



**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**

<b>VALUES</b>		<b>POINTS</b>
<b>AT LEAST</b>	<b>BUT LESS THAN</b>	
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**

<b>VALUES</b>		<b>POINTS</b>
<b>AT LEAST</b>	<b>BUT LESS THAN</b>	
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**

<b>VALUES</b>		<b>POINTS</b>
<b>AT LEAST</b>	<b>BUT LESS THAN</b>	
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**

<b>VALUES</b>		<b>POINTS</b>
<b>AT LEAST</b>	<b>BUT LESS THAN</b>	
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

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

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

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

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

<b>ORGANIZATIONAL UNIT</b>		
<b>No. of Pos</b>	<b>Position Title</b>	<b>Salary Grade</b>

**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

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**TECHNICAL SERVICES GROUP**

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**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

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

<b>ORGANIZATIONAL UNIT</b>		
<b>No. of Pos</b>	<b>Position Title</b>	<b>Salary Grade</b>

**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



<b>ORGANIZATIONAL UNIT</b>		
<b>No. of Pos</b>	<b>Position Title</b>	<b>Salary Grade</b>

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
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**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
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1	Secretary B	7
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**V-A. Customer Accounts Division**

1	Division Manager B	23
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**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
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**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
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1	Secretary B	25
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**VI-A. Water Resources Division**

1	Division Manager B	23
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**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

<b>ORGANIZATIONAL UNIT</b>		
<b>No. of Pos</b>	<b>Position Title</b>	<b>Salary Grade</b>

**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*

<b>ORGANIZATIONAL UNIT</b>		
<b>No. of Pos</b>	<b>Position Title</b>	<b>Salary Grade</b>

*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

<b>ORGANIZATIONAL UNIT</b>		
<b>No. of Pos</b>	<b>Position Title</b>	<b>Salary Grade</b>

**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
<b>01</b>	<b>ACCOUNTING GROUP</b>		
		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
<b>02</b>	<b>ADMINISTRATIVE/GENERAL SERVICES GROUP</b>		
		Housekeeping Services Assistant	6
		Administrative Services Aide	4
		Administration Services Assistant C	8

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



<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Supervising Audio/Visual Systems Technician	12
		Audio/Visual Equipment Operator V	12
		Audio/Visual Systems Head	14
<b>07</b>	<b>BUILDING AND OFFICE EQUIPMENT OPERATIONS AND MAINTENANCE GROUP</b>		
		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
<b>08</b>	<b>BUILDING/GROUNDS/FACILITIES CONSTRUCTION AND MAINTENANCE GROUP</b>		
		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
<b>09</b>	<b>BUDGETING GROUP</b>		
		Corporate Budget Assistant	8
		Corporate Budget Examiner	10
		Corporate Budget Analyst B	12

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>010</b>	<b>CASHIERING GROUP</b>		
		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
<b>011</b>	<b>CHEMISTRY GROUP</b>		
		Chemist B	11
		Chemist A	13
		Senior Chemist	15
		Supervising Chemist	18
		Principal Chemist	20
<b>012</b>	<b>COMMUNITY RELATIONS GROUP</b>		
		Community Relations Assistant B	8
		Community Relations Assistant A	10

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>013</b>	<b>CORPORATE ATTORNEY GROUP</b>		
		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
<b>014</b>	<b>CORPORATE PLANNING GROUP</b>		
		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
<b>015</b>	<b>DRAFTING GROUP</b>		
		Tracer	3
		Draftsman B	6
		Draftsman A	8
		Senior Draftsman	11
		Supervising Draftsman	12
		Principal Draftsman B	14
		Principal Draftsman A	17
<b>016</b>	<b>ECONOMICS GROUP</b>		
		Economist B	11

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Economist A	13
		Senior Economist B	15
		Senior Economist A	18
<b>017</b>	<b>ELECTRONICS COMMUNICATION SYSTEMS OPERATIONS AND MAINTENANCE GROUP</b>		
		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
<b>018</b>	<b>ELECTRONIC DATA PROCESSING</b>		
	<b>018.1 COMPUTER OPERATIONS</b>		
		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
	<b>018.2 DATA MANAGEMENT</b>		
		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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Supervising Data Analyst-Controller	17
		Data Management Chief B	20
<b>018.3 INFORMATION SYSTEMS DEVELOPMENT</b>			
		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
<b>019</b>	<b>ENGINEERING GROUP</b>		
		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
<b>020</b>	<b>ENVIRONMENTAL MANAGEMENT GROUP</b>		
		Environmental Analyst	12
		Senior Environmental Analyst	14
		Environmental Specialist B	16

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Environmental Specialist A	18
		Environmental Management Chief	20
<b>021</b>	<b>EXECUTIVE/TECHNICAL ASSISTANT GROUP</b>		
		Executive Assistant C	14
		Executive Assistant B	17
		Executive Assistant A	20
		Technical Assistant B	20
		Technical Assistant A	22
<b>022</b>	<b>GENERAL CLERICAL GROUP</b>		
		Courier	2
		Clerk-Processor D	3
		Clerk-Processor C	4
		Clerk-Processor B	6
<b>023</b>	<b>INDUSTRIAL RELATIONS GROUP</b>		
		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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
<b>024</b>	<b>INDUSTRIAL SECURITY AND INTELLIGENCE GROUP</b>		
		Industrial Security Guard C	3
		Industrial Security Guard B	5
		Industrial Security Guard A	8
		Senior Industrial Security Guard	10
<b>025</b>	<b>INTERNAL CONTROL GROUP</b>		
		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
<b>026</b>	<b>LABORATORY TESTING AND ANALYSIS GROUP</b>		
		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
<b>027</b>	<b>LABORING GROUP</b>		
		Utility Worker B	1
		Utility Worker A	3
<b>028</b>	<b>LIAISON GROUP</b>		
		Liaison Aide	4
		Liaison Officer B	8
		Liaison Officer A	10
		Senior Liaison Officer	12

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
<b>029</b>	<b>MATERIALS/SUPPLY MANAGEMENT GROUP</b>		
		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



<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Supply Assistant B	8
		Supply Officer C	10
		Supply Officer B	12
		Supply Officer A	14
		Senior Supply Officer	16
		Supervising Supply Officer	18
<b>030</b>	<b>MEDICAL SERVICES GROUP</b>		
		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
<b>031</b>	<b>PHOTOGRAPHY GROUP</b>		
		Photographer	7
		Senior Photographer	10
<b>032</b>	<b>PIPEFITTING AND PLUMBER GROUP</b>		
		Plumber C	3
		Plumber B	5
		Plumber A	8
<b>033</b>	<b>PLANTS, LINES AND SUBSTATIONS OPERATIONS AND MAINTENANCE GROUP</b>		
		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

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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Public Relations Officer A	15
		Senior Public Relations Officer	18
<b>038</b>	<b>QUALITY CONTROL/ASSURANCE GROUP</b>		
		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
<b>039</b>	<b>RECORDS MANAGEMENT GROUP</b>		
		Records Officer D	10
		Records Officer C	12
		Records Officer B	14
		Records Officer A	16
		Supervising Records Officer	18
		Records Management Chief	20
<b>040</b>	<b>RESEARCH GROUP</b>		
		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
<b>041</b>	<b>RIGHT-OF-WAY GROUP</b>		
		Right-of-Way Assistant B	8
		Right-of-Way Assistant A	10
		Right-of-Way Officer	12
		Senior Right-of-Way Officer	15
<b>042</b>	<b>SECRETARIAL/STENOGRAPHIC GROUP</b>		
		Minutes/Agenda Officer B	11
		Private Secretary B	15

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Private Secretary C	11
		Secretary A	9
		Secretary B	7
		Secretary C	6
		Stenographer A	9
<b>043</b>	<b>WATER/SEWERAGE MAINTENANCE GROUP</b>		
		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
<b>044</b>	<b>STATISTICAL GROUP</b>		
		Statistical Assistant B	8
		Statistical Assistant A	10
		Statistician B	11
		Statistician A	13
		Senior Statistician	15
<b>045</b>	<b>TRANSPORT MAINTENANCE GROUP</b>		
		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
<b>046</b>	<b>TRANSPORT OPERATIONS GROUP</b>		
		Driver	4
		Driver-Mechanic B	7

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>047</b>	<b>UTILITIES/CUSTOMER SERVICES GROUP</b>		
		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
<b>048</b>	<b>WATER UTILITIES MANAGEMENT/DEVELOPMENT GROUP</b>		
		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
<b>049</b>	<b>WATER RESOURCES FACILITIES OPERATIONS GROUP</b>		
		Water Resources Facilities Tender B	4

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>050</b>	<b>WATERSHED MANAGEMENT GROUP</b>		
		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
<b>051</b>	<b>WELDING AND METAL WORKING GROUP</b>		
		Welder B	6
		Welder A	8
		Senior Welder	10
		Welder Foreman	12
<b>053</b>	<b>MANAGERIAL/EXECUTIVES GROUP/MANAGERIAL GROUP</b>		
		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
<b>01</b>	<b>ACCOUNTING GROUP</b>		
		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
<b>02</b>	<b>ADMINISTRATIVE/GENERAL SERVICES GROUP</b>		
		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
<b>03</b>	<b>AGRICULTURAL GROUP</b>		
		Agriculturist B	12
		Agriculturist A	14

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



<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Head Painter	10
		Mason B	3
		Mason A	5
		Senior Mason	8
		Carpenter B	3
		Carpenter A	5
		Supervising Carpenter	9
<b>09</b>	<b>BUDGETING GROUP</b>		
		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
<b>010</b>	<b>CASHIERING GROUP</b>		
		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
<b>011</b>	<b>CHEMISTRY GROUP</b>		
		Chemist B	11
		Chemist A	13
		Senior Chemist	15
		Supervising Chemist	18
<b>012</b>	<b>COMMUNITY RELATIONS GROUP</b>		

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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Electronics Communication System Technician B	6
		Electronics Communication System Technician A	8
<b>018</b>	<b>ELECTRONIC DATA PROCESSING</b>		
	<b>018.1 COMPUTER OPERATIONS</b>		
		Computer Operator	9
		Senior Computer Operator	13
		Supervising Computer Operator	15
	<b>018.2 DATA MANAGEMENT</b>		
		Data Encoder	7
		Senior Data Encoder	9
		Data Controller	9
		Data Encoder-Controller	10
		Senior Data Encoder-Controller	11
		Supervising Data Encoder-Controller	13
	<b>018.3 INFORMATION SYSTEMS DEVELOPMENT</b>		
		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
<b>019</b>	<b>ENGINEERING GROUP</b>		
		Engineering/Survey Aide B	4
		Engineering/Survey Aide A	6
		Engineering Assistant B	8
		Engineering Assistant A	10
		Engineer B	12
		Engineer A	14

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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>024</b>	<b>INDUSTRIAL SECURITY AND INTELLIGENCE GROUP</b>		
		Industrial Security Guard C	3
		Industrial Security Guard B	5
<b>025</b>	<b>INTERNAL CONTROL GROUP</b>		
		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
<b>026</b>	<b>LABORATORY TESTING AND ANALYSIS GROUP</b>		
		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
<b>027</b>	<b>LABORING GROUP</b>		
		Utility Worker B	1
		Utility Worker A	3
<b>028</b>	<b>LIAISON GROUP</b>		

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Liaison Aide	4
		Liaison Officer B	8
		Liaison Officer A	10
<b>029</b>	<b>MATERIALS/SUPPLY MANAGEMENT GROUP</b>		
		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

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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>037</b>	<b>PUBLIC AFFAIRS GROUP</b>		
	<b>037.1 PUBLIC INFORMATION GROUP</b>		
		Information Officer C	11
		Information Officer B	13
		Information Officer A	15
		Senior Information Officer	18
	<b>037.2 PUBLIC RELATIONS CHIEF GROUP</b>		
		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
<b>038</b>	<b>QUALITY CONTROL/ASSURANCE GROUP</b>		
		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
<b>039</b>	<b>RECORDS MANAGEMENT GROUP</b>		
		Records Assistant	8
		Records Officer D	10
		Records Officer C	12
		Records Officer B	14
		Records Officer A	16



<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Supervising Records Officer	18
		Records Management Chief	20
<b>040</b>	<b>RESEARCH GROUP</b>		
		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
<b>041</b>	<b>RIGHT-OF-WAY GROUP</b>		
		Right-of-Way Assistant B	8
		Right-of-Way Assistant A	10
		Right-of-Way Officer	12
		Senior Right-of-Way Officer	15
<b>042</b>	<b>SECRETARIAL/STENOGRAPHIC GROUP</b>		
		Stenographer A	9
		Secretary B	7
		Minutes/Agenda Officer B	11
		Secretary C	6
		Secretary A	9
<b>043</b>	<b>WATER/SEWERAGE MAINTENANCE GROUP</b>		
		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
<b>044</b>	<b>STATISTICAL GROUP</b>		
		Statistical Assistant B	8

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Statistical Assistant A	10
		Statistician B	11
		Statistician A	13
<b>045</b>	<b>TRANSPORT MAINTENANCE GROUP</b>		
		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
<b>046</b>	<b>TRANSPORT OPERATIONS GROUP</b>		
		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
<b>047</b>	<b>UTILITIES/CUSTOMER SERVICES GROUP</b>		
		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
<b>048</b>	<b>WATER UTILITIES MANAGEMENT/DEVELOPMENT GROUP</b>		
		Water Utilities Management/Development Officer B	14
		Water Utilities Management/Development Officer A	16

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Senior Water Utilities Management/Development Officer	18
		Supervising Water Utilities Management/Development Officer	20
<b>049</b>	<b>WATER RESOURCES FACILITIES OPERATIONS GROUP</b>		
		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
<b>050</b>	<b>WATERSHED MANAGEMENT GROUP</b>		
		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
<b>051</b>	<b>WELDING AND METAL WORKING GROUP</b>		
		Welder B	6
		Welder A	8
<b>053</b>	<b>MANAGERIAL/EXECUTIVES GROUP/MANAGERIAL GROUP</b>		
		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
<b>01</b>	<b>ACCOUNTING GROUP</b>		
		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
<b>02</b>	<b>ADMINISTRATIVE/GENERAL SERVICES GROUP</b>		
		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
<b>03</b>	<b>BUILDING/GROUNDS/FACILITIES CONSTRUCTION AND MAINTENANCE GROUP</b>		
		Carpenter B	3
		Carpenter A	5
		Mason B	3
		Mason A	5
		Painter B	3
		Painter A	5
<b>04</b>	<b>BUDGETING GROUP</b>		
		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
<b>05</b>	<b>CASHIERING GROUP</b>		
		Cashiering Assistant	8
		Cashier D	10
		Cashier C	12
		Cashier B	14
		Cashier A	16
		Senior Cashier	18
		Collection Assistant	6

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

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		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
<b>014</b>	<b>INDUSTRIAL SECURITY AND INTELLIGENCE GROUP</b>		
		Industrial Security Guard C	3
		Industrial Security Guard B	5
<b>015</b>	<b>INTERNAL CONTROL GROUP</b>		
		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
<b>016</b>	<b>LABORATORY TESTING AND ANALYSIS GROUP</b>		
		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
<b>017</b>	<b>LABORING GROUP</b>		
		Utility Worker B	1
		Utility Worker A	3
<b>018</b>	<b>MATERIALS/SUPPLY MANAGEMENT GROUP</b>		
		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

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

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



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

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

Service Code	Occupational Group	Position Title	Salary Grade
<b>01</b>	<b>ACCOUNTING GROUP</b>	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
		<b>02</b>	<b>ADMINISTRATIVE/GENERAL SERVICES GROUP</b>
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		
<b>03</b>	<b>BUDGETING GROUP</b>		
		Corporate Budget Examiner	10
		Corporate Budget Analyst B	12
		Corporate Budget Analyst A	13
		Corporate Budget Officer C	13
		Corporate Budget Officer B	15
		<b>04</b>	<b>CASHIERING GROUP</b>
Cashier D	10		
Cashier C	12		
Cashier B	14		
Cashier A	16		
Collection Assistant	6		
<b>05</b>	<b>DRAFTING GROUP</b>		
		Draftsman B	6
		Draftsman A	8
		Senior Draftsman	11
		<b>06</b>	<b>ELECTRONIC DATA PROCESSING</b>
Computer Operator	9		

<b>Service Code</b>	<b>Occupational Group</b>	<b>Position Title</b>	<b>Salary Grade</b>
		Management Information Systems Analyst	14
		Senior Management Information Systems Analyst	16
<b>07</b>	<b>ENGINEERING/CONSTRUCTION GROUP</b>		
		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
<b>08</b>	<b>GENERAL CLERICAL GROUP</b>		
		Courier	2
		Clerk-Processor D	3
		Clerk-Processor C	4
		Clerk-Processor B	6
<b>09</b>	<b>INDUSTRIAL RELATIONS GROUP</b>		
		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
<b>010</b>	<b>LABORING GROUP</b>		
		Utility Worker B	1
		Utility Worker A	3
<b>011</b>	<b>RECORDS MANAGEMENT GROUP</b>		
		Records Assistant	8
<b>012</b>	<b>TRANSPORT OPERATIONS GROUP</b>		
		Driver	4
<b>013</b>	<b>UTILITIES/CUSTOMER SERVICES GROUP</b>		
		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

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