

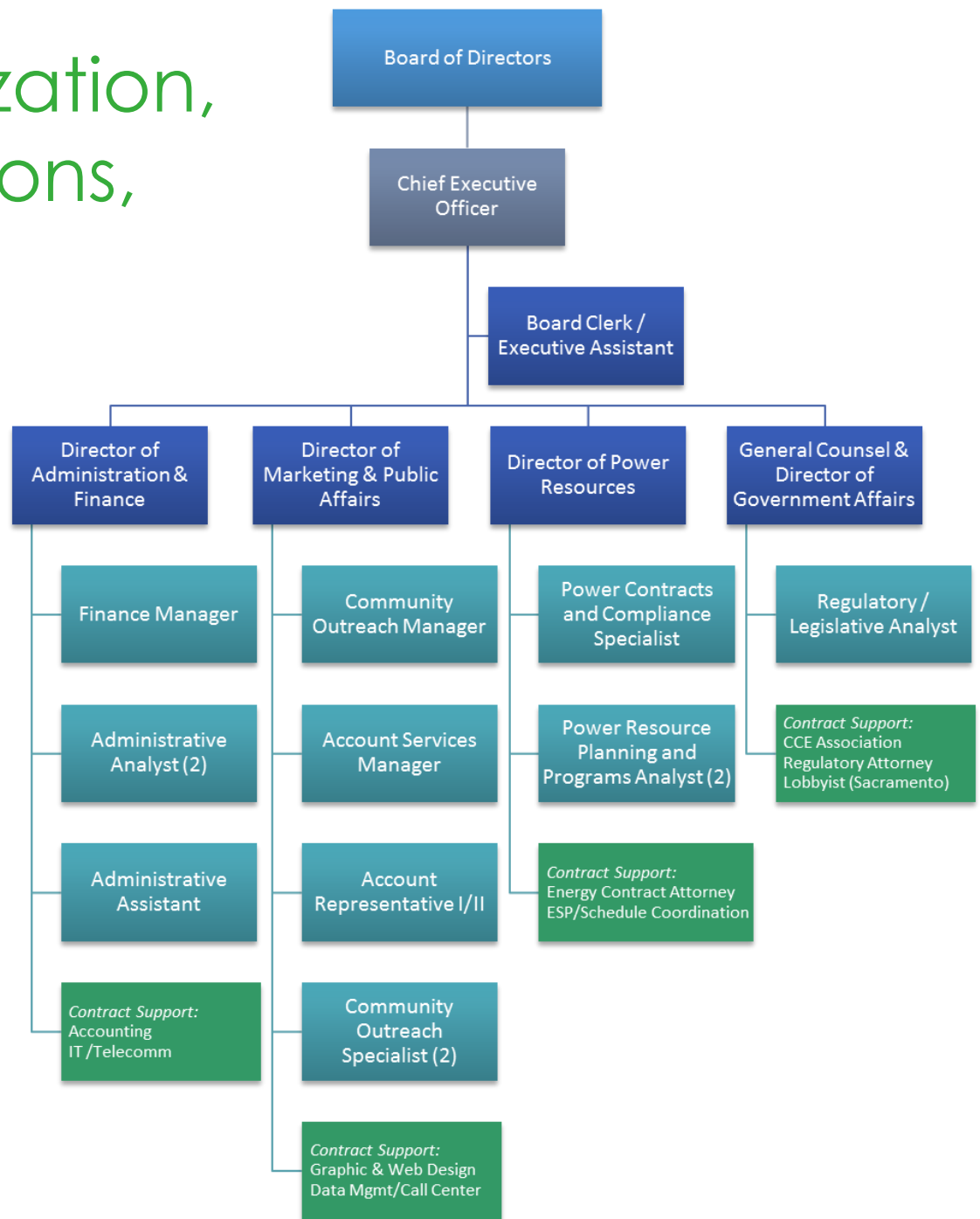


**SILICON VALLEY
CLEAN ENERGY**

Board of Directors Meeting

August 10, 2016

Item 5) Organization, Job Classifications, and Salary Schedule



Hiring Plan

| Position | Group 1 Sept - Dec 2016 | Group 2 Jan – May 2017 | Group 3 Jun – Dec 2017 |
|--|-------------------------------|------------------------------|------------------------------|
| Chief Executive Officer | <i>Complete</i> | | |
| Board Clerk/Executive Assistant | New Hire | | |
| Director of Administration and Finance | | New Hire | |
| Finance Manager | | New Hire | |
| Administrative Analyst (2) | | New Hire | New Hire |
| Administrative Assistant | | | New Hire |
| Director of Marketing & Public Affairs | New Hire | | |
| Community Outreach Manager | | New Hire | |
| Account Services Manager | New Hire | | |
| Account Representative I/II | New Hire | | |
| Community Outreach Specialist (2) | New Hire | New Hire | |
| Director of Power Resources | | New Hire | |
| Power Contracts and Compliance Manager | | | New Hire |
| Power Resource Planning and Programs Analyst (2) | | New Hire | New Hire |
| General Counsel & Director of Government Affairs | | | New Hire |
| Regulatory/Legislative Analyst | | | New Hire |



Salary Study and Proposed Salaries

| Classification | Study Results (Monthly) | | | Proposed (Monthly) | | | Proposed (Annual) | |
|--|-------------------------|--------|---------|--------------------|---------------|------------------|-------------------|----------------|
| | Mean | Median | Highest | Minimum (CP-30%) | Control Point | Maximum (CP+10%) | Minimum Salary | Maximum Salary |
| Account Representative I | See Below | | | 5,250 | 7,500 | 8,250 | 63,000 | 99,000 |
| Account Representative II | 8,272 | 8,223 | 9,143 | 6,300 | 9,000 | 9,900 | 75,600 | 118,800 |
| Account Services Manager | 10,343 | 10,291 | 11,623 | 8,400 | 12,000 | 13,200 | 100,800 | 158,400 |
| Administrative Analyst | 8,632 | 8,584 | 9,167 | 6,300 | 9,000 | 9,900 | 75,600 | 118,800 |
| Administrative Assistant | 5,766 | 5,746 | 5,857 | 4,200 | 6,000 | 6,600 | 50,400 | 79,200 |
| Board Clerk / Executive Assistant | 9,663 | 9,960 | 11,232 | 7,700 | 11,000 | 12,100 | 92,400 | 145,200 |
| Community Outreach Manager | 10,728 | 9,123 | 14,969 | 8,400 | 12,000 | 13,200 | 100,800 | 158,400 |
| Community Outreach Specialist | 6,106 | 6,067 | 6,417 | 4,550 | 6,500 | 7,150 | 54,600 | 85,800 |
| Director of Administration & Finance | 15,362 | 16,273 | 19,929 | 11,200 | 16,000 | 17,600 | 134,400 | 211,200 |
| Director of Marketing & Public Affairs | 13,166 | 13,166 | 14,665 | 11,200 | 16,000 | 17,600 | 134,400 | 211,200 |
| Director of Power Resources | 15,589 | 15,464 | 16,161 | 13,300 | 19,000 | 20,900 | 159,600 | 250,800 |
| Finance Manager | 13,166 | 13,463 | 15,621 | 9,100 | 13,000 | 14,300 | 109,200 | 171,600 |
| General Counsel & Director of Government Affairs | 20,695 | 20,591 | 22,233 | 15,400 | 22,000 | 24,200 | 184,800 | 290,400 |
| Power Contracts & Compliance Manager | 12,516 | 11,721 | 15,511 | 10,500 | 15,000 | 16,500 | 126,000 | 198,000 |
| Power Resource Planning & Programs Analyst | 9,974 | 9,751 | 11,250 | 7,700 | 11,000 | 12,100 | 92,400 | 145,200 |
| Regulatory/Legislative Analyst | 10,419 | 10,180 | 10,914 | 7,700 | 11,000 | 12,100 | 92,400 | 145,200 |



5) Org Structure, Job Classifications, and Salary Schedule

Recommendation:

Adopt resolution approving the organizational structure, job classifications, and salary schedule for SVCEA, authorizing the CEO to develop and update job classification descriptions as needed and authorizing the CEO to initiate recruitments.



6) Credit and Banking Services Update

- RFP Process conducted. A single provider selected for negotiation.
- Terms significantly better than estimated:
 - *\$20M Line of Credit with no guaranty and no interest for unused credit*
 - *\$2-3M Term loan with equivalent guaranty*
 - *Also providing banking services*
 - *Experience in CCE programs*
 - *Committed to supporting program success*
- September Board Meeting for action



Thank you



**SILICON VALLEY
CLEAN ENERGY**