



**Revised
Local Water District
Manual on Categorization,
Re-Categorization
and Other Related Matters
(LWD-MaCRO)**

**Department of Budget and Management
CY 2011**

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**REVISED
LOCAL WATER DISTRICT (LWD)
MANUAL ON CATEGORIZATION, RE-CATEGORIZATION
AND OTHER RELATED MATTERS
(LWD-MACRO)
CY 2011**

I. BACKGROUND

In September 1997, local water districts were classified into six (6) categories, namely: SMALL, AVERAGE, MEDIUM, BIG, LARGE, and VERY LARGE water districts using the Local Water District Manual on Categorization/Re-Categorization. The said Manual provided a general framework in determining the Organizational Structure, Staffing Pattern and Position Classification for every category of water district.

The categorization of LWDs took into consideration the resources owned and managed by each LWD like human resources (personnel), physical resources (fixed assets), and financial resources (revenues, investments). The criteria included size of the resources, financial capability in terms of satisfying operating requirements, revenue generation, and scope/complexity of operations.

The establishment of a standard Organizational Structure and Staffing Pattern (OSSP) was based on the size of the LWD as determined largely by the amount of revenues, fixed assets and net income.

II. RATIONALE

The Oversight Committee on Local Water Districts composed of the Local Water Utilities Administration (LWUA), Civil Service Commission (CSC), Department of Budget and Management (DBM) and the Philippine Association of Water Districts (PAWD) has proposed the revision of the Manual to streamline and rationalize the categorization process. Among others, the revision includes the reduction in the number of categories from six to four in order to clearly distinguish each category from the other. Moreover, the number of service connections becomes a significant factor in categorization in line with the LWDs' key service objective of reaching as may clients as possible.

Accordingly, the model organizational structure and staffing pattern is modified following the new set of categories.

III. CATEGORIZATION OF LOCAL WATER DISTRICTS

A. OBJECTIVES

1. To categorize LWDs based on active service connections, assets, financial position and staff productivity;

2. To provide guidelines in determining the organizational structure, staffing pattern, position classification and salary grade allocation of positions in an LWD based on its category;
3. Streamline the categorization process for easier implementation and better monitoring by oversight agencies;

B. BASES FOR CATEGORIZATION

1. LWDs are categorized into four (4), namely: A, B, C & D.
2. The categorization is a two-stage process. The initial stage is categorization based on the **Number of Active Service Connections** in accordance with Table 1 below:

**Table 1
SERVICE CONNECTION CATEGORY**

Category	Number of Active Service Connections
A	At least 30,000
B	At least 10,000
C	At least 3,000
D	Below 3,000

3. The second stage of categorization considers the following factors: Gross Revenues, Total Assets, Net Income before Interest and Depreciation, and Staff Productivity Index. These factors will determine the **Point-Rating Category**. The points for each factor are shown in Table 2.

**Table 2
POINT-RATING CATEGORY
Factors/Points/Definition/Significance**

Factors	Points	Definition	Significance
1. Gross Revenues	40	Gross Revenues include all cash receipts collected by the LWD from water bills and other miscellaneous service revenues.	Gross Revenues indicates the capacity of the LWD to generate revenue as well as its collection efficiency. The greater is the Gross Revenue, the greater also is the financial responsibility of the LWD.
2. Total Assets	40	This factor includes value of assets used to carry out its operations.	This is a measure of the amount of investment on physical assets. It is indicative of the commitment to expand and improve its service.
3. Net Income Before Interest and Depreciation	15	This is the remaining amount after deducting operating expenses from operating revenues.	This provides an estimate of the amount available for debt servicing, for expansion/improvement and for reserve build-up.

4. Staff Productivity Index	5	This is the ratio of the total number of active service connections to the total number of permanent and casual employees as of December 31 of a given year.	This ratio indicates the manpower efficiency of the water district.
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4. From the data on each LWD, the equivalent point rating for each factor is computed using Annexes A to D. The total points earned for all factors determine the **Point-Rating Category** as indicated in Table 3 below:

**Table 3
POINT-RATING CATEGORY**

Points Earned	Category
75 – 100	A
50 – 74	B
25 – 49	C
1 – 24	D

5. The resulting **Point-Rating Category** is compared with the **Service Connection Category**; whichever is lower, is the **FINAL CATEGORY** of the LWD.

C. PROCEDURE FOR IMPLEMENTATION OF THE NEW CATEGORIZATION

1. The LWD shall submit to the LWUA a request for categorization supported by the following information:
 - 1.1 Number of Active Service Connections;
 - 1.2 Gross Revenues;
 - 1.3 Total Assets;
 - 1.4 Net Income Before Interest and Depreciation;
 - 1.5 Number of Personnel (Permanent and Casual);
 - 1.6 Staff Productivity Index; and
 - 1.7 Other data as required by LWUA

2. The LWUA shall:
 - 2.1 Verify the data submitted by the LWD;
 - 2.2 Determine the Service Connection Category using Table 1;
 - 2.3 Compute the points earned by the LWD for the Point-Rating Category using Annexes A to D and Table 2;
 - 2.4 Determine the Final Category of the LWD; and
 - 2.5 Issue to the LWD a *Certificate of LWD Category*, copy furnished the DBM.

IV. RE-CATEGORIZATION OF LOCAL WATER DISTRICTS

The growth of an LWD's physical and financial resources during the past years may permit the upgrading of its category. Normally, such upgrading entails additional budgetary requirements. Hence, performance review is in order to ensure the LWD's financial viability and long-term sustainability even in its higher category.

A. OBJECTIVES

1. To provide a systematic and rational evaluation of an LWD's request for re-categorization;
2. To determine if the LWD will be able to sustain the budgetary requirement for upward categorization without jeopardizing its short-term financial position and long-term obligation to creditors;

B. REQUIREMENTS IN THE RE-CATEGORIZATION OF LOCAL WATER DISTRICTS

1. Submission of request to and evaluation by LWUA.
2. Basic Requirement - An LWD may be eligible for upward categorization after satisfying the following conditions:
 - 2.1 Meeting the required number of points for the category (Part III);
 - 2.2 Must be current or up-to-date in servicing its debt obligations; and
 - 2.3 Upgrading will only be allowed once a year.
3. Prognosis of Projected Operation – In addition to the basic requirements, an LWD should be able to show that its financial growth and stability can be sustained in the immediate future. Such long-term sustainability depends to a greater extent to its current state of health as a result of its financial and operational efficiency.

V. MODEL ORGANIZATIONAL STRUCTURE

A. CATEGORY A WATER DISTRICT

1. Office of the Board of Directors
2. Office of the General Manager
 - 2.1 Corporate Planning Department
 - 2.1.1 Planning and Monitoring Division
 - 2.1.2 Management Information Services Division

- 2.2 Internal Audit Department
 - 2.2.1 Management Audit Division
 - 2.2.2 Operations Audit Division
- 2.3 Legal Department
 - 2.3.1 Investigation and Litigation Division
 - 2.3.2 Legal Services Division
- 2.4 Community Relations and External Affairs Department
 - 2.4.1 Public Information Division
 - 2.4.2 Community Relations Division

Administration Group

- 3. Office of the Assistant General Manager for Administration
 - 3.1 Human Resource Department
 - 3.1.1 Manpower Planning and Recruitment Division
 - 3.1.2 Personnel Welfare Division
 - 3.1.3 Training and Development Division
 - 3.2 General Services Department
 - 3.2.1 Building and Grounds Maintenance Division
 - 3.2.2 Transport Operations and Equipment Maintenance Division
 - 3.2.3 Water Meter Maintenance Division
 - 3.3 Property and Materials Management Department
 - 3.3.1 Procurement Division
 - 3.3.2 Materials and Equipment Quality Control Division
 - 3.3.3 Property and Warehousing Division
 - 3.4 Information and Communications Technology Department
 - 3.4.1 Systems Development Division
 - 3.4.2 Systems Application Division
 - 3.4.3 Geographical Information System (GIS) Division

Finance Group

- 4. Office of the Assistant General Manager for Finance

- 4.1 Accounting Department
 - 4.1.1 General Accounting Division
 - 4.1.2 Payroll and Subsidiary Division
- 4.2 Financial Management Department
 - 4.2.1 Treasury Division
 - 4.2.2 Budget Division
- 4.3 Commercial Services Department
 - 4.3.1 Billings Division
 - 4.3.2 Accounts Division
 - 4.3.3 New Service Connection Division
 - 4.3.4 Customer Care Division

Operations Group

- 5. Office of the Assistant General Manager for Operations
 - 5.1 Production Department
 - 5.1.1 Water Production Division
 - 5.1.2 Water Quality Division
 - 5.1.3 Electro-Mechanical Division
 - 5.2 Pipelines and Appurtenances Maintenance Department
 - 5.2.1 Water Distribution Division
 - 5.2.2 Restoration Division
 - 5.2.3 Pipelines and Leakage Control Division
 - 5.2.4 Non-Revenue Water Management Division
 - 5.3 Sewerage and Sanitation Department
 - 5.3.1 Sewerage Division
 - 5.3.2 Sanitation Division

Technical Services Group

- 6. Office of the Assistant General Manager for Technical Services
 - 6.1 Engineering Department
 - 6.1.1 Planning Division
 - 6.1.2 Design Division

6.2 Construction Department

6.2.1 Mainlines Expansion and Rehabilitation Division

6.2.2 General Improvement and Civil Works Division

6.3 Environment and Water Resources Department

6.3.1 Watershed and Environmental Management Division

6.3.2 Water Resources Management Division

B. CATEGORY B WATER DISTRICT

1. Office of the Board of Directors

2. Office of the General Manager

2.1 Management Services Division

3. Administrative and Human Resource Department

3.1 Human Resource Division

3.1.1 Personnel Section

3.1.2 Training Section

3.2 Administrative Services Division

3.2.1 Procurement Section

3.2.2 Records Section

3.3 General Services Division

3.3.1 Property and Supply Management Section

3.3.2 Building, Grounds, and Facilities Management Section

3.3.3 Transport Operations and Maintenance Section

4. Finance Services Department

4.1 Accounting Division

4.1.1 General Accounting Section

4.1.2 Cost Accounting Section

4.2 Cash Management Division

4.3 Budget Division

- 5. Commercial Services Department
 - 5.1 Customer Accounts Division
 - 5.1.1 Meter Reading Section
 - 5.1.2 Billing Section
 - 5.2 Customer Services Division
 - 5.2.1 Servicing Section
 - 5.2.2 Disconnection / Reopening Section
 - 5.2.3 Investigation Section
- 6. Engineering and Operations Department
 - 6.1 Water Resources Division
 - 6.1.1 Quality Control / Assurance Section
 - 6.1.2 Water Generation and Distribution Section
 - 6.1.3 Environmental and Watershed Section
 - 6.2 Construction and Maintenance Division
 - 6.2.1 Construction Section
 - 6.2.2 Maintenance Section
 - 6.3 Planning and Design Division
 - 6.3.1 Planning Section
 - 6.3.2 Design Section

C. CATEGORY C WATER DISTRICT

- 1. Office of the Board of Directors
- 2. Office of the General Manager
 - 2.1 Administrative and General Services Division
 - 2.1.1 Human Resource Section
 - 2.1.2 Property and Supplies Management Section
 - 2.1.3. General Services Section
 - 2.2 Finance and Commercial Division
 - 2.2.1 Accounting and Budget Section
 - 2.2.2 Billing and Commercial Section
 - 2.2.3 Cash Management and Collection Section

- 2.3 Engineering and Construction Division
 - 2.3.1 Repair and Maintenance Section
 - 2.3.2 Engineering and Construction Section
- 2.4 Production and Water Quality Division
 - 2.4.1 Water Resources Section
 - 2.4.2 Water Quality Section

D. CATEGORY D WATER DISTRICT

- 1. Office of the Board of Directors
- 2. Office of the General Manager
 - 2.1 Every major function or activity may be allowed a section:
 - 2.1.1 Administrative Section
 - 2.1.2 Finance Services Section
 - 2.1.3 Commercial Services Section
 - 2.1.4 Operations/Technical SectionOr
 - 2.2 Positions under the General Manager shall be on "straight listing" only.

VI. GENERAL GUIDELINES ON ORGANIZATIONAL STRUCTURE

- A.** A **Category A LWD** is allowed a maximum of four (4) Groups as the primary functional grouping, each headed by an Assistant General Manager. However, for LWDs with less than 50,000 service connections, only two groups are allowed.
- B.** A **Category B LWD** is allowed a maximum of four (4) Departments as the primary functional grouping, each headed by a Department Manager.
- C.** A **Category C LWD** is allowed a maximum of four (4) Divisions as the primary functional grouping, each headed by a Division Manager.
- D.** A **Category D LWD** is allowed a maximum of four (4) Sections as the primary functional grouping, each headed by a Senior level or participating supervisory position. The LWD may opt to have its positions below the General Manager as straight listed only.
- E.** When found necessary and justified, LWDs in a lower category may create units and/or positions found only in the model OSSP of a higher LWD category, provided that their respective organizational hierarchy is maintained. In no case, however, shall creation of additional units and/or positions be allowed in excess of what are provided in any of the models. Requests for approval of additional units

and/or positions which are not found in the model OSSP of their respective category shall be submitted to the DBM Regional Office concerned.

- F. The model organizational structure for each category is shown in Annex E.

VII. GENERAL GUIDELINES ON STAFFING PATTERN

- A. The Staff Productivity Index of one (1) position for every one hundred (100) service connections for Category D, and one hundred twenty (120) service connections for Categories A to C, shall be strictly observed in the determination of the total number of positions in an LWD.
- B. Positions in an LWD shall be limited to the classes of positions enumerated in the Index of Occupational Services (IOS) prescribed for each category. When deemed necessary and justified, new classes of positions may be added to the IOS upon approval of the DBM Central Office.
- C. The levels of positions authorized for each category shall be the maximum. However, LWDs may opt to adopt a leaner organizational structure with lower level positions and/or with two or more groups, departments, divisions or sections merged into one.
- D. In the case of **Category A LWD**, the position authorized after the Division Manager A at SG-24 shall be considered as the assistant of the Division Manager. Thereafter, Sections may be created for each functional activity under the Division to be headed by a Senior level or participating supervisory position, which shall have under its supervision at least two (2) Journeyman and two (2) Junior level positions.
- E. In the case of **Category B LWD**, a unit or functional activity under the Division Manager shall be a Section to be headed by a position at SG-20 or SG-19. Where there is no sufficient number of functional activities or positions to warrant the creation of a Section, positions under the Division shall be on "straight listing" only.
- F. For **Category C LWD**, a unit or functional activity under the Division Manager shall be headed by a position at SG-18, SG-17, or SG-16. Alternatively, the LWD may opt to have the positions after the Division Manager on "straight listing" only.
- G. For **Category D LWD**, positions after the General Manager shall be on "straight listing" only; or, each functional activity shall be a section, to be headed by a position at SG-16, SG-15 or SG-14.
- H. For a newly formed LWD, positions after the General Manager shall be on "straight listing" only and each functional activity shall be headed by a position at SG-12.

- I. The model organizational structure and staffing pattern for each category are shown in Annex E.

VIII. REPRESENTATION AND TRANSPORTATION ALLOWANCES (RATA)

- A. The Governing Boards of LWDs may authorize the following personnel to collect **monthly** commutable RATA payable from the approved budgets of their respective offices at rates not exceeding the authorized RATA for equivalent positions, as follows:

LWD Category	EQUIVALENT RANKS OF LOCAL WATER DISTRICT OFFICIALS TO NATIONAL GOVERNMENT OFFICIALS ENTITLED TO RATA				
	Bureau Director, SG - 28	Assistant Bureau Director, SG-27	Bureau Regional Director, SG - 26	Assistant Bureau Regional Director, SG - 25	Division Chief, SG - 24
Category A	General Manager SG-28	Assistant General Manager, SG - 27	Department Manager A, SG - 26		Division Manager A, SG - 24
Category B		General Manager B, SG - 27		Department Manager B, SG - 25	Division Manager B, SG - 23
Category C			General Manager C, SG - 26		Division Manager C, SG - 22
Category D					General Manager D, SG-24

In the case of the position of General Manager of Davao City Water District (DCWD) and Metro Cebu Water District (MCWD) which shall be allocated to SG-29, the rates of their RATA shall be equivalent to Department Assistant Secretary, SG-29.

IX. TRANSITORY PROVISION

Upon approval of the new category of an LWD under this Manual, the LWD may opt to retain its existing organizational structure and staffing pattern (OSSP) for the first three years. Thereafter, the LWD shall submit to the DBM Regional Office concerned a proposal for modification of its OSSP in accordance with the models under this Manual.

An LWD that qualified to a higher category has the option to adopt a leaner OSSP by merging the basic organizational units and/or using lower level positions.

An LWD classified to a lower category shall adopt the model OSSP for its new category, provided, that excess, redundant or inappropriate positions with incumbents shall be declared "coterminous with the incumbent" (CTI), to be abolished once vacated.

ANNEX A

EQUIVALENT POINT RATINGS

I. GROSS REVENUES = 40 POINTS

VALUES		POINTS
AT LEAST	BUT LESS THAN	
1	2,300,000	1
2,300,000	2,700,000	2
2,700,000	3,100,000	3
3,100,000	3,600,000	4
3,600,000	4,200,000	5
4,200,000	4,900,000	6
4,900,000	5,700,000	7
5,700,000	6,600,000	8
6,600,000	7,700,000	9
7,700,000	8,900,000	10
8,900,000	10,300,000	11
10,300,000	12,000,000	12
12,000,000	13,900,000	13
13,900,000	16,200,000	14
16,200,000	18,800,000	15
18,800,000	21,800,000	16
21,800,000	25,400,000	17
25,400,000	29,400,000	18
29,400,000	34,200,000	19
34,200,000	39,700,000	20
39,700,000	46,100,000	21
46,100,000	53,500,000	22
53,500,000	62,100,000	23
62,100,000	72,100,000	24
72,100,000	83,800,000	25
83,800,000	97,300,000	26
97,300,000	113,000,000	27
113,000,000	131,200,000	28
131,200,000	152,300,000	29
152,300,000	176,800,000	30
176,800,000	205,300,000	31
205,300,000	238,400,000	32
238,400,000	276,800,000	33
276,800,000	321,400,000	34
321,400,000	373,200,000	35
373,200,000	433,400,000	36
433,400,000	503,200,000	37
503,200,000	584,300,000	38
584,300,000	678,400,000	39
678,400,000	and above	40

ANNEX B

EQUIVALENT POINT RATINGS

II. TOTAL ASSETS = 40 POINTS

VALUES		POINTS
AT LEAST	BUT LESS THAN	
1	8,000,000	1
8,000,000	9,100,000	2
9,100,000	10,400,000	3
10,400,000	11,900,000	4
11,900,000	13,600,000	5
13,600,000	15,600,000	6
15,600,000	17,800,000	7
17,800,000	20,300,000	8
20,300,000	23,200,000	9
23,200,000	26,500,000	10
26,500,000	30,300,000	11
30,300,000	34,600,000	12
34,600,000	39,500,000	13
39,500,000	45,200,000	14
45,200,000	51,600,000	15
51,600,000	59,000,000	16
59,000,000	67,400,000	17
67,400,000	77,000,000	18
77,000,000	87,900,000	19
87,900,000	100,500,000	20
100,500,000	114,800,000	21
114,800,000	131,100,000	22
131,100,000	149,800,000	23
149,800,000	171,200,000	24
171,200,000	195,600,000	25
195,600,000	223,400,000	26
223,400,000	255,300,000	27
255,300,000	291,600,000	28
291,600,000	333,200,000	29
333,200,000	380,700,000	30
380,700,000	434,900,000	31
434,900,000	496,900,000	32
496,900,000	567,700,000	33
567,700,000	648,500,000	34
648,500,000	740,900,000	35
740,900,000	846,500,000	36
846,500,000	967,100,000	37
967,100,000	1,104,900,000	38
1,104,900,000	1,262,300,000	39
1,262,300,000	and above	40

ANNEX C

EQUIVALENT POINT RATINGS

III. NET INCOME BEFORE INTEREST & DEPRECIATION = 15 POINTS

VALUES		POINTS
AT LEAST	BUT LESS THAN	
1	660,000	1
660,000	1,040,000	2
1,040,000	1,660,000	3
1,660,000	2,630,000	4
2,630,000	4,170,000	5
4,170,000	6,620,000	6
6,620,000	10,510,000	7
10,510,000	16,680,000	8
16,680,000	26,470,000	9
26,470,000	42,020,000	10
42,020,000	66,680,000	11
66,680,000	105,830,000	12
105,830,000	167,960,000	13
167,960,000	266,570,000	14
266,570,000	and above	15

ANNEX D

EQUIVALENT POINT RATINGS

IV. STAFF PRODUCTIVITY INDEX = 5 POINTS

VALUES		POINTS
AT LEAST	BUT LESS THAN	
1	97	1
97	120	2
120	149	3
149	185	4
185	and above	5

MODEL ORGANIZATIONAL STRUCTURE
STAFFING PATTERN FOR KEY POSITIONS
 Category A

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade
I. OFFICE OF THE BOARD OF DIRECTORS		
1	Technical Assistant A	22
1	Minutes/Agenda Officer B	11
1	Stenographer A	9
1	Administration Services Assistant C	8
II. OFFICE OF THE GENERAL MANAGER		
1	General Manager A	28
1	Technical Assistant A	22
1	Private Secretary B	15
1	Driver - Mechanic B	7
1	Administration Services Aide	4
II-A. CORPORATE PLANNING DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
II-A.1. Planning and Monitoring Division		
1	Division Manager A	24
1	Senior Corporate Planning Specialist	19
II-A.2. Management Information Services Division		
1	Division Manager A	24
1	Management Information Systems Design Specialist A	19
II-B. INTERNAL AUDIT DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
II-B.1. Management Audit Division		
1	Division Manager A	24
1	Supervising Internal Control Officer	20
II-B.2. Operations Audit Division		
1	Division Manager A	24
1	Supervising Internal Control Officer	20
II-C. LEGAL DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
II-C.1. Investigation and Litigation Division		
1	Division Manager A	24
1	Senior Corporate Attorney	21

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade
II-C.2. Legal Services Division		
1	Division Manager A	24
1	Senior Corporate Attorney	21
II-D. COMMUNITY RELATIONS AND EXTERNAL AFFAIRS DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
II-D.1 Public Information Division		
1	Division Manager A	24
1	Information Chief A	20
II-D.2 Community Relations Division		
1	Division Manager A	24
1	Community Relations Chief B	20
<hr/> ADMINISTRATION GROUP <hr/>		
III. OFFICE OF THE ASSISTANT GENERAL MANAGER FOR ADMINISTRATION		
1	Assistant General Manager	27
1	Private Secretary C	11
1	Administration Services Assistant C	8
1	Driver - Mechanic B	7
III-A. HUMAN RESOURCE DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
III-A.1 Manpower Planning and Recruitment Division		
1	Division Manager A	24
1	Supervising Industrial Relations Management Officer A	20
III-A.2 Personnel Welfare Division		
1	Division Manager A	24
1	Supervising Industrial Relations Management Officer A	20
III-A.3. Training and Development Division		
1	Division Manager A	24
1	Supervising Industrial Relations Development Officer A	20
III-B. GENERAL SERVICES DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
III-B.1. Building and Grounds Maintenance Division		
1	Division Manager A	24
1	Administrative/General Services Chief B	19
III-B.2. Transport Operations and Equipment Maintenance Division		
1	Division Manager A	24

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade
1	Administrative/General Services Chief B	19
III-B.3. Water Meter Maintenance Division		
1	Division Manager A	24
1	Administrative/General Services Chief B	19
III-C. PROPERTY & MATERIALS MANAGEMENT DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
III-C.1. Procurement Division		
1	Division Manager A	24
1	Supervising Materials Planning Officer	19
III-C.2. Materials and Equipment Quality Control Division		
1	Division Manager A	24
1	Supervising Materials Planning Officer	19
III-C.3. Property and Warehousing Division		
1	Division Manager A	24
1	Supervising Materials Planning Officer	19
III-D. INFORMATION & COMMUNICATIONS TECHNOLOGY DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
III-D.1. Systems Development Division		
1	Division Manager A	24
1	Management Information Systems Development Chief B	20
III-D.2. Systems Application Division		
1	Division Manager A	24
1	Computer Services Chief A	20
III-D.3. Geographical Information System (GIS) Division		
1	Division Manager A	24
1	Principal Engineer C	20
<hr/> FINANCE GROUP <hr/>		
IV. OFFICE OF THE ASSISTANT GENERAL MANAGER FOR FINANCE		
1	Assistant General Manager	27
1	Private Secretary C	11
1	Administration Services Assistant C	8
1	Driver - Mechanic B	7
IV-A. ACCOUNTING DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade
IV-A.1. General Accounting Division		
1	Division Manager A	24
1	Chief Corporate Accountant B	20
IV-A.2. Payroll and Subsidiary Division		
1	Division Manager A	24
1	Chief Corporate Accountant B	20
IV-B. FINANCIAL MANAGEMENT DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
IV-B.1. Treasury Division		
1	Division Manager A	24
1	Cashiering Services Chief B	20
IV-B.2. Budget Division		
1	Division Manager A	24
1	Chief Corporate Budget Officer B	20
IV-C. COMMERCIAL SERVICES DEPARTMENT		
1	Department Manager	26
1	Secretary B	7
IV-C.1. Billings Division		
1	Division Manager A	24
1	Supervising Utilities/Customer Service Officer	20
IV-C.2. Accounts Division		
1	Division Manager A	24
1	Supervising Utilities/Customer Service Officer	20
IV-C.3. New Service Connection Division		
1	Division Manager A	24
1	Supervising Utilities/Customer Service Officer	20
IV-C.4. Customer Care Division		
1	Division Manager A	24
1	Supervising Utilities/Customer Service Officer	20
<hr/> OPERATIONS GROUP <hr/>		
V. OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS		
1	Assistant General Manager	27
1	Private Secretary C	11
1	Administration Services Assistant C	8
1	Driver-Mechanic B	7
V-A. PRODUCTION DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

V-A.1. Water Production Division

1	Division Manager A	24
1	Principal Engineer C	20

V-A.2. Water Quality Division

1	Division Manager A	24
1	Quality Control/Assurance Chief	20

V-A.3. Electro-Mechanical Division

1	Division Manager A	24
1	Principal Engineer C	20

V-B. PIPELINES & APPURTENANCES MAINTENANCE DEPARTMENT

1	Department Manager A	26
1	Secretary B	7

V-B.1. Water Distribution Division

1	Division Manager A	24
1	Principal Engineer C	20

V-B.2. Restoration Division

1	Division Manager A	24
1	Principal Engineer C	20

V-B.3. Pipelines & Leakage Control Division

1	Division Manager A	24
1	Principal Engineer C	20

V-B.4. Non-Revenue Water Management Division

1	Division Manager A	24
1	Principal Engineer C	20

V-C. SEWERAGE AND SANITATION DEPARTMENT

1	Department Manager A	26
1	Secretary B	7

V-C.1. Sewerage Division

1	Division Manager A	24
1	Principal Engineer C	20

V-C.2. Sanitation Division

1	Division Manager A	24
1	Principal Engineer C	20

TECHNICAL SERVICES GROUP

VI. OFFICE OF THE ASSISTANT GENERAL MANAGER FOR TECHNICAL SERVICES

1	Assistant General Manager	27
1	Private Secretary C	11
1	Administration Services Assistant C	8

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade
1	Driver-Mechanic B	7
VI-A. ENGINEERING DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
VI-A.1. Planning Division		
1	Division Manager A	24
1	Principal Engineer C	20
VI-A.2. Design Division		
1	Division Manager A	24
1	Principal Engineer C	20
VI-B. CONSTRUCTION DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
VI-B.1. Mainlines Expansion and Rehabilitation Division		
1	Division Manager A	24
1	Principal Engineer C	20
VI-B.2. General Improvement and Civil Works Division		
1	Division Manager A	24
1	Principal Engineer C	20
VI-C. ENVIRONMENT AND WATER RESOURCES DEPARTMENT		
1	Department Manager A	26
1	Secretary B	7
VI-C. 1. Watershed and Environmental Management Division		
1	Division Manager A	24
1	Watershed Management Chief	20
VI-C. 2. Water Resources Management Division		
1	Division Manager A	24
1	Principal Engineer C	20

NOTES:

1. The position authorized after Division Manager A at SG 24 shall be considered as the assistant of the Division Manager. Thereafter, sections may be created for each functional activity under the Division to be headed by a Senior level or participating supervisory position, which shall have under its supervision at least two (2) Journeyman and two (2) Junior level positions.
2. In the case of Davao City Water District and Metro Cebu Water District which have more than 100,000 active water service connections, the heads of said LWDs shall be allocated to General Manager (GM), SG-29. In the event that other LWDs' water service connections exceed 100,000, their heads may also be allocated to GM, SG-29.

MODEL ORGANIZATIONAL STRUCTURE
STAFFING PATTERN FOR KEY POSITIONS
 Category B

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

I. OFFICE OF THE BOARD OF DIRECTORS

1	Technical Assistant B	20
1	Minutes / Agenda Officer B	11
1	Stenographer A	9

II. OFFICE OF THE GENERAL MANAGER

1	General Manager B	27
1	Technical Assistant B	20
1	Secretary A	9
1	Driver	4

II-A.1. Management Services Division

1	Division Manager B	23
1	Senior Corporate Planning Specialist	19

III. ADMINISTRATIVE AND HUMAN RESOURCE DEPARTMENT

1	Department Manager B	25
1	Secretary B	7

III-A. Human Resource Division

1	Division Manager B	23
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III-A.1.

*Section for every functional activity to be
 headed by a position at SG-20 or 19
 e.g. Personnel Section
 Training Section*

ILLUSTRATIVE EXAMPLE:

Straight Listing

1	Supervising Industrial Relations Management Officer A	20
1	Senior Industrial Relations Management Officer A	18
1	Industrial Relations Management Officer A	15
1	Industrial Relations Management Officer B	13
1	Industrial Relations Development Officer B	13
1	Industrial Relations Management Officer C	11
1	Industrial Relations Development Officer C	11
1	Clerk - Processor B	6

OR

Personnel Section

1	Supervising Industrial Relations Management Officer A	20
1	Senior Industrial Relations Management Officer A	18

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

1	Industrial Relations Management Officer A	15	24
1	Industrial Relations Management Officer B	13	
1	Industrial Relations Management Officer C	11	
1	Clerk - Processor B	6	

Training Section

1	Supervising Industrial Relations Development Officer A	20
1	Senior Industrial Relations Development Officer A	18
1	Industrial Relations Development Officer A	15
1	Industrial Relations Development Officer B	13
1	Industrial Relations Development Officer C	11
1	Clerk - Processor B	6

III-B. Administrative Services Division

1	Division Manager B	23
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III-B.1.

*Section for every functional activity to be headed by a position at SG-20 or 19
e.g. Procurement Section
Records Section*

III-C. General Services Division

1	Division Manager B	23
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III-C.1.

*Section for every functional activity to be headed by a position at SG-20 or 19
e.g. Property and Supply Management Section
Building, Grounds and Facilities Management Section
Transport Operations and Maintenance Section*

IV. FINANCE SERVICES DEPARTMENT

1	Department Manager B	25
1	Secretary B	7

IV-A. Accounting Division

1	Division Manager B	23
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IV-A.1.

*Section for every functional activity to be headed by a position at SG-20 or 19
e.g. General Accounting Section
Cost Accounting Section*

IV-B. Cash Management Division

1	Division Manager B	23
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ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

IV-B.1.

Section for every functional activity to be headed by a position at SG-20 or 19

IV-C. Budget Division

1 Division Manager B 23

IV-C.1.

Section for every functional activity to be headed by a position at SG-20 or 19

V. COMMERCIAL SERVICES DEPARTMENT

1 Department Manager B 25

1 Secretary B 7

V-A. Customer Accounts Division

1 Division Manager B 23

V-A.1.

Section for every functional activity to be headed by a position at SG-20 or 19

*e.g. Meter Reading Section
Billing Section*

V-B. Customer Services Division

1 Division Manager B 23

V-B.1.

Section for every functional activity to be headed by a position at SG-20 or 19

*e.g. Servicing Section
Disconnection / Reopening Section
Investigation Section*

VI. ENGINEERING AND OPERATIONS DEPARTMENT

1 Department Manager B 7

1 Secretary B 25

VI-A. Water Resources Division

1 Division Manager B 23

VI-A.1.

Section for every functional activity to be headed by a position at SG-20 or 19

e.g. Quality Control/Assurance Section

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

*Water Generation & Distribution Section
Environmental and Watershed Section*

VI-B. Construction and Maintenance Division

1	Division Manager B	23
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VI-B.1.

*Section for every functional activity to be
headed by a position at SG-20 or 19*

*e.g. Construction Section
Maintenance Section*

VI-C. Planning and Design Division

1	Division Manager B	23
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VI-C.1.

*Section for every functional activity to be
headed by a position at SG-20 or 19*

*e.g. Planning Section
Design Section*

MODEL ORGANIZATIONAL STRUCTURE
STAFFING PATTERN FOR KEY POSITIONS
 Category C

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

I. OFFICE OF THE BOARD OF DIRECTORS

1	Executive Assistant C	14
1	Minutes/Agenda Officer B	11
1	Secretary A	9

II. OFFICE OF THE GENERAL MANAGER

1	General Manager C	26
1	Public Relations Officer A	15
1	Executive Assistant C	14
1	Secretary A	9
1	Driver	4

III. ADMINISTRATIVE AND GENERAL SERVICES DIVISION

1	Division Manager C	22
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*Every unit or functional activity thereafter shall be headed
by a position at SG-18, 17 or 16*

*e.g. Human Resource Section
Property and Supplies Management Section
General Services Section*

OR

Straight Listing

Illustrative Example:

1	Administrative / General Services Chief C	18
1	Senior Industrial Relations Management Officer A	18
1	Administrative Services Officer A	16
1	Industrial Relations Management Officer A	15
1	Industrial Relations Management Officer B	13
1	Senior Property / Supply Officer	16
1	Property / Supply Officer C	10
1	General Services Officer A	16
1	Carpenter A	5
1	Records Officer D	10
1	Driver	4
1	Administration Services Aide	4

IV. FINANCE AND COMMERCIAL DIVISION

1	Division Manager C	22
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*Every unit or functional activity thereafter shall be headed
by a position at SG-18, 17 or 16*

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

*e.g. Accounting & Budget Section
Billing and Commercial Section
Cash Management and Collection Section*

V. ENGINEERING AND CONSTRUCTION DIVISION

1	Division Manager C	22
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Every unit or functional activity thereafter shall be headed by a position at SG-18, 17 or 16

*e.g. Repair and Maintenance Section
Engineering and Construction Section*

VI. PRODUCTION AND WATER QUALITY DIVISION

1	Division Manager C	22
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Every unit or functional activity thereafter shall be headed by a position at SG-18, 17 or 16

*e.g. Water Resources Section
Water Quality Section*

MODEL ORGANIZATIONAL STRUCTURE
STAFFING PATTERN FOR KEY POSITIONS
 Category D

ORGANIZATIONAL UNIT		
No. of Pos	Position Title	Salary Grade

I. OFFICE OF THE BOARD OF DIRECTORS

1 Administration Services Assistant C 8

II. OFFICE OF THE GENERAL MANAGER

1 General Manager D 24

*Positions after the General Manager shall be on
 straight listing headed by a position at SG -16 , SG -15 or SG -14
 OR*

*Each functional activity under the General Manager
 shall be a Section to be headed by
 a position at SG -16, SG-15 or SG-14*

*e.g. Administrative Section
 Finance Service Section
 Commercial Service Section
 Operations/Technical Section*

*For a newly-formed LWD, positions after the General Manager shall be on
 "straight listing" only and each functional activity shall be headed by a position at SG-
 12.*

For New Water District

<u>No. of Service Connections</u>	<u>Authorized No. of Positions (Maximum)</u>
300 and Below	5
301 – 400	6
401 – 500	7
501 – 600	8
601 - 800	9
801 – 1000	10

INDEX OF OCCUPATIONAL SERVICES
CATEGORY A WATER DISTRICT

Service Code	Occupational Group	Position Title	Salary Grade
01	ACCOUNTING GROUP		
		Accounting Processor B	6
		Accounting Processor A	8
		Senior Accounting Processor B	10
		Senior Accounting Processor A	12
		Corporate Accounts Analyst	13
		Senior Corporate Accounts Analyst	15
		Corporate Accountant	15
		Senior Corporate Accountant C	16
		Senior Corporate Accountant B	17
		Senior Corporate Accountant A	18
		Chief Corporate Accountant B	20
		Chief Corporate Accountant A	21
		Financial Planning Assistant C	8
		Financial Planning Assistant B	10
		Financial Planning Assistant A	11
		Financial Planning Analyst	13
		Senior Financial Planning Analyst	15
		Financial Planning Specialist B	18
		Financial Planning Specialist A	19
		Senior Financial Planning Specialist	20
		Finance Officer C	19
		Finance Officer B	20
		Corporate Accounts Examiner	11
		Financial/Accounts Specialist	15
		Senior Financial/Accounts Specialist	18
		Supervising Financial Management Specialist	20
		Finance Officer A	21
02	ADMINISTRATIVE/GENERAL SERVICES GROUP		
		Housekeeping Services Assistant	6
		Administrative Services Aide	4
		Administration Services Assistant C	8

Service Code	Occupational Group	Position Title	Salary Grade
		Administration Services Assistant B	10
		Administration Services Assistant A	12
		Administrative Services Officer B	14
		Administrative Services Officer A	16
		Administrative Services Chief C	18
		Administrative Services Chief B	19
		General Services Officer B	14
		General Services Officer A	16
		General Services Chief C	18
		General Services Chief B	19
03	AGRICULTURAL GROUP		
		Agriculturist B	12
		Agriculturist A	14
		Agronomist B	12
		Agronomist A	14
04	ARCHITECTURAL GROUP		
		Associate Architect	11
		Architect B	13
		Architect A	14
		Senior Architect	16
		Supervising Architect	18
		Principal Architect B	20
		Principal Architect A	22
05	ARTIST-ILLUSTRATION GROUP		
		Artist-Illustrator C	6
		Artist-Illustrator B	8
		Artist-Illustrator A	11
		Senior Artist-Illustrator	12
06	AUDIO/VISUAL GROUP		
		Audio/Visual Assistant	5
		Audio/Visual Systems Technician B	6
		Audio/Visual Systems Technician A	8
		Senior Audio/Visual Systems Technician	10

Service Code	Occupational Group	Position Title	Salary Grade
		Supervising Audio/Visual Systems Technician	12
		Audio/Visual Equipment Operator V	12
		Audio/Visual Systems Head	14
07	BUILDING AND OFFICE EQUIPMENT OPERATIONS AND MAINTENANCE GROUP		
		Building Helper	2
		Building Electrician B	6
		Building Electrician A	8
		Senior Building Electrician B	10
		Senior Building Electrician A	12
		Building Foreman	14
		Office Equipment Helper	2
		Office Equipment Technician	6
		Office Equipment Technician	8
		Senior Office Equipment Technician B	10
		Senior Office Equipment Technician A	12
08	BUILDING/GROUNDS/FACILITIES CONSTRUCTION AND MAINTENANCE GROUP		
		Painter B	3
		Painter A	5
		Senior Painter	8
		Supervising Painter	9
		Head Painter	10
		Mason B	3
		Mason A	5
		Senior Mason	8
		Carpenter B	3
		Carpenter A	5
		Supervising Carpenter	9
		Head Carpenter	10
		Construction Foreman B	14
		Construction Foreman A	15
09	BUDGETING GROUP		
		Corporate Budget Assistant	8
		Corporate Budget Examiner	10
		Corporate Budget Analyst B	12

Service Code	Occupational Group	Position Title	Salary Grade
		Corporate Budget Analyst A	13
		Senior Corporate Budget Analyst	15
		Corporate Budget Specialist B	16
		Corporate Budget Specialist A	18
		Senior Corporate Budget Specialist	20
		Corporate Budget Officer C	13
		Corporate Budget Officer B	15
		Corporate Budget Officer A	17
		Chief Corporate Budget Officer B	20
		Chief Corporate Budget Officer A	22
010	CASHIERING GROUP		
		Cashiering Assistant	8
		Cashier D	10
		Cashier C	12
		Cashier B	14
		Cashier A	16
		Senior Cashier	18
		Supervising Cashier	19
		Cashiering Services Chief B	20
		Cashiering Services Chief A	22
		Collection Assistant	6
		Collection Representative B	8
		Collection Representative A	10
		Senior Collection Officer	17
		Supervising Collection Officer	19
011	CHEMISTRY GROUP		
		Chemist B	11
		Chemist A	13
		Senior Chemist	15
		Supervising Chemist	18
		Principal Chemist	20
012	COMMUNITY RELATIONS GROUP		
		Community Relations Assistant B	8
		Community Relations Assistant A	10

Service Code	Occupational Group	Position Title	Salary Grade
		Community Relations Officer B	12
		Community Relations Officer A	14
		Senior Community Relations Officer	16
		Community Relations Chief B	20
		Community Relations Chief A	22
013	CORPORATE ATTORNEY GROUP		
		Legal Assistant II	12
		Legal Researcher	13
		Corporate Attorney B	16
		Corporate Attorney A	18
		Legal Assistant I	10
		Legal Researcher III	13
		Attorney III	21
		Senior Corporate Attorney	21
		Attorney IV	23
014	CORPORATE PLANNING GROUP		
		Corporate Planning Assistant B	8
		Corporate Planning Assistant A	10
		Corporate Planning Analyst B	12
		Corporate Planning Analyst A	13
		Senior Corporate Planning Analyst	16
		Corporate Planning Specialist	18
		Senior Corporate Planning Specialist	19
015	DRAFTING GROUP		
		Tracer	3
		Draftsman B	6
		Draftsman A	8
		Senior Draftsman	11
		Supervising Draftsman	12
		Principal Draftsman B	14
		Principal Draftsman A	17
016	ECONOMICS GROUP		
		Economist B	11

Service Code	Occupational Group	Position Title	Salary Grade
		Economist A	13
		Senior Economist B	15
		Senior Economist A	18
017	ELECTRONICS COMMUNICATION SYSTEMS OPERATIONS AND MAINTENANCE GROUP		
		Electronics Communication System Operator C	6
		Electronics Communication System Operator B	9
		Electronics Communication System Operator A	11
		Supervising Electronics Communication System Operator	13
		Electronics Communication System Technician B	6
		Electronics Communication System Technician A	8
		Senior Electronics Communication System Technician	11
		Supervising Electronics Communication System Technician	13
		Communications Planning Analyst	14
018	ELECTRONIC DATA PROCESSING		
	018.1 COMPUTER OPERATIONS		
		Computer Operator	9
		Senior Computer Operator	13
		Supervising Computer Operator	15
		Computer Services Chief B	18
		Computer Services Chief A	20
		Computer Maintenance Technologist I	11
		Computer Maintenance Technologist II	15
		Computer Maintenance Technologist III	17
		Information Technology Officer	19
	018.2 DATA MANAGEMENT		
		Data Encoder	7
		Senior Data Encoder	9
		Data Controller	9
		Data Encoder-Controller	10
		Senior Data Encoder-Controller	11
		Supervising Data Encoder-Controller	13
		Data Analyst-Controller	13

Service Code	Occupational Group	Position Title	Salary Grade
		Supervising Data Analyst-Controller	17
		Data Management Chief B	20
018.3 INFORMATION SYSTEMS DEVELOPMENT			
		Forms Designer	8
		Management Information Systems Researcher	12
		Senior Management Information Systems Researcher	14
		Computer Services Programmer B	14
		Computer Services Programmer A	15
		Senior Computer Services Programmer	16
		Management Information Systems Analyst	14
		Senior Management Information/Systems Analyst	16
		Management Information Systems Design Specialist B	18
		Management Information Systems Design Specialist A	19
		Management Information Systems Development Chief B	20
		Management Information Systems Development Chief A	22
019	ENGINEERING GROUP		
		Engineering/Survey Aide B	4
		Engineering/Survey Aide A	6
		Engineering Assistant B	8
		Engineering Assistant A	10
		Engineer B	12
		Engineer A	14
		Senior Engineer B	15
		Senior Engineer A	16
		Supervising Engineer B	17
		Supervising Engineer A	18
		Principal Engineer D	19
		Principal Engineer C	20
		Principal Engineer B	21
020	ENVIRONMENTAL MANAGEMENT GROUP		
		Environmental Analyst	12
		Senior Environmental Analyst	14
		Environmental Specialist B	16

Service Code	Occupational Group	Position Title	Salary Grade
		Environmental Specialist A	18
		Environmental Management Chief	20
021	EXECUTIVE/TECHNICAL ASSISTANT GROUP		
		Executive Assistant C	14
		Executive Assistant B	17
		Executive Assistant A	20
		Technical Assistant B	20
		Technical Assistant A	22
022	GENERAL CLERICAL GROUP		
		Courier	2
		Clerk-Processor D	3
		Clerk-Processor C	4
		Clerk-Processor B	6
023	INDUSTRIAL RELATIONS GROUP		
		Industrial Relations Development Aide	4
		Industrial Relations Development Assistant B	8
		Industrial Relations Development Assistant A	10
		Industrial Relations Development Officer C	11
		Industrial Relations Development Officer B	13
		Industrial Relations Development Officer A	15
		Senior Industrial Relations Development Officer B	17
		Senior Industrial Relations Development Officer A	18
		Supervising Industrial Relations Development Officer B	19
		Supervising Industrial Relations Development Officer A	20
		Industrial Relations Management Aide	4
		Industrial Relations Management Assistant B	8
		Industrial Relations Management Assistant A	10
		Industrial Relations Management Officer C	11
		Industrial Relations Management Officer B	13
		Industrial Relations Development Officer A	15
		Senior Industrial Relations Management Officer B	17
		Senior Industrial Relations Management Officer A	18
		Supervising Industrial Relations Management Officer B	19
		Supervising Industrial Relations Management Officer A	20

Service Code	Occupational Group	Position Title	Salary Grade
024	INDUSTRIAL SECURITY AND INTELLIGENCE GROUP		
		Industrial Security Guard C	3
		Industrial Security Guard B	5
		Industrial Security Guard A	8
		Senior Industrial Security Guard	10
025	INTERNAL CONTROL GROUP		
		Internal Control Assistant B	8
		Internal Control Assistant A	10
		Internal Control Officer B	11
		Internal Control Officer A	13
		Senior Internal Control Officer B	16
		Senior Internal Control Officer A	18
		Supervising Internal Control Officer	20
026	LABORATORY TESTING AND ANALYSIS GROUP		
		Laboratory Aide B	2
		Laboratory Aide A	4
		Laboratory Technician C	6
		Laboratory Technician B	8
		Laboratory Technician A	10
		Senior Laboratory Technician	12
		Medical Technologist I	11
		Medical Technologist II	15
		Medical Technologist III	18
027	LABORING GROUP		
		Utility Worker B	1
		Utility Worker A	3
028	LIAISON GROUP		
		Liaison Aide	4
		Liaison Officer B	8
		Liaison Officer A	10
		Senior Liaison Officer	12

Service Code	Occupational Group	Position Title	Salary Grade
029	MATERIALS/SUPPLY MANAGEMENT GROUP		
		Procurement Assistant B	8
		Procurement Assistant A	9
		Procurement Analyst B	11
		Procurement Analyst A	13
		Materials Planning Officer B	15
		Materials Planning Officer A	16
		Materials Procurement Officer B	15
		Materials Procurement Officer A	16
		Senior Material Planning Officer	17
		Supervising Procurement Officer	17
		Supervising Material Planning Officer	19
		Shipping Aide	3
		Shipping Assistant B	8
		Shipping Assistant A	9
		Shipping Officer B	11
		Shipping Officer A	13
		Senior Shipping Officer	15
		Supervising Shipping Officer	18
		Warehouse Assistant B	8
		Warehouse Assistant A	9
		Warehouse Officer B	11
		Warehouse Officer A	13
		Senior Warehouse Officer	15
		Supervising Warehouse Officer	18
		Tool keeper	3
		Storekeeper D	4
		Storekeeper C	6
		Storekeeper B	9
		Storekeeper A	11
		Fuel/Gas Attendant	5
		Property Assistant B	8
		Property Officer C	10
		Property Officer B	12
		Property Officer A	14
		Senior Property Officer	16
		Supervising Property Officer	18

Service Code	Occupational Group	Position Title	Salary Grade
		Supply Assistant B	8
		Supply Officer C	10
		Supply Officer B	12
		Supply Officer A	14
		Senior Supply Officer	16
		Supervising Supply Officer	18
030	MEDICAL SERVICES GROUP		
		Medical Services Assistant	6
		Industrial Nurse	11
		Senior Industrial Nurse	15
		Dentist C	14
		Dentist B	17
		Dentist A	20
		Medical Officer C	16
		Medical Officer B	18
		Medical Officer A	21
031	PHOTOGRAPHY GROUP		
		Photographer	7
		Senior Photographer	10
032	PIPEFITTING AND PLUMBER GROUP		
		Plumber C	3
		Plumber B	5
		Plumber A	8
033	PLANTS, LINES AND SUBSTATIONS OPERATIONS AND MAINTENANCE GROUP		
		Plant/Substation Helper C	4
		Plant/Substation Helper B	6
		Plant Equipment Operator E	10
		Plant Equipment Operator D	11
		Plant Equipment Operator C	12
		Plant Equipment Operator B	14
		Plant Equipment Operator A	15
		Plant Electrician/Mechanic C	8
		Plant Electrician/Mechanic B	10

Service Code	Occupational Group	Position Title	Salary Grade
		Plant Electrician/Mechanic A	12
		Senior Plant Electrician/Mechanic	14
		Machinist	10
034	PRECISION INSTRUMENT REPAIR AND MAINTENANCE GROUP		
		Instrument Technician B	6
		Instrument Technician A	8
		Senior Instrument Technician	11
		Supervising Instrument Technician	12
		Precision Instrument Repair and Maintenance Services Chief	15
035	PRINTING/REPRODUCTION SERVICES GROUP		
		Document Binder	4
		Reproduction Machine Operator B	4
		Reproduction Machine Operator A	7
036	PROJECT PLANNING AND DEVELOPMENT GROUP		
		Project Planning and Development Assistant B	8
		Project Planning and Development Assistant A	10
		Project Planning and Development Officer C	11
		Project Planning and Development Officer B	13
		Project Planning and Development Officer A	15
		Senior Project Planning and Development Officer	18
037	PUBLIC AFFAIRS GROUP		
	037.1 PUBLIC INFORMATION GROUP		
		Information Officer C	11
		Information Officer B	13
		Information Officer A	15
		Senior Information Officer	18
	037.2 PUBLIC RELATIONS CHIEF GROUP		
		Public Relations Assistant B	8
		Public Relations Assistant A	10
		Public Relations Officer C	11
		Public Relations Officer B	13

Service Code	Occupational Group	Position Title	Salary Grade
		Public Relations Officer A	15
		Senior Public Relations Officer	18
038	QUALITY CONTROL/ASSURANCE GROUP		
		Materials/Supplies Inspector	8
		Senior Materials/Supplies Inspector	11
		Quality Control/Assurance Inspector	13
		Senior Quality Control/Assurance Inspector	16
		Quality Control/Assurance Officer	18
		Quality Control/Assurance Chief	20
		Safety Specialist	16
039	RECORDS MANAGEMENT GROUP		
		Records Officer D	10
		Records Officer C	12
		Records Officer B	14
		Records Officer A	16
		Supervising Records Officer	18
		Records Management Chief	20
040	RESEARCH GROUP		
		Research Assistant B	8
		Research Assistant A	10
		Researcher-Analyst B	11
		Researcher-Analyst A	13
		Senior Researcher-Analyst B	15
		Senior Researcher-Analyst A	16
041	RIGHT-OF-WAY GROUP		
		Right-of-Way Assistant B	8
		Right-of-Way Assistant A	10
		Right-of-Way Officer	12
		Senior Right-of-Way Officer	15
042	SECRETARIAL/STENOGRAPHIC GROUP		
		Minutes/Agenda Officer B	11
		Private Secretary B	15

Service Code	Occupational Group	Position Title	Salary Grade
		Private Secretary C	11
		Secretary A	9
		Secretary B	7
		Secretary C	6
		Stenographer A	9
043	WATER/SEWERAGE MAINTENANCE GROUP		
		Water/Sewerage Maintenance Man C	4
		Water/Sewerage Maintenance Man B	6
		Water/Sewerage Maintenance Man A	8
		Senior Water/Sewerage Maintenance Man B	10
		Senior Water/Sewerage Maintenance Man A	12
		Water/Sewerage Maintenance Foreman	14
		Water/Sewerage Maintenance Head	16
		Water/Sewerage Maintenance General Foreman	18
044	STATISTICAL GROUP		
		Statistical Assistant B	8
		Statistical Assistant A	10
		Statistician B	11
		Statistician A	13
		Senior Statistician	15
045	TRANSPORT MAINTENANCE GROUP		
		Auto Mechanic C	4
		Auto Mechanic B	6
		Auto Mechanic A	9
		Senior Auto Mechanic	10
		Transport Electrician	6
		Senior Transport Electrician	9
		Auto/Train Electrical Foreman	14
		Auto Repair Foreman	14
046	TRANSPORT OPERATIONS GROUP		
		Driver	4
		Driver-Mechanic B	7

Service Code	Occupational Group	Position Title	Salary Grade
		Light Equipment Operator	6
		Heavy Equipment Operator	9
		Transport Inspector	8
		Transport Dispatcher B	8
		Transport Dispatcher A	11
		Transport Officer B	13
		Transport Officer A	15
		Driver-Mechanic A	9
047	UTILITIES/CUSTOMER SERVICES GROUP		
		Customer Service Assistant E	4
		Customer Service Assistant D	6
		Customer Service Assistant C	8
		Customer Service Assistant B	10
		Customer Service Assistant A	12
		Customer Service Officer B	14
		Customer Service Officer A	16
		Senior Customer Service Officer	18
		Supervising Customer Service Officer	20
		Utilities Service Assistant E	4
		Utilities Service Assistant D	6
		Utilities Service Assistant C	8
		Utilities Service Assistant B	10
		Utilities Service Assistant A	12
		Utilities Service Officer B	14
		Utilities Service Officer A	16
		Senior Utilities Service Officer	18
		Supervising Utilities Service Officer	20
048	WATER UTILITIES MANAGEMENT/DEVELOPMENT GROUP		
		Water Utilities Management/Development Officer B	14
		Water Utilities Management/Development Officer A	16
		Senior Water Utilities Management/Development Officer	18
		Supervising Water Utilities Management/Development Officer	20
049	WATER RESOURCES FACILITIES OPERATIONS GROUP		
		Water Resources Facilities Tender B	4

Service Code	Occupational Group	Position Title	Salary Grade
		Water Resources Facilities Tender A	5
		Water Resources Facilities Operator C	4
		Water Resources Facilities Operator B	6
		Water Resources Facilities Operator A	8
		Senior Water Resources Facilities Operator B	9
		Senior Water Resources Facilities Operator A	10
		Water Resources Facilities Technician	11
		Senior Water Resources Facilities Technician	12
		Water Resources Facilities Operator Foreman	12
050	WATERSHED MANAGEMENT GROUP		
		Forest Ranger	4
		Forestry Assistant B	8
		Forestry Assistant A	10
		Watershed Management Officer	13
		Watershed Forester	15
		Forestry Specialist	17
		Watershed Management Specialist	17
		Watershed Management Chief	20
051	WELDING AND METAL WORKING GROUP		
		Welder B	6
		Welder A	8
		Senior Welder	10
		Welder Foreman	12
053	MANAGERIAL/EXECUTIVES GROUP/MANAGERIAL GROUP		
		General Manager A	29*
		General Manager A	28
		Assistant General Manager	27
		Department Manager A	26
		Division Manager A	24

*For Local Water Districts with more than 100,000 active water service connections.

**INDEX OF OCCUPATIONAL SERVICES
CATEGORY B WATER DISTRICT**

Service Code	Occupational Group	Position Title	Salary Grade
01	ACCOUNTING GROUP		
		Accounting Processor B	6
		Accounting Processor A	8
		Senior Accounting Processor B	10
		Senior Accounting Processor A	12
		Corporate Accounts Analyst	13
		Senior Corporate Accounts Analyst	15
		Corporate Accountant	15
		Senior Corporate Accountant C	16
		Senior Corporate Accountant B	17
		Senior Corporate Accountant A	18
		Financial Planning Assistant C	8
		Financial Planning Assistant B	10
		Financial Planning Assistant A	11
		Financial Planning Analyst	13
		Senior Financial Planning Analyst	15
		Financial Planning Specialist B	18
		Financial Planning Specialist A	19
		Senior Financial Planning Specialist	20
02	ADMINISTRATIVE/GENERAL SERVICES GROUP		
		Housekeeping Services Assistant	6
		Administrative Services Aide	4
		Administration Services Assistant C	8
		Administration Services Assistant B	10
		Administration Services Assistant A	12
		Administrative/General Services Officer B	14
		Administrative/General Services Officer A	16
		Administrative/General Services Chief C	18
		Administrative/General Services Chief B	19
03	AGRICULTURAL GROUP		
		Agriculturist B	12
		Agriculturist A	14

Service Code	Occupational Group	Position Title	Salary Grade
04	ARCHITECTURAL GROUP		
		Associate Architect	11
		Architect B	13
		Architect A	14
		Senior Architect	16
		Supervising Architect	18
05	ARTIST-ILLUSTRATION GROUP		
		Artist-Illustrator C	6
		Artist-Illustrator B	8
		Artist-Illustrator A	11
06	AUDIO-VISUAL GROUP		
		Audio/Visual Assistant	5
		Audio/Visual Systems Technician B	6
		Audio/Visual Systems Technician A	8
		Senior Audio/Visual Systems Technician	10
07	BUILDING AND OFFICE EQUIPMENT OPERATION AND MAINTENANCE GROUP		
		Building Helper	2
		Building Electrician B	6
		Building Electrician A	8
		Senior Building Electrician B	10
		Senior Building Electrician A	12
		Building Electrician Foreman	14
		Office Equipment Helper	2
		Office Equipment Technician/Mechanic B	6
		Office Equipment Technician/Mechanic A	8
		Senior Office Equipment Technician/Mechanic B	10
08	BUILDING/GROUNDS/FACILITIES CONSTRUCTION AND MAINTENANCE GROUP		
		Painter B	3
		Painter A	5
		Senior Painter	8
		Supervising Painter	9

Service Code	Occupational Group	Position Title	Salary Grade
		Head Painter	10
		Mason B	3
		Mason A	5
		Senior Mason	8
		Carpenter B	3
		Carpenter A	5
		Supervising Carpenter	9
09	BUDGETING GROUP		
		Corporate Budget Assistant	8
		Corporate Budget Examiner	10
		Corporate Budget Analyst B	12
		Corporate Budget Analyst A	13
		Senior Corporate Budget Analyst	15
		Corporate Budget Specialist B	16
		Corporate Budget Specialist A	18
		Corporate Budget Officer C	13
		Corporate Budget Officer B	15
		Corporate Budget Officer A	17
010	CASHIERING GROUP		
		Cashiering Assistant	8
		Cashier D	10
		Cashier C	12
		Cashier B	14
		Cashier A	16
		Senior Cashier	18
		Head/Supervising Cashier	19
		Collection Assistant	6
011	CHEMISTRY GROUP		
		Chemist B	11
		Chemist A	13
		Senior Chemist	15
		Supervising Chemist	18
012	COMMUNITY RELATIONS GROUP		

Service Code	Occupational Group	Position Title	Salary Grade
		Community Relations Assistant B	8
		Community Relations Assistant A	10
		Community Relations Officer B	12
		Community Relations Officer A	14
013	CORPORATE ATTORNEY GROUP		
		Legal Assistant	12
		Legal Researcher	13
		Corporate Attorney B	16
		Corporate Attorney A	18
014	CORPORATE PLANNING GROUP		
		Corporate Planning Assistant B	8
		Corporate Planning Assistant A	10
		Corporate Planning Analyst B	12
		Corporate Planning Analyst A	13
		Senior Corporate Planning Analyst	16
		Corporate Planning Specialist	18
		Senior Corporate Planning Specialist	19
015	DRAFTING GROUP		
		Tracer	3
		Draftsman B	6
		Draftsman A	8
		Senior Draftsman	11
		Supervising Draftsman	12
016	ECONOMICS GROUP		
		Economist B	11
		Economist A	13
		Senior Economist B	15
		Senior Economist A	18
017	ELECTRONICS COMMUNICATION SYSTEMS OPERATIONS AND MAINTENANCE GROUP		
		Electronics Communication System Operator C	6
		Electronics Communication System Operator B	9

Service Code	Occupational Group	Position Title	Salary Grade
		Electronics Communication System Technician B	6
		Electronics Communication System Technician A	8
018	ELECTRONIC DATA PROCESSING		
	018.1 COMPUTER OPERATIONS		
		Computer Operator	9
		Senior Computer Operator	13
		Supervising Computer Operator	15
	018.2 DATA MANAGEMENT		
		Data Encoder	7
		Senior Data Encoder	9
		Data Controller	9
		Data Encoder-Controller	10
		Senior Data Encoder-Controller	11
		Supervising Data Encoder-Controller	13
	018.3 INFORMATION SYSTEMS DEVELOPMENT		
		Forms Designer	8
		Management/Information Systems Researcher	12
		Senior Management/Information Systems Researcher	14
		Computer Services Programmer B	14
		Computer Services Programmer A	15
		Senior Computer Services Programmer	16
		Management/Information Systems Analyst	14
		Senior Management/Information Systems Analyst	16
		Management/Information Systems Design Specialist B	18
		Management/Information Systems Design Specialist A	19
019	ENGINEERING GROUP		
		Engineering/Survey Aide B	4
		Engineering/Survey Aide A	6
		Engineering Assistant B	8
		Engineering Assistant A	10
		Engineer B	12
		Engineer A	14

Service Code	Occupational Group	Position Title	Salary Grade
		Senior Engineer B	15
		Senior Engineer A	16
		Supervising Engineer B	17
		Supervising Engineer A	18
		Principal Engineer D	19
020	ENVIRONMENTAL MANAGEMENT GROUP		
		Environmental Analyst	12
		Senior Environmental Analyst	14
		Environmental Specialist B	16
021	EXECUTIVE/TECHNICAL ASSISTANT GROUP		
		Executive Assistant C	14
		Executive Assistant B	17
		Executive Assistant A	20
		Technical Assistant B	20
022	GENERAL CLERICAL GROUP		
		Courier	2
		Clerk-Processor D	3
		Clerk-Processor C	4
		Clerk-Processor B	6
023	INDUSTRIAL RELATIONS GROUP		
		Industrial Relations Development Aide	4
		Industrial Relations Development Assistant B	8
		Industrial Relations Development Assistant A	10
		Industrial Relations Development Officer C	11
		Industrial Relations Development Officer B	13
		Industrial Relations Development Officer A	15
		Senior Industrial Relations Development Officer B	17
		Senior Industrial Relations Development Officer A	18
		Supervising Industrial Relations Development Officer B	19
		Supervising Industrial Relations Development Officer A	20
		Industrial Relations Management Aide	4
		Industrial Relations Management Assistant B	8
		Industrial Relations Management Assistant A	10

Service Code	Occupational Group	Position Title	Salary Grade
		Industrial Relations Management Officer C	11
		Industrial Relations Management Officer B	13
		Industrial Relations Management Officer A	15
		Senior Industrial Relations Management Officer B	17
		Senior Industrial Relations Management Officer A	18
		Supervising Industrial Relations Management Officer B	19
		Supervising Industrial Relations Management Officer A	20
024	INDUSTRIAL SECURITY AND INTELLIGENCE GROUP		
		Industrial Security Guard C	3
		Industrial Security Guard B	5
025	INTERNAL CONTROL GROUP		
		Internal Control Assistant B	8
		Internal Control Assistant A	10
		Internal Control Officer B	11
		Internal Control Officer A	13
		Senior Internal Control Officer B	16
		Senior Internal Control Officer A	18
		Supervising Internal Control Officer	20
026	LABORATORY TESTING AND ANALYSIS GROUP		
		Laboratory Aide B	2
		Laboratory Aide A	4
		Laboratory Technician C	6
		Laboratory Technician B	8
		Laboratory Technician A	10
		Senior Laboratory Technician	12
		Medical Technologist I	11
		Medical Technologist II	15
		Medical Technologist III	18
027	LABORING GROUP		
		Utility Worker B	1
		Utility Worker A	3
028	LIAISON GROUP		

Service Code	Occupational Group	Position Title	Salary Grade
		Liaison Aide	4
		Liaison Officer B	8
		Liaison Officer A	10
029	MATERIALS/SUPPLY MANAGEMENT GROUP		
		Procurement Assistant B	8
		Procurement Assistant A	9
		Procurement Analyst B	11
		Procurement Analyst A	13
		Materials Planning Officer B	15
		Materials Planning Officer A	16
		Materials Procurement Officer B	15
		Materials Procurement Officer A	16
		Senior Material Planning Officer	17
		Supervising Material Planning Officer	19
		Supervising Procurement Officer	17
		Shipping Aide	3
		Warehouse/Shipping Assistant B	8
		Warehouse/Shipping Assistant A	9
		Warehouse/Shipping Officer B	11
		Warehouse/Shipping Officer A	13
		Senior Warehouse/Shipping Officer	15
		Toolkeeper	3
		Storekeeper D	4
		Storekeeper C	6
		Storekeeper B	9
		Storekeeper A	11
		Fuel/Gas Attendant	5
		Property/Supply Assistant B	8
		Property/Supply Assistant A	9
		Property/Supply Officer C	10
		Property/Supply Officer B	12
		Property/Supply Officer A	14
		Senior Property/Supply Officer	16
		Supervising Property/Supply Officer	18

Service Code	Occupational Group	Position Title	Salary Grade
030	MEDICAL SERVICES GROUP	Industrial Nurse	11
031	PHOTOGRAPHY GROUP	Photographer	7
032	PIPEFITTING AND PLUMBER GROUP	Plumber C	3
		Plumber B	5
033	PLANTS, LINES AND SUBSTATIONS OPERATIONS AND MAINTENANCE GROUP	Plant/Substation Helper C	4
		Plant/Substation Helper B	6
		Plant Equipment Operator E	10
		Plant Equipment Operator D	11
		Plant Equipment Operator C	12
		Plant Electrician/Mechanic C	8
		Plant Electrician/Mechanic B	10
		Plant Electrician/Mechanic A	12
		Senior Plant Electrician/Mechanic	14
		Machinist	10
034	PRECISION INSTRUMENT REPAIR AND MAINTENANCE GROUP	Instrument Technician B	6
		Instrument Technician A	8
		Senior Instrument Technician	11
		Supervising Instrument Technician	12
		Precision Instrument Repair and Maintenance Services Chief	15
035	PRINTING/REPRODUCTION REPAIR AND MAINTENANCE GROUP	Document Binder	4
		Reproduction Machine Operator B	4
036	PROJECT PLANNING AND DEVELOPMENT GROUP	Project Planning and Development Assistant B	8
		Project Planning and Development Assistant A	10

Service Code	Occupational Group	Position Title	Salary Grade
		Project Planning and Development Officer C	11
		Project Planning and Development Officer B	13
		Project Planning and Development Officer A	15
		Senior Project Planning and Development Officer	18
		Project Management Officer B	20
037	PUBLIC AFFAIRS GROUP		
	037.1 PUBLIC INFORMATION GROUP		
		Information Officer C	11
		Information Officer B	13
		Information Officer A	15
		Senior Information Officer	18
	037.2 PUBLIC RELATIONS CHIEF GROUP		
		Public Relations Assistant B	8
		Public Relations Assistant A	10
		Public Relations Officer C	11
		Public Relations Officer B	13
		Public Relations Officer A	15
		Senior Public Relations Officer	18
		Public Relations Chief	20
038	QUALITY CONTROL/ASSURANCE GROUP		
		Materials/Supplies Inspector	8
		Senior Materials/Supplies Inspector	11
		Quality Control/Assurance Inspector	13
		Senior Quality Control/Assurance Inspector	16
		Quality Control/Assurance Officer	18
		Quality Control/Assurance Chief	20
039	RECORDS MANAGEMENT GROUP		
		Records Assistant	8
		Records Officer D	10
		Records Officer C	12
		Records Officer B	14
		Records Officer A	16

Service Code	Occupational Group	Position Title	Salary Grade
		Supervising Records Officer	18
		Records Management Chief	20
040	RESEARCH GROUP		
		Research Assistant B	8
		Research Assistant A	10
		Researcher-Analyst B	11
		Researcher-Analyst A	13
		Senior Researcher-Analyst B	15
		Senior Researcher-Analyst A	16
		Supervising Researcher-Analyst	18
041	RIGHT-OF-WAY GROUP		
		Right-of-Way Assistant B	8
		Right-of-Way Assistant A	10
		Right-of-Way Officer	12
		Senior Right-of-Way Officer	15
042	SECRETARIAL/STENOGRAPHIC GROUP		
		Stenographer A	9
		Secretary B	7
		Minutes/Agenda Officer B	11
		Secretary C	6
		Secretary A	9
043	WATER/SEWERAGE MAINTENANCE GROUP		
		Water/Sewerage Maintenance Man C	4
		Water/Sewerage Maintenance Man B	6
		Water/Sewerage Maintenance Man A	8
		Senior Water/Sewerage Maintenance Man B	10
		Senior Water/Sewerage Maintenance Man A	12
		Water/Sewerage Maintenance Foreman	14
		Water/Sewerage Maintenance Head	16
		Water/Sewerage Maintenance General Foreman	18
044	STATISTICAL GROUP		
		Statistical Assistant B	8

Service Code	Occupational Group	Position Title	Salary Grade
		Statistical Assistant A	10
		Statistician B	11
		Statistician A	13
045	TRANSPORT MAINTENANCE GROUP		
		Auto Mechanic C	4
		Auto Mechanic B	6
		Auto Mechanic A	9
		Senior Auto Mechanic	10
		Transport Electrician	6
		Senior Transport Electrician	9
		Auto/Train Electrical Foreman	14
		Auto Repair Foreman	14
046	TRANSPORT OPERATIONS GROUP		
		Driver-Mechanic B	7
		Light Equipment Operator	6
		Heavy Equipment Operator	9
		Transport Dispatcher B	8
		Transport Dispatcher A	11
		Driver	4
		Driver-Mechanic A	9
047	UTILITIES/CUSTOMER SERVICES GROUP		
		Utilities/Customer Service Assistant E	4
		Utilities/Customer Service Assistant D	6
		Utilities/Customer Service Assistant C	8
		Utilities/Customer Service Assistant B	10
		Utilities/Customer Service Assistant A	12
		Utilities/Customer Service Officer B	14
		Utilities/Customer Service Officer A	16
		Senior Utilities/Customer Service Officer	18
		Supervising Utilities/Customer Services Officer	20
048	WATER UTILITIES MANAGEMENT/DEVELOPMENT GROUP		
		Water Utilities Management/Development Officer B	14
		Water Utilities Management/Development Officer A	16

Service Code	Occupational Group	Position Title	Salary Grade
		Senior Water Utilities Management/Development Officer	18
		Supervising Water Utilities Management/Development Officer	20
049	WATER RESOURCES FACILITIES OPERATIONS GROUP		
		Water Resources Facilities Tender B	4
		Water Resources Facilities Tender A	5
		Water Resources Facilities Operator C	4
		Water Resources Facilities Operator B	6
		Water Resources Facilities Operator A	8
		Senior Water Resources Facilities Operator B	9
		Senior Water Resources Facilities Operator A	10
		Water Resources Facilities Technician	11
		Senior Water Resources Facilities Technician	12
		Water Resources Facilities Operator Foreman	12
050	WATERSHED MANAGEMENT GROUP		
		Forestry Assistant B	8
		Forestry Assistant A	10
		Watershed Management Officer	13
		Watershed Forester	15
		Forestry Specialist	17
		Watershed Management Specialist	17
		Watershed Management Chief	20
051	WELDING AND METAL WORKING GROUP		
		Welder B	6
		Welder A	8
053	MANAGERIAL/EXECUTIVES GROUP/MANAGERIAL GROUP		
		General Manager B	27
		Department Manager B	24
		Division Manager B	23

**INDEX OF OCCUPATIONAL SERVICES
CATEGORY C WATER DISTRICT**

Service Code	Occupational Group	Position Title	Salary Grade
01	ACCOUNTING GROUP		
		Accounting Processor B	6
		Accounting Processor A	8
		Senior Accounting Processor B	10
		Senior Accounting Processor A	12
		Corporate Accounts Analyst	13
		Senior Corporate Accounts Analyst	15
		Corporate Accountant	15
		Senior Corporate Accountant C	16
		Senior Corporate Accountant B	17
		Senior Corporate Accountant A	18
02	ADMINISTRATIVE/GENERAL SERVICES GROUP		
		Administrative Services Aide	4
		Administration Services Assistant C	8
		Administration Services Assistant B	10
		Administration Services Assistant A	12
		Administrative/General Services Officer B	14
		Administrative/General Services Officer A	16
03	BUILDING/GROUNDS/FACILITIES CONSTRUCTION AND MAINTENANCE GROUP		
		Carpenter B	3
		Carpenter A	5
		Mason B	3
		Mason A	5
		Painter B	3
		Painter A	5
04	BUDGETING GROUP		
		Corporate Budget Assistant	8
		Corporate Budget Examiner	10
		Corporate Budget Analyst B	12
		Corporate Budget Analyst A	13
		Corporate Budget Officer C	13
		Senior Corporate Budget Analyst	15
		Corporate Budget Specialist B	16
		Corporate Budget Specialist A	18
05	CASHIERING GROUP		
		Cashiering Assistant	8
		Cashier D	10
		Cashier C	12
		Cashier B	14
		Cashier A	16
		Senior Cashier	18
		Collection Assistant	6

Service Code	Occupational Group	Position Title	Salary Grade
06	CHEMISTRY GROUP		
		Chemist B	11
		Chemist A	13
		Senior Chemist	15
07	DRAFTING GROUP		
		Tracer	3
		Draftsman B	6
		Draftsman A	8
08	ELECTRONICS COMMUNICATION SYSTEMS OPERATIONS AND MAINTENANCE GROUP		
		Electronics Communication System Operator C	6
09	ELECTRONIC DATA PROCESSING		
		Data Encoder	7
		Computer Operator	9
		Senior Data Encoder	9
		Data Controller	9
		Management Information Systems Analyst	14
010	ENGINEERING GROUP		
		Engineering Aide B	4
		Engineering Aide A	6
		Engineering Assistant B	8
		Engineering Assistant A	10
		Engineer B	12
		Engineer A	14
		Senior Engineer B	15
		Senior Engineer A	16
		Supervising Engineer B	17
		Supervising Engineer A	18
011	EXECUTIVE/TECHNICAL ASSISTANT GROUP		
		Executive Assistant C	14
012	GENERAL CLERICAL GROUP		
		Courier	2
		Clerk-Processor D	3
		Clerk-Processor C	4
		Clerk-Processor B	6
013	INDUSTRIAL RELATIONS GROUP		
		Industrial Relations Management Aide	4
		Industrial Relations Management Assistant B	8

Service Code	Occupational Group	Position Title	Salary Grade
		Industrial Relations Management Assistant A	10
		Industrial Relations Management Officer C	11
		Industrial Relations Management Officer B	13
		Industrial Relations Management Officer A	15
		Senior Industrial Relations Management Officer B	17
		Senior Industrial Relations Management Officer A	18
014	INDUSTRIAL SECURITY AND INTELLIGENCE GROUP		
		Industrial Security Guard C	3
		Industrial Security Guard B	5
015	INTERNAL CONTROL GROUP		
		Internal Control Assistant B	8
		Internal Control Assistant A	10
		Internal Control Officer B	11
		Internal Control Officer A	13
		Senior Internal Control Officer B	16
016	LABORATORY TESTING AND ANALYSIS GROUP		
		Laboratory Aide B	2
		Laboratory Aide A	4
		Laboratory Technician C	6
		Laboratory Technician B	8
		Laboratory Technician A	10
		Senior Laboratory Technician	12
		Medical Technologist I	11
017	LABORING GROUP		
		Utility Worker B	1
		Utility Worker A	3
018	MATERIALS/SUPPLY MANAGEMENT GROUP		
		Storekeeper D	4
		Storekeeper C	6
		Storekeeper B	9
		Storekeeper A	11
		Procurement Assistant B	8
		Procurement Assistant A	9
		Procurement Analyst B	11
		Procurement Analyst A	13
		Property/Supply Assistant B	8
		Property/Supply Assistant A	9
		Property/Supply Officer C	10
		Property/Supply Officer B	12
		Property/Supply Officer A	14
		Senior Property/Supply Officer A	16
		Supervising Property/Supply Officer	18

Service Code	Occupational Group	Position Title	Salary Grade
019	PLANTS, LINES AND SUBSTATIONS OPERATIONS AND MAINTENANCE GROUP		
		Plant Equipment/Mechanic C	8
		Plant Equipment/Mechanic B	10
020	PRECISION INSTRUMENT REPAIR AND MAINTENANCE GROUP		
		Instrument Technician B	6
		Instrument Technician A	8
021	PRINTING/REPRODUCTION REPAIR AND MAINTENANCE GROUP		
		Document Binder	4
		Reproduction Machine Operator B	4
022	PROJECT PLANNING AND DEVELOPMENT GROUP		
		Project Planning and Development Assistant B	8
		Project Planning and Development Assistant A	10
		Project Planning and Development Officer C	11
		Project Planning and Development Officer B	13
		Project Planning and Development Officer A	15
		Senior Project Planning and Development Officer	18
023	PUBLIC AFFAIRS GROUP		
		Information Officer C	11
		Information Officer B	13
		Information Officer A	15
		Public Relations Assistant B	8
		Public Relations Assistant A	10
		Public Relations Officer C	11
		Public Relations Officer B	13
		Public Relations Officer A	15
024	QUALITY CONTROL/ASSURANCE GROUP		
		Materials/Supplies Inspector	8
		Senior Materials/Supplies Inspector	11
		Quality Control/Assurance Inspector	13
025	RECORDS MANAGEMENT GROUP		
		Records Assistant	8
		Records Officer D	10
026	RIGHT-OF-WAY GROUP		
		Right-of-Way Assistant B	8
		Right-of-Way Assistant A	10
		Right-of-Way Officer	12

Service Code	Occupational Group	Position Title	Salary Grade
027	SECRETARIAL/STENOGRAPHIC GROUP		
		Secretary A	9
		Minutes/Agenda Officer B	11
028	WATER/SEWERAGE MAINTENANCE GROUP		
		Water/Sewerage Maintenance Man C	4
		Water/Sewerage Maintenance Man B	6
		Water/Sewerage Maintenance Man A	8
		Senior Water/Sewerage Maintenance Man A	12
		Water/Sewerage Maintenance Foreman	14
		Water/Sewerage Maintenance Head	16
029	STATISTICAL GROUP		
		Statistical Assistant B	8
		Statistical Assistant A	10
		Statistician B	11
		Statistician A	13
030	TRANSPORT MAINTENANCE GROUP		
		Auto Mechanic C	4
		Auto Mechanic B	6
		Auto Mechanic A	9
		Senior Auto Mechanic	10
		Transport Electrician	6
		Senior Transport Electrician	9
031	TRANSPORT OPERATIONS GROUP		
		Driver	4
		Light Equipment Operator	6
032	UTILITIES/CUSTOMER SERVICES GROUP		
		Utilities/Customer Service Assistant E	4
		Utilities/Customer Service Assistant D	6
		Utilities/Customer Service Assistant C	8
		Utilities/Customer Service Assistant B	10
		Utilities/Customer Service Assistant A	12
		Utilities/Customer Service Officer B	14
		Utilities/Customer Service Officer A	16
033	WATER UTILITIES MANAGEMENT/DEVELOPMENT GROUP		
		Water Utilities Management/Development Officer B	14
		Water Utilities Management/Development Officer A	16
		Senior Water Utilities Management/Development Officer	18
034	WATER RESOURCES FACILITIES OPERATIONS GROUP		
		Water Resources Facilities Tender B	4

Service Code	Occupational Group	Position Title	Salary Grade
		Water Resources Facilities Tender A	5
		Water Resources Facilities Operator C	4
		Water Resources Facilities Operator B	6
		Water Resources Facilities Operator A	8
035	WATERSHED MANAGEMENT GROUP		
		Forestry Assistant B	8
		Forestry Assistant A	10
		Watershed Management Officer	13
036	WELDING AND METAL WORKING GROUP		
		Welder B	6
		Welder A	8
037	MANAGERIAL/EXECUTIVES GROUP		
		Division Manager C	22
		General Manager C	26

**INDEX OF OCCUPATIONAL SERVICES
CATEGORY D WATER DISTRICT**

Service Code	Occupational Group	Position Title	Salary Grade
01	ACCOUNTING GROUP	Accounting Processor B	6
		Accounting Processor A	8
		Senior Accounting Processor B	10
		Senior Accounting Processor A	12
		Corporate Accounts Analyst	13
		Corporate Accountant	15
		02	ADMINISTRATIVE/GENERAL SERVICES GROUP
Administration Services Assistant C	8		
Administration Services Assistant B	10		
Administration Services Assistant A	12		
Administrative/General Services Officer B	14		
Administrative/General Services Officer A	16		
Driver-Mechanic B	7		
Driver	4		
03	BUDGETING GROUP		
		Corporate Budget Examiner	10
		Corporate Budget Analyst B	12
		Corporate Budget Analyst A	13
		Corporate Budget Officer C	13
		Corporate Budget Officer B	15
		04	CASHIERING GROUP
Cashier D	10		
Cashier C	12		
Cashier B	14		
Cashier A	16		
Collection Assistant	6		
05	DRAFTING GROUP		
		Draftsman B	6
		Draftsman A	8
		Senior Draftsman	11
06	ELECTRONIC DATA PROCESSING	Data Encoder	7
		Computer Operator	9

Service Code	Occupational Group	Position Title	Salary Grade
		Management Information Systems Analyst	14
		Senior Management Information Systems Analyst	16
07	ENGINEERING/CONSTRUCTION GROUP		
		Engineering Aide B	4
		Engineering Aide A	6
		Engineering Assistant B	8
		Engineering Assistant A	10
		Engineer B	12
		Engineer A	14
		Senior Engineer B	15
		Senior Engineer A	16
08	GENERAL CLERICAL GROUP		
		Courier	2
		Clerk-Processor D	3
		Clerk-Processor C	4
		Clerk-Processor B	6
09	INDUSTRIAL RELATIONS GROUP		
		Industrial Relations Management Aide	4
		Industrial Relations Management Assistant B	8
		Industrial Relations Management Assistant A	10
		Industrial Relations Management Officer C	11
		Industrial Relations Management Officer B	13
		Industrial Relations Management Officer A	15
010	LABORING GROUP		
		Utility Worker B	1
		Utility Worker A	3
011	RECORDS MANAGEMENT GROUP		
		Records Assistant	8
012	TRANSPORT OPERATIONS GROUP		
		Driver	4
013	UTILITIES/CUSTOMER SERVICES GROUP		
		Utilities/Customer Service Assistant E	4
		Utilities/Customer Service Assistant D	6
		Utilities/Customer Service Assistant C	8
		Utilities/Customer Service Assistant B	10
		Utilities/Customer Service Assistant A	12
		Utilities/Customer Service Officer B	14
		Utilities/Customer Service Officer A	16

Service Code	Occupational Group	Position Title	Salary Grade
014	WATER UTILITIES MANAGEMENT/DEVELOPMENT GROUP	Water Utilities Management Officer B	14
		Water Utilities Development Officer B	14
015	WATER RESOURCES FACILITIES OPERATIONS GROUP	Water Resources Facilities Tender B	4
		Water Resources Facilities Tender A	5
		Water Resources Facilities Operator C	4
		Water Resources Facilities Operator B	6
016	WELDING AND METAL WORKING GROUP	Welder B	6
		Welder A	8
017	MANAGERIAL/EXECUTIVES GROUP	General Manager D	24