
File #: 2025-4463

Agenda Date: 8/27/2025

Agenda Item No: 10.

FROM: Robert Thompson, General Manager
Originator: Laura Maravilla, Director of Human Resources

SUBJECT:

COMPENSATION AND BENEFITS FOR UNREPRESENTED EMPLOYEE GROUPS - EXECUTIVE MANAGEMENT TEAM AND MANAGER GROUP

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Adopt Resolution No. OC SAN 25-12 titled, "A Resolution of the Board of Directors of the Orange County Sanitation District approving salary and benefit adjustments for unrepresented Executive Management Team employees for Fiscal Years 2025-2026, 2026-2027, and 2027-2028;"
- B. Adopt Resolution No. OC SAN 25-13 titled, "A Resolution of the Board of Directors of the Orange County Sanitation District approving salary and benefit adjustments for unrepresented Manager Group employees for Fiscal Years 2025-2026, 2026-2027, and 2027-2028."

BACKGROUND

There are seven (7) Executive Management Team (EMT) employees who provide leadership, strategic direction, and department oversight for the Orange County Sanitation District (OC San). There are fifteen (15) Manager Group employees at OC San who oversee staff within a particular division and align performance with the goals of the agency.

These employees are not represented by a bargaining unit and instead may engage in informal discussions with OC San's General Manager (or designee) regarding wages, hours, and other terms and conditions of employment.

Salaries and benefits for the EMT and Manager Group historically have aligned with that of employees represented by a bargaining group.

In July 2025, the Board of Directors approved the Memoranda of Understanding (MOUs) for Fiscal Years 2025 through 2028 providing salary and benefits changes for employees who are represented by a bargaining group. Historically, benefits for unrepresented employees are proposed for Board approval the month following approval and adoption of MOUs for represented employees.

The General Manager is recommending salary increases and corresponding salary range adjustments for EMT and Manager Group employees for the next three years as follows: 4.5%, 4.5%, and 3%. Additionally, the General Manager is recommending vision plan changes, safety boot allowance changes, administrative leave increase to 60 hours per fiscal year, changes to OC San's share of monthly medical insurance premiums up to 85% or 95%, depending on plan/tier; and changes to 457(b) deferred compensation contributions as follows:

- Executive Management Team employees who participate in the deferred compensation plan will receive a \$1,000 per month matching OC San contribution.
- Manager Group employees who participate in the deferred compensation plan will receive a \$750 per month matching OC San contribution.

Staff proposes salary changes, salary range adjustments, and benefit changes to take effect the first pay period of July 2025, consistent with past Board action.

RELEVANT STANDARDS

- Ensure the public's money is wisely spent
- Offer competitive compensation and benefits
- Cultivate a highly qualified, well-trained, and diverse workforce
- Maintain positive employer-employee relations
- Provide professional growth & development

PROBLEM

With the adoption of the Memoranda of Understanding (MOUs) between OC San and all represented groups, it is customary to align compensation and benefits for unrepresented employees in the Executive Management Team and Manager Group.

PROPOSED SOLUTION

Adopt Resolution No. OC SAN 25-12 titled, "A Resolution of the Board of Directors of the Orange County Sanitation District approving salary and benefit adjustments for unrepresented Executive Management Team employees for Fiscal Years 2025-2026, 2026-2027, and 2027-2028."

Adopt Resolution No. OC SAN 25-13 titled, "A Resolution of the Board of Directors of the Orange County Sanitation District approving salary and benefit adjustments for unrepresented Manager Group employees for Fiscal Years 2025-2026, 2026-2027, and 2027-2028."

TIMING CONCERNS

The Board of Directors approved three-year MOUs with all represented groups at the Board meeting on July 23, 2025. Historically, salary and benefit adjustments for unrepresented employees are approved the month following adoption and approval of MOUs.

RAMIFICATIONS OF NOT TAKING ACTION

Not taking timely and similar action on salary and benefit adjustments for unrepresented employees in the Executive Management Team and Manager Group may impact employee morale and retention.

PRIOR COMMITTEE/BOARD ACTIONS

July 2025 - Approved Resolution Nos. OC SAN 25-06, 25-07, and 25-08, adopting the MOUs with the SPMG, Local 501, and OCEA bargaining units for Fiscal Years 2025/2026, 2026/2027, and 2027/2028.

July 2025 - Staff presented in closed session at the Steering Committee and Board meetings on wages and benefits for unrepresented EMT and Manager Group employees.

ADDITIONAL INFORMATION

EMT employees are in the following job classifications:

- Assistant General Manager
- Director of Communications
- Director of Engineering
- Director of Environmental Services
- Director of Finance
- Director of Human Resources
- Director of Operations & Maintenance

Manager Group employees are in the following job classifications:

- Engineering Manager
- Environmental Protection Manager
- Finance Manager
- Human Resources Manager
- Information Technology Manager
- Maintenance Manager
- Operations Manager
- Purchasing & Contracts Manager
- Safety & Health Manager

CEQA

N/A

FINANCIAL CONSIDERATIONS

The total cost over the three (3) year term for the EMT and Manager Groups is \$2,110,858.

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Proposed Resolution No. OC SAN 25-12 EMT
- Proposed Resolution No. OC SAN 25-13 Manager Group