



WEST VALLEY WATER DISTRICT  
855 W. Base Line Road, Rialto, CA 92376  
PH: (909) 875-1804 FAX: (909) 875-1849

**HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**TUESDAY, FEBRUARY 20, 2024 - 5:00 PM**

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**BOARD OF DIRECTORS**

Director Kelvin Moore, Chair  
Director Channing Hawkins

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to [administration@wvwd.org](mailto:administration@wvwd.org).

If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).

**I. CALL TO ORDER**

**II. PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

**III. DISCUSSION ITEMS**

1. Updates to the Human Resources Committee
2. Update on Employees on COVID-19 Leave
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims

6. ACWA JPIA - EPLI coverage
7. Update on Recruitments
8. Classification & Compensation Study
9. Director of Engineering - Job Specification Changes.
10. Employee Development Program

#### IV. ADJOURN

#### DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee Agenda at the District Offices on January 18, 2023.

*Elvia Dominguez*

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Elvia Dominguez, Board Secretary



**BOARD OF DIRECTORS  
HUMAN RESOURCES COMMITTEE  
STAFF REPORT**

**DATE:** February 20, 2024  
**TO:** Human Resources Committee  
**FROM:** Haydee Sainz, Human Resources and Risk Manager  
**SUBJECT:** DIRECTOR OF ENGINEERING - JOB SPECIFICATION CHANGES

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**BACKGROUND:**

The District is currently conducting a Total Classification and Compensation Study. All classifications were reviewed to determine whether the essential functions, requirements (i.e. certifications, education, and experience) are in line with industry standards.

**DISCUSSION:**

CPS compared the Director of Engineering position with the comparable agencies which are East Valley Water District, Coachella Valley Water District, Cucamonga Valley Water District, Elsinore Valley Municipal Water District, Mesa Water District, Yucaipa Water District, Yorba Linda Water District and Walnut Valley Water District. The determination for this classification that the essential duties are accurately described for this position/title. The following are changes made to the minimum qualifications:

- Education – Equivalent to Bachelor’s degree in civil, mechanical engineering or related field.
- Experience - Ten (10) years of progressively responsible experience in engineering and planning, at least five (5) of which were at a manager or supervisory level. Experience in a public agency is preferred.
- Classification specification has been updated to ensure up-to-date information.

**FISCAL IMPACT:**

No fiscal impact with the recommended changes to the Engineering Director job description.

**STAFF RECOMMENDATION:**

Staff recommends that this item be submitted for Committee consideration and forwarded to the Board of Directors to approve and adopt the changes to the minimum qualifications of the Director of Engineering job specification and authorize the General Manager to execute all necessary documents.

**ATTACHMENT(S):**

1. Final - Director of Engineering 1.10.2024 HS
2. Director of Engineering CPS redline HS



## Director of Engineering

Department/Division:	Engineering
Reports To:	Assistant General Manager
Provides Direction To:	Engineering Department
FLSA Exemption Status:	Exempt
Date Prepared:	July 1, 2021
Date Updated:	February 2, 2024

### GENERAL PURPOSE

Under general direction, plan, organize, direct and supervise the efficient operation of the Engineering Department, including capital projects, development services, inspection, construction management, water resources and GIS; provides expert professional assistance and guidance to District's Board, managers and supervisors on development and construction projects.

### DISTINGUISHING CHARACTERISTICS

The Director of Engineering, as Department Head, shall understand the District's mission, strategic goals, values and policies. The incumbent will be self-motivated with good judgment and high ethical standards; have excellent verbal and written communication skills along with the ability to multi-task and organize. Leadership skills are critical to the positions combined with technical abilities to motivate and enhance employee morale. The incumbent, as a Department Head, also functions as a member of the District's executive management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

1. Plan, organize, direct, and supervise the efficient operation of the Engineering Department, including the District's Geographic Information System (GIS) program.
2. Implement short and long-range plans and objectives of the District, formulating plans into capital improvement projects.

3. Organize the structure of the Engineering Department, adjusting it in accordance with workloads and new and changing functions.
4. Responsible for preparation, presentation and control of the Engineering Department operating budget and District capital budget.
5. Ensure compliance with all applicable federal, state and local laws and statutes affecting engineering and planning at the District.
6. Enforce all construction and operational safety procedures and regulations.
7. Attend regularly scheduled and special Board of Directors and Committee meetings providing input and expertise relative to engineering and planning.
8. Maintain contact with various governmental and regulatory agencies, industry related agencies, and represent the District at public and professional organizations, as well as on committees/workgroups of local water agencies.
9. Assist in the development, administration, and enforcement of District policies and procedures as approved by the General Manager and the Board of Directors, including assisting the Engineering Department management team in the interpretation of existing and new policies and procedures.
10. Plans, manages and conducts water resources studies, analyses, and special projects to meet water supply goals and reliability.
11. Review and approve reports, plans, and specifications for all capital improvements.
12. Conduct and/or participate in regular project management, planning and/or staff meetings with other department and District staff.
13. Develop subordinates through delegation of authority, mentoring and encouragement of appropriate certifications.
14. Effectively interface with other department managers, Directors on a regular basis.
15. Approve construction contract negotiations.
16. Direct and approve consultant selection and contract negotiation.
17. Review and approve performance reviews of department personnel on a regular periodic basis.
18. Recommend all salary adjustments, promotions, and disciplinary action for department staff.

19. Perform special assignments as directed by the Assistant General Manager and the General Manager.
20. Maintain prompt and regular attendance.
21. Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Theories, principles, practices, and techniques involved in the construction, maintenance and operation of a water production and distribution system; principles, theories and practices of asset management, computerized maintenance management, fleet management, energy management, corrosion management, information technology, and SCADA system management; theory, principles and practices of environmental research, planning and regulatory compliance; federal, state and local laws, regulations and permitting requirements applicable to water quality and environmental compliance, including the Safe Drinking Water Act, the Clean Water Act and the Federal Stormwater Rule; pertinent federal and state codes and regulations involved in discharge permit and ELAP certification; organization and functions of an elected board of directors; the Brown Act and other laws and regulations governing the conduct of public meetings; principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records; research methods and statistical analysis techniques; principles and practices of effective management and supervision; principles and practices of sound business communications; district policies, procedures and practices regarding area of assignment, plus applicable state and federal regulations; District human resources policies and labor contract provisions; safety policies and safe work practices applicable to the work.

### **Ability to:**

Plan and direct a division of management, professional, technical, and administrative staff in the construction, operation and maintenance of a water agency; direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings; define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; work collaboratively with other executives and managers and provide expert advice and counsel to develop solutions to complex issues; analyze and make sound recommendations on complex construction, operation and maintenance issues; develop and implement appropriate procedures and controls; communicate effectively, both orally and in writing, including the preparation of clear, concise and comprehensive correspondence, reports, proposals, studies and other written materials; understand, interpret, explain and apply applicable laws, codes and ordinances; represent the District effectively in dealings and negotiations with and presentations to board members, elected and appointed governmental officials, consultants, contractors, vendors, employees and the public; operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment; use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people;

establish and maintain effective working relationships with all those encountered in the course of work.

### **Minimum Qualifications:**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

**Education:** Equivalent to Bachelor's degree in Civil, Mechanical Engineering or related field,

**AND**

**Experience:** Ten (10) years of progressively responsible experience in engineering and planning, at least five (5) of which were at a manager or supervisory level. Experience in a public agency is preferred.

### **Licenses, Certificates, Special Requirements:**

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registered as a Professional Civil Engineer in the State of California.

Possession of SWRCB Certification as a Water Distribution Systems Operator and/or Water Treatment Operator is desirable.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

### **Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to life-threatening, emergency situations; and interacts with others encountered in the course of work.

## **WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

Work requires responding to emergency calls.





## Director of Engineering

Department/Division:	Engineering
Reports To:	Assistant General Manager <del>of Engineering and Operations</del>
Provides Direction To:	Engineering Development, Roemer Expansion/Water Resources, Engineering CIP and GIS
FLSA Exemption Status:	Exempt
Date Prepared:	July 1, 2021
<u>Date Updated:</u>	<u>January 25, 2023</u>

### GENERAL PURPOSE

Under general direction, plan, organize, direct and supervise the efficient operation of the Engineering ~~and Planning~~ Department, including capital projects, development services, inspection, ~~and~~ construction management, water resources and GIS; provides expert professional assistance and guidance to District's Board, managers and supervisors on development and construction projects.

### DISTINGUISHING CHARACTERISTICS

The Director of Engineering, as a Department Head, shall understand the District's mission, strategic goals, values and policies. The incumbent will be self-motivated with good judgment and high ethical standards; have excellent verbal and written communication skills along with the ability to multi-task and organize. Leadership skills are critical to the positions combined with technical abilities to motivate and enhance employee morale. The incumbent, as a Department Head, also functions as a member of the District's executive management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

1. Plan, organize, direct, and supervise the efficient operation of the Engineering ~~and Planning~~ Department, including the Districts Geographic Information System (GIS) program.

- 4.2. Implement short and long-range plans and objectives of the District, formulating plans into capital improvement projects.
- 2.3. Organize the structure of the Engineering ~~and Planning~~ Department, adjusting it in accordance with workloads and new and changing functions.
- 3.4. Responsible for preparation, presentation and control of the Engineering ~~and Planning~~ Department operating budget and District capital budget.
- 4.5. Ensure compliance with all applicable federal, state and local laws and statutes affecting engineering and planning at the District.
- 5.6. Enforce all construction and operational safety procedures and regulations.
- 6.7. Attend regularly scheduled ~~and special~~ Board of Directors and Committee meetings providing input and expertise relative to engineering and planning.
- 7.8. Maintain contact with various governmental and regulatory agencies, industry related agencies, and represent ~~WAW~~the District at public and professional organizations, as well as on committees/workgroups of local water agencies.
- 8.9. Assist in the development, administration, and enforcement of District policies and procedures as approved by the General Manager and the Board of Directors, including assisting the Engineering ~~and Planning~~ Department management team in the interpretation of existing and new policies and procedures.
10. Plans, manages and conducts water resources studies, analyses, and special projects to meet water supply goals and reliability.
- 9.11. Review and approve reports, plans, and specifications for all capital improvements.
- 10.12. Conduct ~~and/or participate in~~ regular project management, planning and/or staff meetings with other department ~~and District management staff~~.
- 11.13. Develop subordinates through delegation of authority, mentoring and encouragement of appropriate certifications.
- 12.14. Effectively interface with other department managers, ~~and~~ Directors and Executives on a regular basis.
- 13.15. Approve construction contract negotiations.
- 14.16. Direct and approve consultant selection and contract negotiation.

~~15-17.~~ Review and approve performance reviews of department personnel on a regular periodic basis.

~~16-18.~~ Recommend all salary adjustments, promotions, and disciplinary action for department staff.

~~17-19.~~ Perform special assignments as directed by the Assistant General Manager of ~~Engineering and Operations~~ and the General Manager.

~~18-20.~~ Maintain prompt and regular attendance.

~~19-21.~~ Perform other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Theories, principles, practices, and techniques involved in the construction, maintenance and operation of a water production and distribution system; principles, theories and practices of asset management, computerized maintenance management, fleet management, energy management, corrosion management, information technology, and SCADA system management; theory, principles and practices of environmental research, planning and regulatory compliance; federal, state and local laws, regulations and permitting requirements applicable to water quality and environmental compliance, including the Safe Drinking Water Act, the Clean Water Act and the Federal Stormwater Rule; pertinent federal and state codes and regulations involved in discharge permit and ELAP certification; organization and functions of an elected board of directors; the Brown Act and other laws and regulations governing the conduct of public meetings; principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records; research methods and statistical analysis techniques; principles and practices of effective management and supervision; principles and practices of sound business communications; district policies, procedures and practices regarding area of assignment, plus applicable state and federal regulations; District human resources policies and labor contract provisions; safety policies and safe work practices applicable to the work.

### Ability to:

Plan and direct a division of management, professional, technical, and administrative staff in the construction, operation and maintenance of a water agency; direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings; define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; work collaboratively with other executives and managers and provide expert advice and counsel to develop solutions to complex issues; analyze and make sound recommendations on complex construction, operation and maintenance issues; develop and implement appropriate procedures and controls; communicate effectively, both orally and in writing, including the preparation of clear, concise and comprehensive correspondence, reports, proposals, studies and other written materials;

understand, interpret, explain and apply applicable laws, codes and ordinances; represent the District effectively in dealings and negotiations with and presentations to board members, elected and appointed governmental officials, consultants, contractors, vendors, employees and the public; operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment; use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people; establish and maintain effective working relationships with all those encountered in the course of work.

### Minimum Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to Bachelor's degree in civil, ~~mechanical~~ -engineering or a related ~~science~~ field is required. Master's Degree in Civil Engineering, Management, or related field preferred.

### AND

Experience: Ten (10) years of progressively responsible experience in engineering and planning, at least five (5) of which were at a manager or supervisory level. Experience in a public agency is preferred. Additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).

### Licenses, Certificates, Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registered Professional Engineer in the State of California is highly desirable.

### PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Physical Demands

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

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