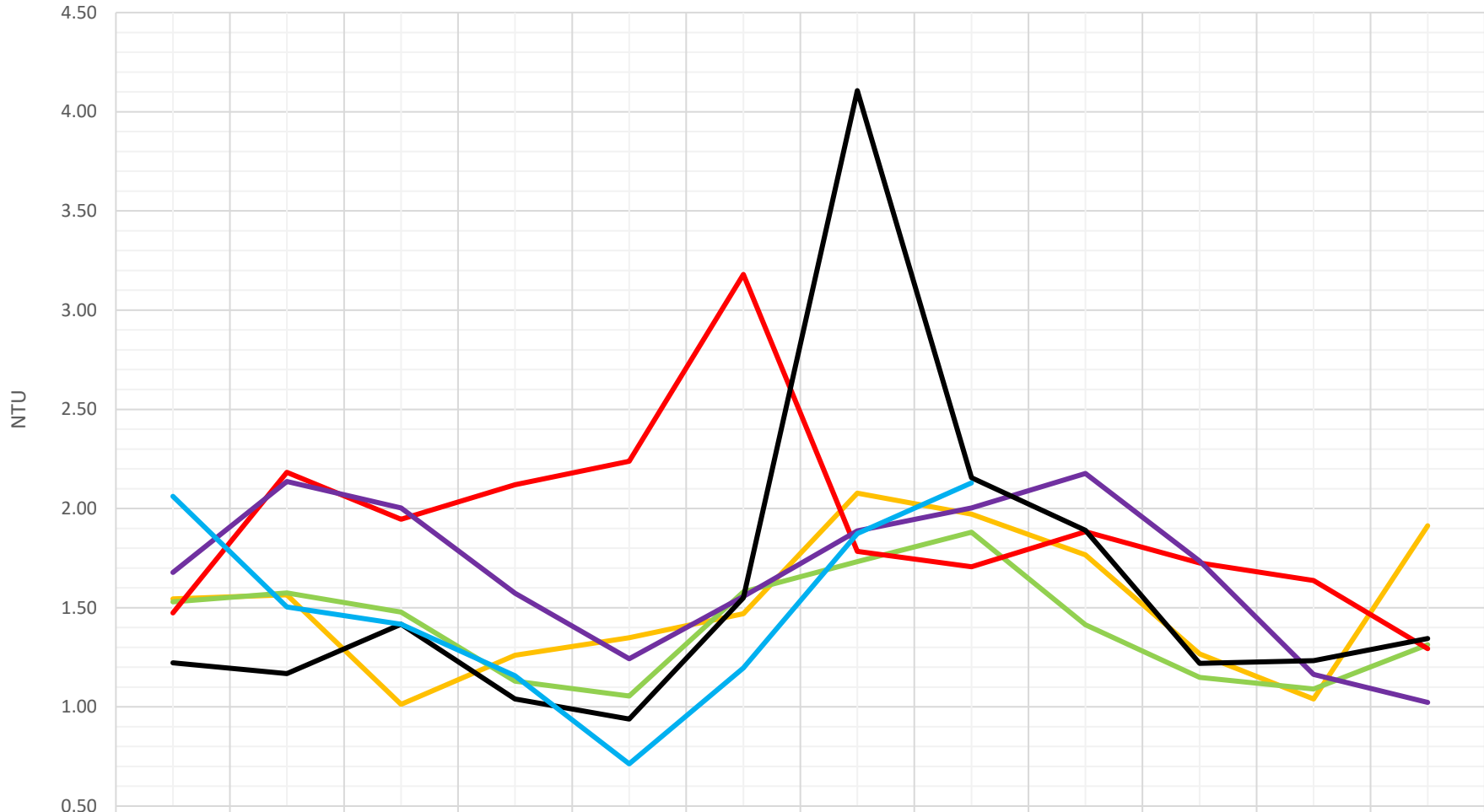
	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
NTPUD	0.83	0.68	0.55	0.59	0.69	0.78	0.95	1.25	1.54	1.10	0.93	0.98	0.83
TCPUD	0.77	0.61	0.45	0.47	0.56	0.68	0.77	0.92	1.23	1.08	0.89	1.03	0.84
ASCWD	0.05	0.05	0.04	0.05	0.07	0.08	0.13	0.13	0.19	0.16	0.09	0.06	0.06
SVPSD	0.18	0.15	0.13	0.14	0.23	0.28	0.33	0.34	0.39	0.24	0.20	0.23	0.19
TSD	2.20	1.98	1.91	1.81	2.11	2.27	2.52	2.89	3.27	2.49	2.20	2.27	2.03

Monthly Average Daily Suspended Solids (Effluent)



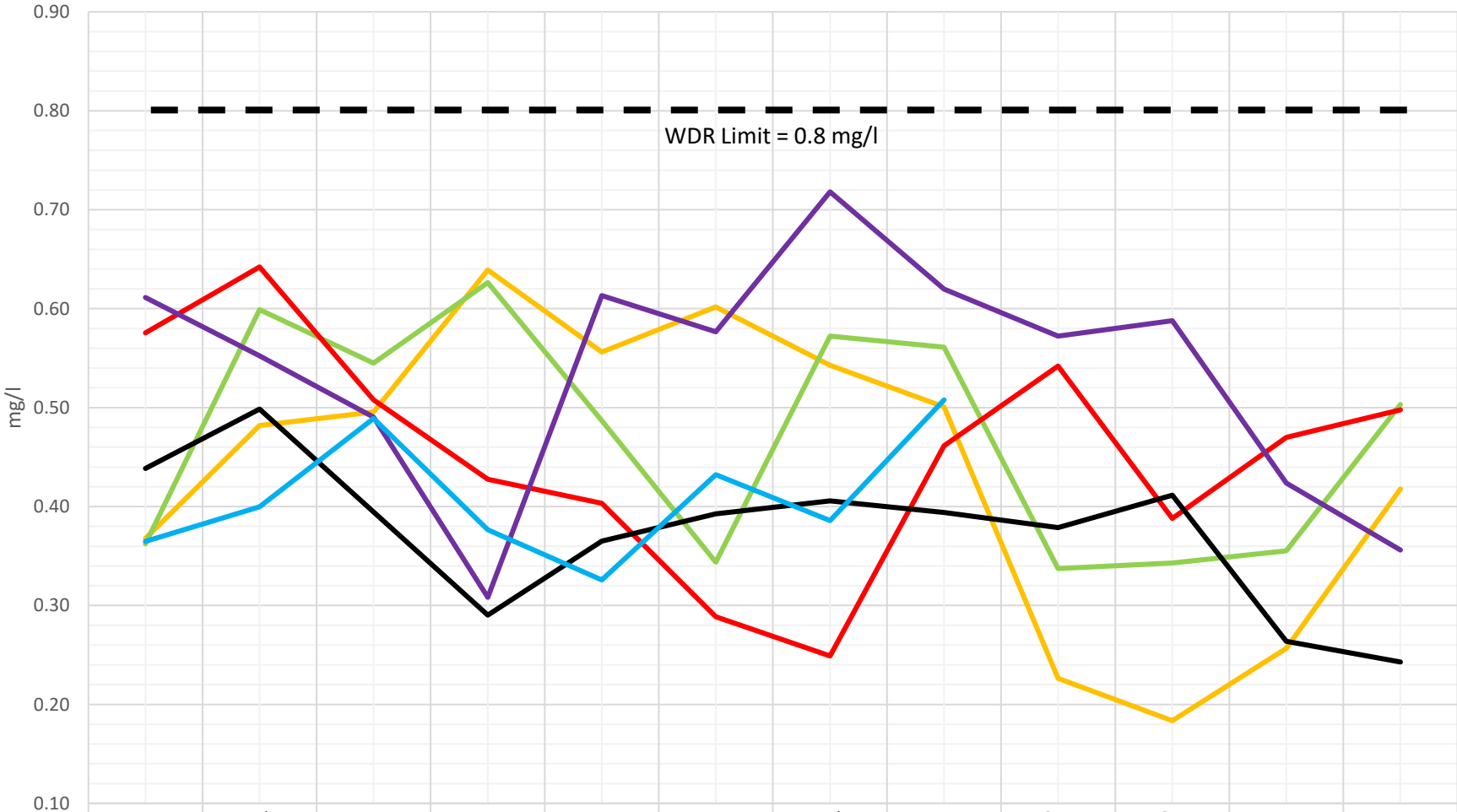
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	1.31	1.39	0.95	1.93	1.13	1.60	2.73	2.88	2.58	1.16	0.83	2.02
2015	1.70	2.11	1.16	0.98	1.11	1.99	3.17	3.64	2.03	1.41	1.18	1.50
2016	1.76	2.20	2.14	2.51	2.29	2.84	2.23	2.72	3.60	2.49	2.01	1.09
2017	1.78	2.04	2.30	1.31	1.08	1.40	2.03	2.46	2.36	2.01	1.06	0.80
2018	1.20	0.91	1.20	0.88	0.87	1.42	5.79	2.47	2.52	1.55	1.39	1.45
2019	2.37	1.32	1.40	0.99	0.68	0.97	1.89	2.96				

Monthly Average Daily Turbidity (Effluent)



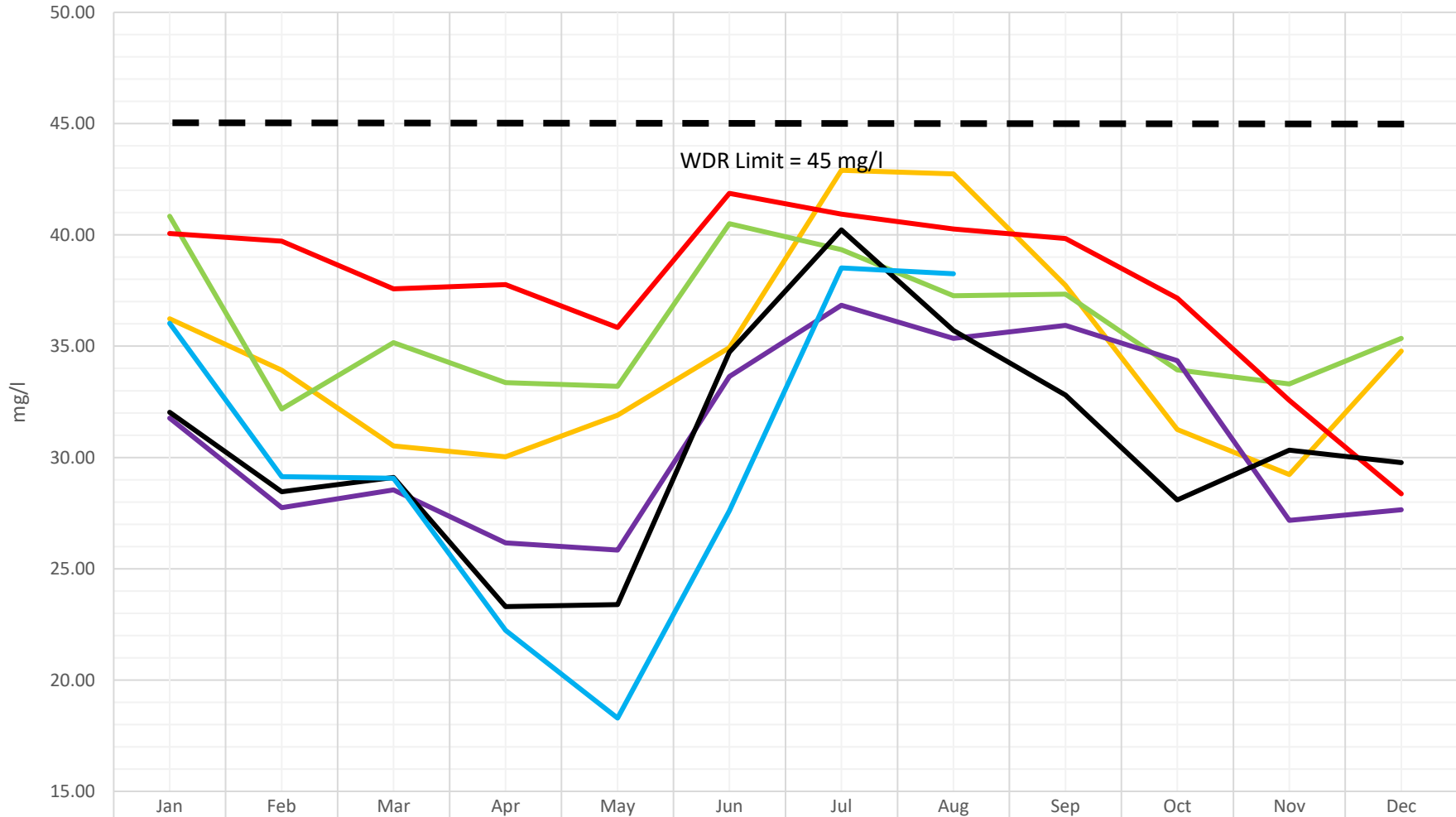
2014	1.55	1.56	1.01	1.26	1.35	1.47	2.08	1.97	1.77	1.27	1.04	1.91
2015	1.53	1.58	1.48	1.13	1.05	1.58	1.73	1.88	1.41	1.15	1.09	1.31
2016	1.47	2.18	1.95	2.12	2.24	3.18	1.78	1.71	1.88	1.73	1.64	1.29
2017	1.68	2.14	2.00	1.57	1.24	1.56	1.89	2.00	2.18	1.74	1.16	1.02
2018	1.22	1.17	1.42	1.04	0.94	1.55	4.11	2.15	1.89	1.22	1.23	1.35
2019	2.06	1.50	1.42	1.16	0.71	1.20	1.87	2.13				

Monthly Average Daily Total Phosphorus (Effluent)



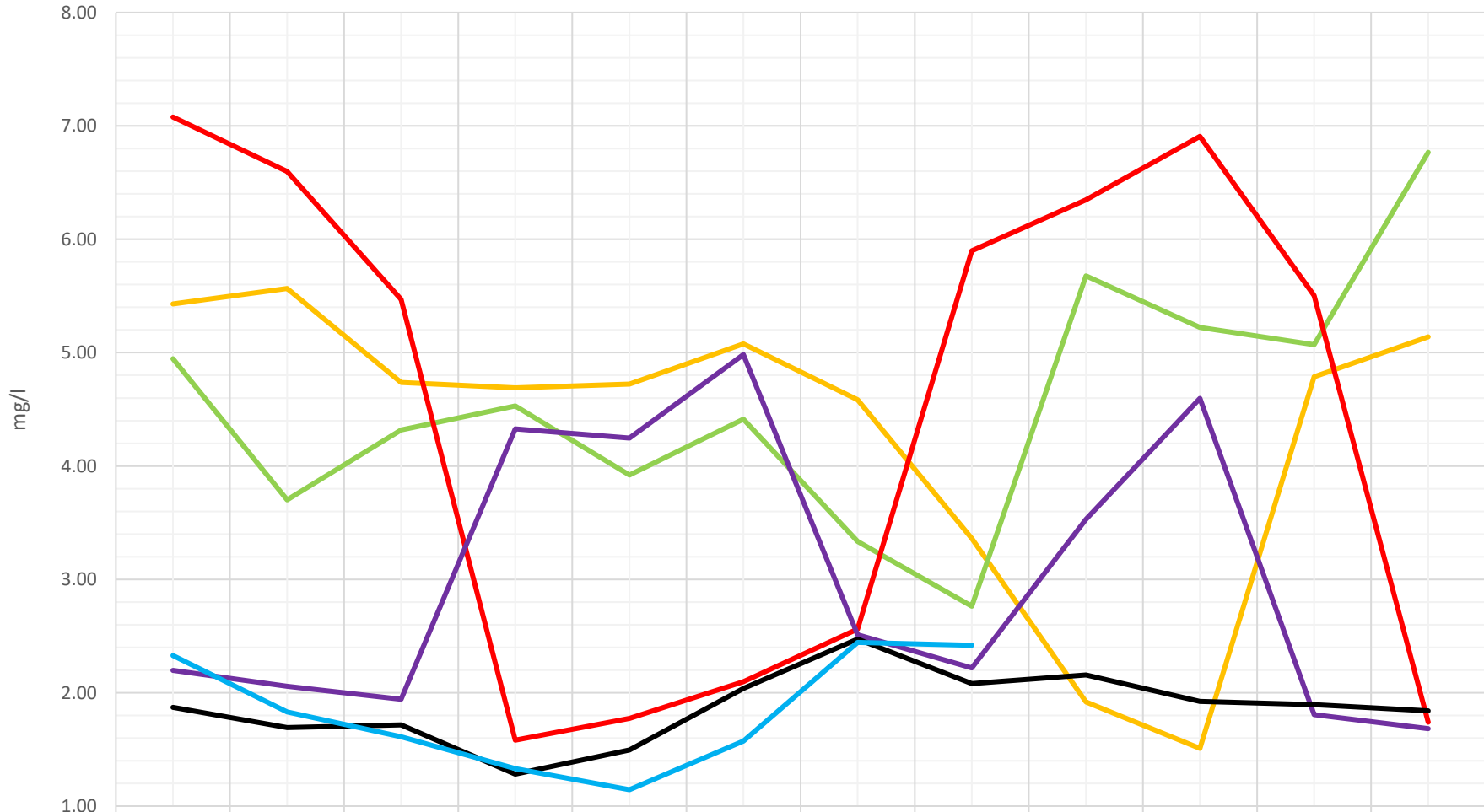
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	0.37	0.48	0.50	0.64	0.56	0.60	0.54	0.50	0.23	0.18	0.26	0.42
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51				

Monthly Average Daily Chemical Oxygen Demand (Effluent)



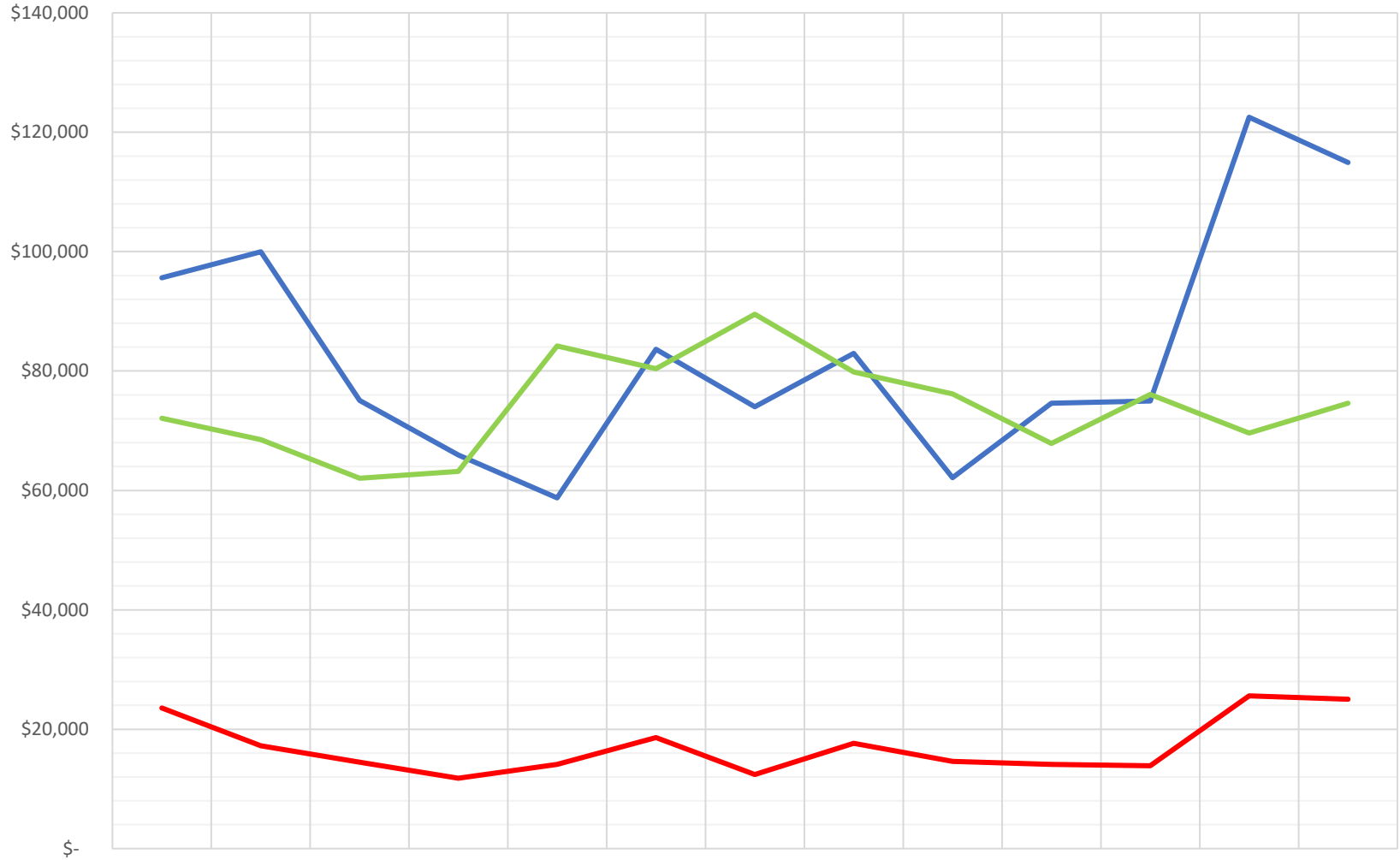
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	36.23	33.93	30.52	30.03	31.90	34.93	42.90	42.74	37.73	31.26	29.23	34.77
2015	40.84	32.18	35.16	33.37	33.20	40.50	39.33	37.27	37.33	33.94	33.30	35.35
2016	40.06	39.72	37.58	37.77	35.84	41.87	40.94	40.27	39.83	37.16	32.57	28.37
2017	31.77	27.75	28.55	26.17	25.84	33.63	36.84	35.35	35.93	34.35	27.17	27.65
2018	32.03	28.46	29.10	23.30	23.39	34.73	40.23	35.71	32.80	28.10	30.33	29.77
2019	36.03	29.14	29.06	22.24	18.29	27.60	38.52	38.26				

Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	5.43	5.57	4.74	4.69	4.72	5.08	4.58	3.36	1.92	1.51	4.79	5.14
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42				

Chemical, Power and Sludge Disposal Costs



	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
— Chemical	\$95,616	\$99,985	\$75,081	\$65,950	\$58,752	\$83,644	\$74,020	\$82,977	\$62,144	\$74,595	\$74,990	\$122,510	\$114,905
— Power	\$72,081	\$68,530	\$62,041	\$63,203	\$84,179	\$80,374	\$89,515	\$79,844	\$76,190	\$67,858	\$76,064	\$69,608	\$74,597
— Sludge Disposal	\$23,564	\$17,231	\$14,472	\$11,797	\$14,115	\$18,617	\$12,429	\$17,642	\$14,638	\$14,121	\$13,905	\$25,591	\$25,020



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: September 11, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of August, Maintenance staff provided support for the following projects:
 - Responded to 23 USA Dig- Alert request along the TRI corridor.
 - 2019 Concrete Repair Project.
 - Headworks Barscreen/Compactor Upgrade Project.
 - Master Plan workshop.
 - Administration Building Remodel.

- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of August:
 - Completed scheduled preventative work orders for August.
 - End of July open work orders by work group, Mechanical 50, Facilities 21, I&E 61.

- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
 - ADA appliance installations.
 - Tour of Victor Valley Water Reclamation Authorities use of Lucy.
 - Camus boiler installation continues.
 - Completed conduit and wiring for the addition of dissolved oxygen probes at oxygenation basins.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: September 11, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of August, Engineering staff continued working on the following projects:
 - 2019 Plant Concrete Repair Project
 - Administration Building Office Remodel Project
 - 2019 Roof Repair Project
 - Digital Scanning of Sewer Lines
 - Headworks Improvements Project
 - 2019 Digester Cleaning Project
 - Master Sewer Plan

- ◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:
 - SVPSD Truckee River Siphon Replacement Project

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: September 11, 2019
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Integration with SIS and SCADA ongoing
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Current tagname server application loaded and running
 - Virtual Machine (SCADAMAIN11B)
 - Wonderware software ready for Application Server development
- SCADA Developments
 - Replacement of Remote IO Racks in building 80 (BNR Influent Pump Station) due to rodent nesting
 - Acquiring equipment
 - Replacement of PLC CPU for Thickening Centrifuge
 - Acquiring equipment
- Computer Hardware Upgrades
 - Replacement of Administration Desktop and Laptop Computers
 - Hardware has been ordered and received
 - Installation order depending on Admin staff recommendations
 - (VMHOST4) Virtual Machine Host Installation
 - All parts have been received and starting assembly of system
 - Wrong parts received and being rectified, delay of 2 weeks
 - Configuration of Network Attached Storage device NAS3
 - NAS3 will become primary file server and surveillance storage
 - NAS2 will become backup file storage server
 - NAS1 will become backup surveillance storage server
 - Work conditional on installation of VMHOST4
- BNR Blower Cabinet Environment Monitoring and Logging
 - PLC Installed in Blower 8 Cabinet
 - PLC Installed in Blower 5 Cabinet
 - Differential pressure and cabinet temperature sensors are connected into PLC
 - Ready to bring into SCADA
- Permitting Web Portal
 - Receiving and storing of signed and paid permits. This sub-project will be finished by the end of September

- ADA Equipment
 - Teletype phone system is operational
 - Board Room Hearing Assist equipment operational

Submitted By:  _____
Robert Gray
IT Department Manger

Approved By:  _____
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATION DEPARTMENT REPORT

Date: September 11, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Coordination with Management for preparation of the 2019/2020 Agency Final Budgets.
- Coordination with Damore, Hamric & Schneider, Inc. for the inhouse Audit September 16th -20th.

Billing/Customer Service

- General assistance with customer accounts, adjustments, and plan review.
- Performed inspections and prepared associated letters, reports and invoices.
- Finalized Delinquent and Direct Charges for all Counties for 2019-2020 tax year.
- Received a laptop and training from the Town of Truckee for New World access.

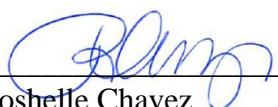
Purchasing

- Coordinated purchase of plant O&M supplies and performed various tasks to assist the department.
- Coordinated with all departments regarding Agency contracts and bids.

General Administration

- Began Pre-Live Phase of implementation with Caselle software for all areas of Accounting and Utility Billing.
- Performed various administrative duties to assist GM and Board of Directors.
- Performed miscellaneous public records requests.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

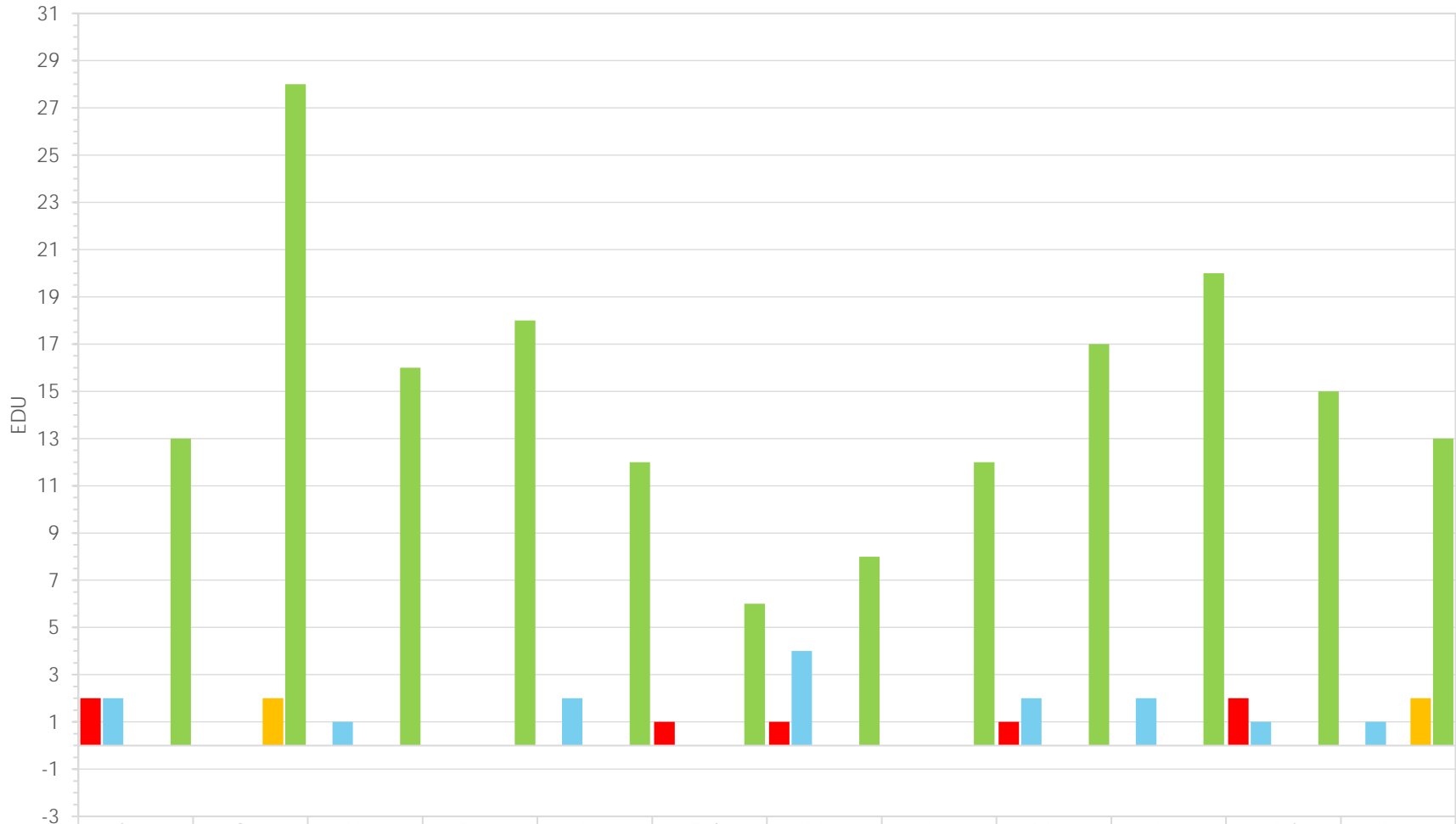
CONNECTION FEES - AUGUST 2019

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	9	28,786	\$ 63,875.50	25	75,609	\$ 167,815.75
Residential Ft ² Additions	2	1,524	\$ 2,667.00	6	6,542	\$ 11,448.50
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	1	700	\$ 2,725.00	2	1,500	\$ 5,625.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	2	N/A	\$ 47,750.00	7	N/A	\$ 73,800.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	14	31,010	\$ 117,017.50	40	83,651	\$ 258,689.25

INSPECTIONS - AUGUST 2019

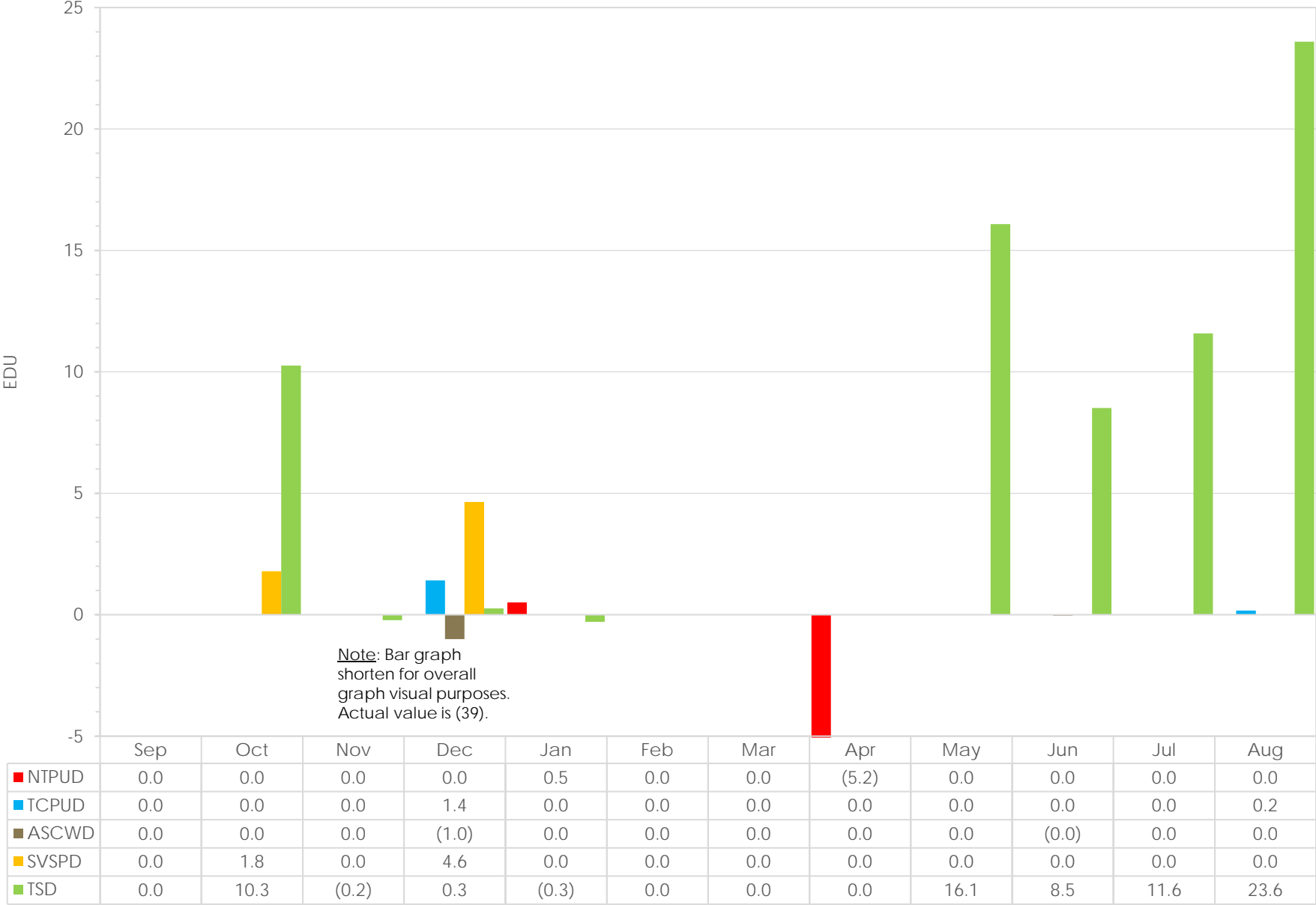
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	27	38	47	66
Residential (Drive-by of Suspended Accounts)	11		19	

Residential EDU Summary

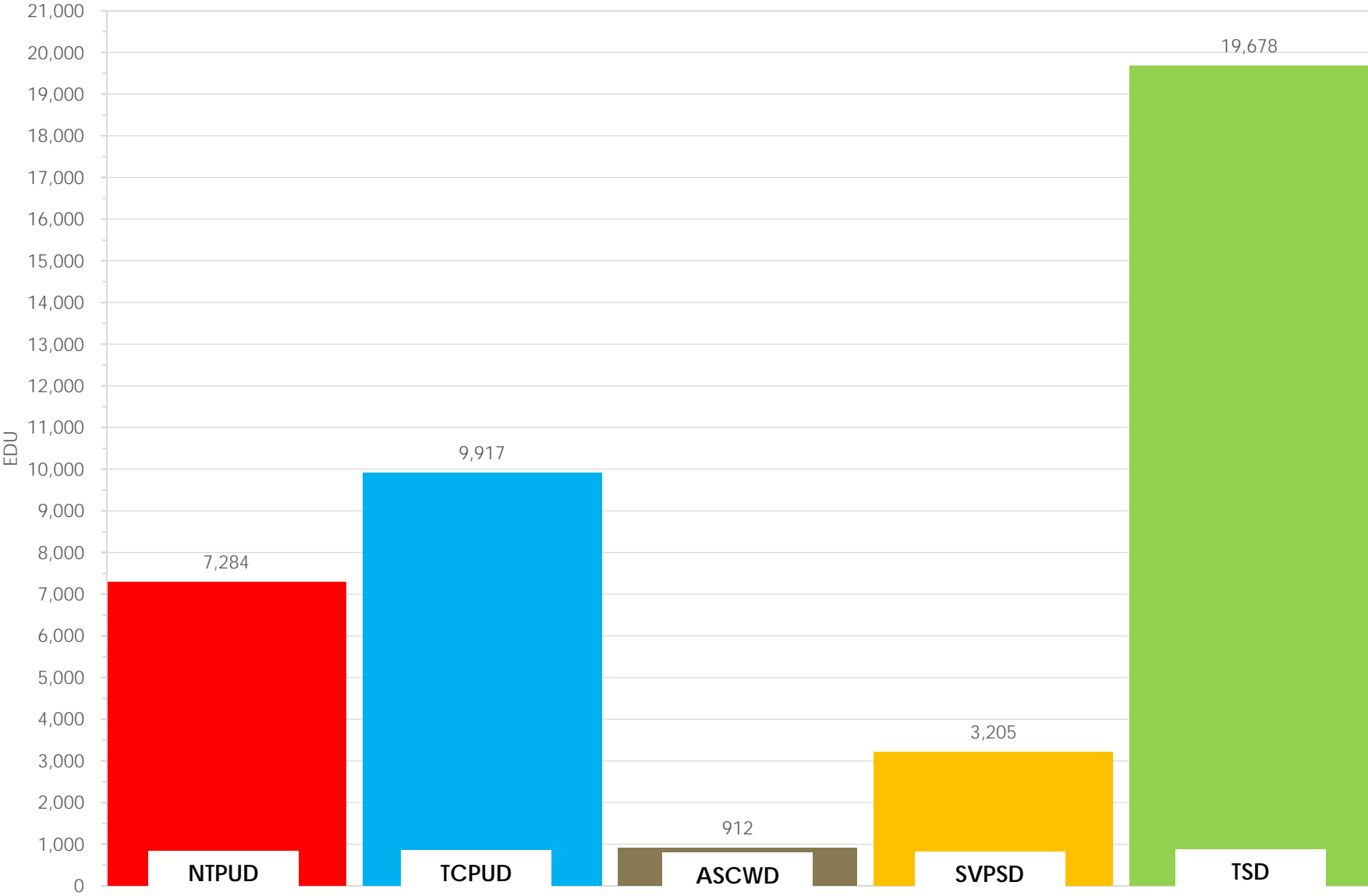


	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
■ NTPUD	2	0	0	0	0	1	1	0	1	0	2	0
■ TCPUD	2	0	1	0	2	0	4	0	2	2	1	1
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ SVSPD	0	2	0	0	0	0	0	0	0	0	0	2
■ TSD	13	28	16	18	12	6	8	12	17	20	15	13

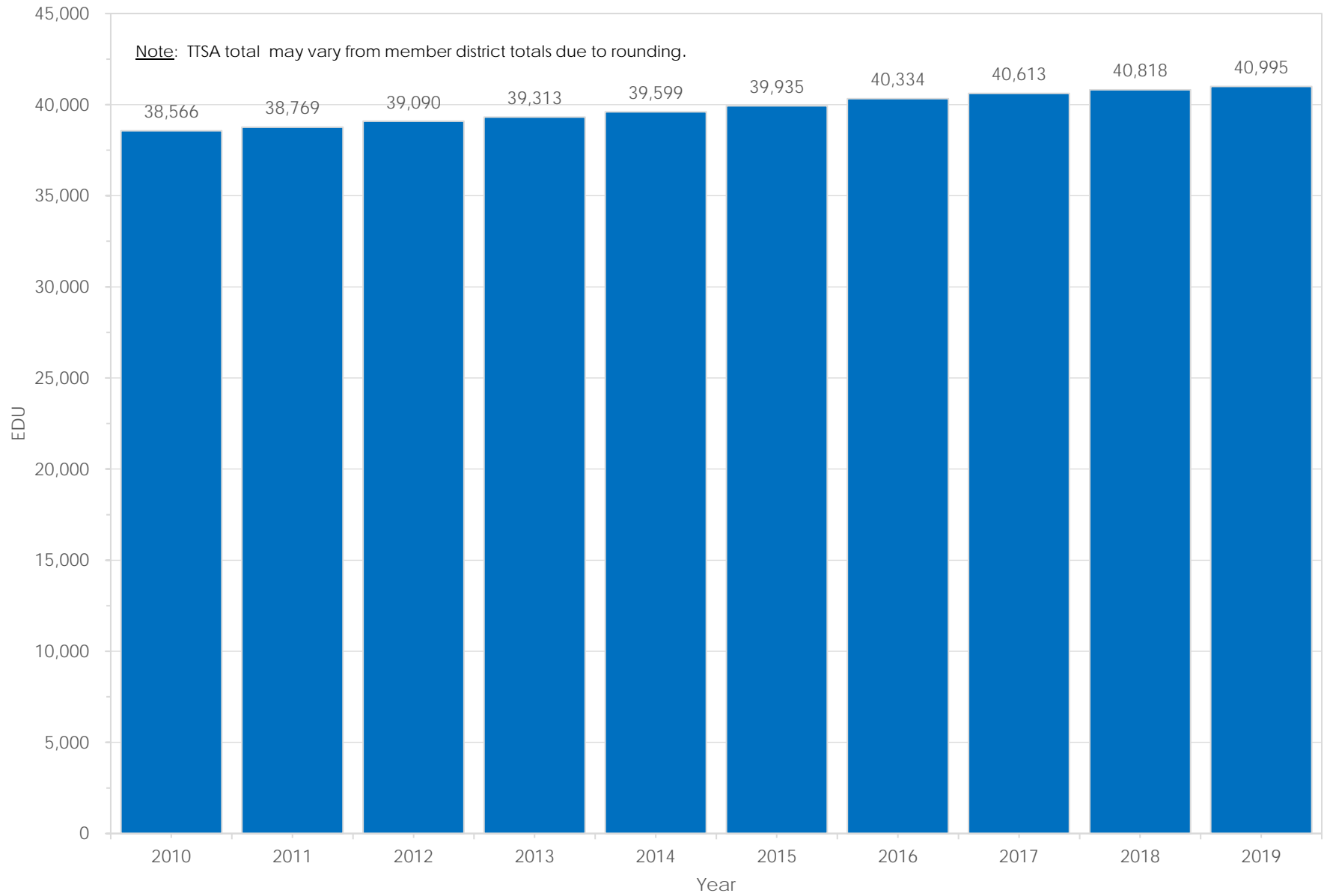
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

- Management and staff continued revision of the employee handbook.
- Management and staff continued to assist with the Compensation and Classification Study.
- Management and staff continued to investigate options to become more efficient.
- Management and staff continued implementation of the new software programs.

Past Month Projects/Work

- Management and staff completed preparation of fiscal year 2019-2020 budgets.
- Management prepared individual CIP schedules for fiscal year 2019-2020.
- Management met with the ad hoc committee for the Classification and Compensation Study.
- Management held an all staff meeting to review the Classification and Compensation Study.
- Management and staff reviewed the appeal of service charges for APN N45-050-71-000B.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 11, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

1. Closed session for public employee discipline/dismissal/release
2. Closed session to hear complaints or charges brought against an employee by another person.