



WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804
WWW.WVWD.ORG

HUMAN RESOURCES COMMITTEE MEETING
AGENDA

Wednesday, November 12, 2025, 6:00 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

President Kelvin Moore, Chair
Director Estevan Bennett

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.

If you require additional assistance, please contact administration@wvwd.org.

CALL TO ORDER

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

DISCUSSION ITEMS

1. Updates to the Human Resources Committee
2. Update on Employees on FMLA and Medical Leave
3. Update on Liability Claims
4. Update on Workers Compensation Claims
5. Update on Recruitments
6. Proposed New Position - Geographic Information System Technician

ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Paola Lara, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Lara may be contacted by telephone at (909) 875-1804 ext. 702, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on November 6, 2025.

Paola Lara

Paola Lara, Acting Board Secretary

Date Posted: November 6, 2025



STAFF REPORT

DATE: November 12, 2025
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Proposed New Position - Geographic Information System Technician

STRATEGIC GOAL:

Strategic Goal 1 - Manage and Deliver a Safe, Reliable, and Sustainable Water Supply

B. Assess, Repair, Replace, Upgrade Aging Infrastructure

Strategic Goal 2 - Be an Exemplary Employer

A. Attract and Retain High Performing Employees

B. Prioritize Staff Development, Career Opportunities, and Succession Planning

Strategic Goal 6 – Demonstrate Effective Financial Stewardship

D. Maintain a Data Driven Approach and Financial-Based Decision-Making

BACKGROUND:

Currently, the District's GIS team consists of one full-time GIS Administrator and two GIS Interns (limited to 1,000 hours per fiscal year). This structure presents a significant vulnerability, as the District relies heavily on a single individual to manage all GIS applications, data, and servers. Interns require extensive training and oversight, and their limited availability and turnover result in lost institutional knowledge and inconsistent support.

The Engineering Department further noted that the District's investment in GIS tools and software is not being fully leveraged due to staffing limitations. Many planned and routine tasks are delayed or unaddressed, and the lack of redundancy poses a risk to continuity and service reliability. Their recommendation aligns with the District's strategic goals and supports the expansion of GIS capabilities to improve efficiency, compliance, and long-term planning.

Recognizing these challenges, the Engineering Department conducted an internal evaluation of GIS staffing needs and concluded that the addition of a full-time GIS Technician is essential to support current and future operational demands. Their assessment highlighted the growing reliance on GIS for infrastructure planning, asset management, and data-driven decision-making, and emphasized that a single GIS Administrator cannot adequately support the volume and complexity of work required across departments.

DISCUSSION:

The Geographic Information Systems (GIS) function at West Valley Water District (WVWD) plays a critical role in supporting nearly every department by providing spatial data, mapping tools, and analytical capabilities that improve operational efficiency and decision-making. Currently, the GIS team consists of one full-time GIS Administrator and two part-time GIS Interns (limited to 1,000 hours per fiscal year). This staffing structure has proven insufficient to meet the growing demands of the District and does not provide the redundancy or resiliency needed for long-term sustainability.

GIS is far more than map-making—it is a foundational tool for infrastructure planning, asset management, customer service, and regulatory compliance. The GIS Administrator is responsible for managing all GIS applications, data, and servers, while also training and supervising interns. This workload has limited the District's ability to fully leverage its GIS investments and support strategic initiatives.

Staff prepared the GIS job description, which reflects the current requirements, duties, and responsibilities of the position. The established and proposed annual salary range for the classification is as follows:

- Geographic Information Systems (GIS) Range 127 - \$78,250 - \$110,573.

With the creation of the proposed full-time GIS Technician position, the two intern roles will be eliminated and no longer considered necessary for ongoing GIS operations. This change reflects a strategic shift toward building a stable, skilled, and permanent GIS team that can support the District's long-term goals.

FISCAL IMPACT:

The total compensation cost for the proposed full-time GIS Technician position is estimated to be between \$125,200 and \$176,917, the actual financial impact will be dependent on the candidate's placement upon hire.

To fully fund the position for the remainder of the fiscal year, a budget adjustment of approximately \$75,000 will be required assuming the position is filled promptly and placed at the lower end of the salary range. This adjustment will support the salary and benefits associated with the new role.

REQUESTED ACTION:

Forward a recommendation to the Board of Directors to:

1. Approve the creation of a full-time Geographic Information System (GIS) Technician position; and
2. Adopt the proposed salary range for the new position as outlined in the updated salary schedule below.
3. Approve a budget adjustment of \$75,000 to fund the new GIS position.

Attachments

[New GIS Technician Final .pdf](#)

[2025-26 Salary Schedule 12.4.2025 .pdf](#)



Geographic Information Systems (GIS) Technician

Department/Division:	Engineering
Reports To:	GIS Administrator
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	

GENERAL PURPOSE

Under general supervision, the GIS Technician performs technical duties in support of the Geographic Information System (GIS) program. This position is responsible for collecting, updating, and maintaining spatial and attribute data related to the District's water infrastructure, producing maps and exhibits, and supporting engineering, operations, and customer service teams with accurate and timely GIS data. The GIS Technician ensures data integrity and contributes to the efficient operation of the District's asset management and planning efforts.

DISTINGUISHING CHARACTERISTICS

The GIS Technician position provides technical and professional duties to the overall development, operation, and maintenance of GIS in support of District operations. The work requires public contact, the frequent use of sound judgment and good knowledge of departmental operations. Completed work is reviewed in terms of compatibility with requirements effectiveness and expected results.

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.

- Collects, inputs, and maintains GIS data related to the District's water infrastructure, including pipelines, valves, hydrants, meters, and easements.
- Consults with various departments regarding GIS needs and requirements, including identifying, designing and developing GIS applications and procedures integrating the GIS program with existing databases and assists with training users on how to operate applications.
- Create, update, and maintain GIS maps and related databases using ESRI ArcGIS software.
- Prepares, scans, and indexes large-format engineering documents to support GIS and recordkeeping functions.
- Creates, updates, and maintains presentation-quality maps and exhibits for meetings, reports, and public communications; produces system atlas maps for operational use.
- Performs basic spatial analysis and generates dashboards and visualizations to communicate asset performance and support decision-making.
- Conducts field verification and GPS data collection to ensure accuracy of GIS data.
- Updates asset information critical to the District's Asset Management program.

- Maintains expertise in GIS software and technologies, including emerging geospatial tools and AI applications.
- Interfaces with other departments and external agencies to support collaborative GIS projects and data sharing.
- Assists in integrating GIS data with other District systems such as asset management, work order, and conservation tracking platforms.
- Provides mapping and staffing support to the District's Emergency Operations Center during emergency response activities.
- Develops user documentation and training materials; assists staff in implementing new GIS applications or system enhancements.
- Supports conservation efforts and compliance with state initiatives such as "Conservation as a California Way of Life."
- Responds to internal and external requests for GIS data and mapping products.
- Maintains metadata and documentation for GIS layers and procedures.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles and practices of GIS, cartography, and spatial data management.
- ESRI ArcGIS software suite, including ArcMap, ArcGIS Pro, and ArcGIS Online.
- GPS data collection methods and mobile GIS applications.
- Water utility infrastructure and terminology.
- Microsoft Office applications (Word, Excel, Outlook).
- Imagery formats commonly used and the ability to manipulate imagery as required.

Ability to:

- Accurately perform basic GIS duties using the District's GIS System; perform technical research; prepare maps, graphs, and reports, interpret and analyze technical information based on District and Regulatory guidelines.
- Read and interpret engineering drawings, utility maps, and legal descriptions.
- Perform accurate data entry and quality control.
- Communicate effectively both verbally and in writing.
- Work independently and collaboratively in a team environment.
- Prioritize tasks and manage time efficiently.
- Understand basic principles of water technology and infrastructure.
- Perform highly detailed work on multiple concurrent tasks.
- Maintain confidentiality of highly sensitive information.

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: A Bachelor's degree in GIS, Geography, Engineering Technology, Computer Science, or a related field from an accredited college or university is required.

Substitution: In lieu of a bachelor's degree, candidates must have:

- A GIS Certificate from an accredited academic institution or recognized professional organization (e.g., ESRI), and
- A minimum of two (2) years of GIS work experience in a public utility environment.

Experience: One (1) year of experience working with GIS Software and spatial data, including mapping and database updates, preferably in a public utility or municipal environment.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

In accordance with California Government Code Section 3100, West Valley Water District employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, and reach with hands and arms. Incumbent frequently is required to walk and stand, talk or hear; sit or balance, stoop, kneel, crouch or crawl. The incumbent must occasionally lift and/or move up to twenty-five (25) pounds. Performs fieldwork in varying weather conditions and terrain. Operates a motor vehicle to travel to field sites and District facilities. Work is performed in both office and field settings. Exposure to outdoor elements including heat, cold, dust, and uneven terrain. May be required to wear personal protective equipment (PPE) during field activities.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE 12/4/2025

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
GIS Student Intern (Limited Term <1000 Hours)	107	\$ 22.96		N	
Student Intern (Limited Term <1000 Hours)	107	\$ 22.96		N	
Field Assistant (Limited Term <1000 Hours)	107	\$ 22.96		N	
Customer Service Representative I	112	\$ 54,038	\$ 76,336	N	
Meter Services Operator Assistant	112	\$ 54,038	\$ 76,336	N	
Customer Service Representative II	116	\$ 59,634	\$ 84,261	N	
Water Distribution Operator Assistant	116	\$ 59,634	\$ 84,261	N	
Meter Services Operator I	116	\$ 59,634	\$ 84,261	N	
Accounting Specialist I-Billing	119	\$ 64,230	\$ 90,750	N	
Accounting Specialist I-Accounts Payable	119	\$ 64,230	\$ 90,750	N	
Customer Service Representative III	120	\$ 65,832	\$ 93,018	N	
Water Distribution Operator I	120	\$ 65,832	\$ 93,018	N	
Meter Services Operator II	120	\$ 65,832	\$ 93,018	N	
Administrative Specialist	120	\$ 65,832	\$ 93,018	N	
Accounting Specialist II-Billing	121	\$ 67,475	\$ 95,347	N	
Accounting Specialist II-Accounts Payable	121	\$ 67,475	\$ 95,347	N	
Support Services Specialist I	122	\$ 69,160	\$ 97,718	N	
Water Production Operator I	122	\$ 69,160	\$ 97,718	N	
Payroll Specialist	123	\$ 70,886	\$ 100,173	N	
Accounting Specialist III-Billing	123	\$ 70,886	\$ 100,173	N	
Customer Service Lead	124	\$ 72,675	\$ 102,669	N	
Development Coordinator I	124	\$ 72,675	\$ 102,669	N	
Engineering Inspector I	124	\$ 72,675	\$ 102,669	N	
Water Treatment Operator I	124	\$ 72,675	\$ 102,669	N	
Water Distribution Operator II	124	\$ 72,675	\$ 102,669	N	
Meter Services Operator III	124	\$ 72,675	\$ 102,669	N	
Cross-Connection Technician	124	\$ 72,675	\$ 102,669	N	
Accounting Specialist Lead-Billing	126	\$ 76,336	\$ 107,869	N	
Water Production Operator II	126	\$ 76,336	\$ 107,869	N	
Electrical and Instrument Technician	126	\$ 76,336	\$ 107,869	N	
Geographic Information Systems (GIS) Technician	127	\$ 78,250	\$ 110,573	N	
Public Outreach And Government Affairs Representative I	127	\$ 78,250	\$ 110,573	N	
Water Conservation Specialist	127	\$ 78,250	\$ 110,573	N	
Support Services Specialist II	128	\$ 80,205	\$ 113,339	N	
Facilities Maintenance Technician	128	\$ 80,205	\$ 113,339	N	
Development Coordinator II	128	\$ 80,205	\$ 113,339	N	
Engineering Inspector II	128	\$ 80,205	\$ 113,339	N	
Water Treatment Operator II	128	\$ 80,205	\$ 113,339	N	
Water Distribution Operator III	128	\$ 80,205	\$ 113,339	N	
Lead Meter Services Operator	128	\$ 80,205	\$ 113,339	N	
Water Quality Specialist	128	\$ 80,205	\$ 113,339	N	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE 12/4/2025

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Cross-Connection Control Specialist	128	\$ 80,205	\$ 113,339	N	
Executive Assistant I	128	\$ 80,205	\$ 113,339	N	
Assistant Engineer	129	\$ 82,222	\$ 116,168	N	
Human Resources Specialist	129	\$ 82,222	\$ 116,168	N	
* Human Resources Specialist	Y		\$ 122,616	N	
Water Production Operator III	130	\$ 84,261	\$ 119,080	N	
Accountant	131	\$ 86,382	\$ 122,054	N	
Purchasing Analyst	131	\$ 86,382	\$ 122,054	N	
Public Outreach And Government Affairs Representative II	131	\$ 86,382	\$ 122,054	N	
Development Coordinator III	132	\$ 88,546	\$ 125,091	N	
Engineering Inspector III	132	\$ 88,546	\$ 125,091	N	
Water Treatment Operator III	132	\$ 88,546	\$ 125,091	N	
Electrical Instrumentation and Control Specialist	132	\$ 88,546	\$ 125,091	N	
Lead Water Distribution Operator	132	\$ 88,546	\$ 125,091	N	
Information Technology Specialist	132	\$ 88,546	\$ 125,091	N	
Human Resources Analyst	133	\$ 90,750	\$ 128,232	N	
Water Conservation Analyst	134	\$ 93,018	\$ 131,435	Y	
Lead Water Production Operator	134	\$ 93,018	\$ 131,435	N	
Executive Assistant II - Confidential	134	\$ 93,018	\$ 131,435	N	
Senior Public Outreach And Government Affairs Representative	135	\$ 95,347	\$ 134,722	Y	
Lead Water Treatment Operator	136	\$ 97,718	\$ 138,091	N	
Associate Engineer	137	\$ 100,173	\$ 141,544	Y	
Customer Service Supervisor	138	\$ 102,669	\$ 145,080	Y	
Support Services Supervisor	138	\$ 102,669	\$ 145,080	Y	
Development Services Supervisor	138	\$ 102,669	\$ 145,080	Y	
Water Quality Supervisor	138	\$ 102,669	\$ 145,080	Y	
GIS Administrator	140	\$ 107,869	\$ 152,422	Y	
Chief Water Systems Operator-Distribution And Meter Services	140	\$ 107,869	\$ 152,422	Y	
Board Secretary	Board Sec	\$ 103,730	\$ 146,557	Y	
Information Technology Administrator	140	\$ 107,869	\$ 152,422	Y	
Chief Water Systems Operator-Production	142	\$ 113,339	\$ 160,139	Y	
Project Manager	143	\$ 116,168	\$ 164,133	Y	
Chief Water Systems Operator-Treatment	144	\$ 119,080	\$ 168,251	Y	
Senior Engineer	149	\$ 134,722	\$ 190,362	Y	
Senior Engineer	Y		\$ 196,498	Y	
Business Systems Manager	152	\$ 145,080	\$ 204,984	Y	
Public Outreach And Government Affairs Manager	152	\$ 145,080	\$ 204,984	Y	
Finance Manager	156	\$ 160,139	\$ 226,262	Y	
Director Of Technical Services	156	\$ 160,139	\$ 226,262	Y	
Human Resources And Risk Manager	156	\$ 160,139	\$ 226,262	Y	
Director Of Engineering	160	\$ 176,758	\$ 249,766	Y	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE 12/4/2025

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Director Of Operations	160	\$ 176,758	\$ 249,766	Y	
Chief Financial Officer	164	\$ 195,104	\$ 275,683	Y	
Assistant General Manager	168	\$ 215,363	\$ 304,304	Y	
General Manager	GM		\$ 349,253	Y	
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2024			\$ 216.70		
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2025			\$ 227.54		

* =Y-Rate (base salary is set above the maximum for the range assigned)