



**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, May 13, 2026, 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. Minutes of the April 22, 2026, Special Committee Meeting **PG 5**
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Inland Empire Black Worker Center's Transformative IE Works Program
8. Proposed Amended Job Description - Director of Technical Services **PG 7**

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, Kara Johnson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Johnson may be contacted by telephone at (909) 875-1804 ext. 703, 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 May 7, 2026.

Kara Johnson

Kara Johnson, Acting Board Secretary

Date Posted: May 7, 2026

MINUTES
SPECIAL HUMAN RESOURCES
COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
April 22, 2026

I. CALL TO ORDER

Chair Moore called the Human Resources Committee meeting to order at 6:02 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. PUBLIC PARTICIPATION

Chair Moore inquired if anyone from the public would like to speak. No requests were received, therefore Chair Moore closed the public comment period.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee

Human Resources and Risk Manager Sainz reported that staff met with Local 12 Union representatives to present and advise them of the proposed reorganization of the Production and Treatment Divisions.

Human Resources and Risk Manager Sainz formally presented Local 12 Union representatives to the Committee.

2. Minutes for the March 11, 2026, Regular Committee Meeting

The Committee approved the minutes as presented

3. Update on Employees on FMLA and Medical Leave

Human Resources and Risk Manager Sainz provided the update.

4. Update on Liability Claims

Human Resources and Risk Manager Sainz provided the update.

5. Update on Workers Compensation Claims

Human Resources and Risk Manager Sainz provided the update.

6. Update on Recruitments

Human Resources and Risk Manager Sainz reported that the Customer Service Representative III position was transitioned to the GIS Technician and the Finance department determined that there is a need for two (2) 1,000-hour staff in customer service. HR will develop a job specification for the CSR 1,000-hours positions. Chief Water Systems Operator-Production and Senior Engineer is under management evaluation. Public Outreach and Government Affairs Representative I is on hold. Board Secretary will close on May 8, 2026. Field Assistant/1,000-hour had two candidates selected and onboarded on April 14, 2026. Senior Accountant second round of interviews took place on April 23, 2026. Customer Service Lead has a start date of April 27, 2026.

7. Inland Empire Black Worker Center’s Transformative IE Works Program

Human Resources and Risk Manager Sainz reported that the representatives of the organization mentioned were formally invited to attend the committee meeting and were not present.

8. Customer Service Representative III replaced by GIS Technician

Human Resources and Risk Manager Sainz reported that Finance reviewed the vacancy created by the CSR III position and determined that the position could be reclassified into the GIS technician position. This adjustment did not increase the total number of full-time positions; and remain at 88. As part of the same review, the two 1,000-hour positions that were in GIS will be shifted to support Customer Service. These roles will follow a Monday-Friday schedule to ensure adequate support throughout the week.

V. ADJOURN

Chair Moore adjourned the meeting at 6:29 p.m.

ATTEST:

Kara Johnson, Acting Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.

WVWD

Minutes: 04/22/26



STAFF REPORT

DATE: May 13, 2026
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Proposed Amended Job Description - Director of Technical Services

STRATEGIC GOAL:

Strategic Goal 2 - Be an Exemplary Employer; Objective 2A - Attract and Retain High Performing Employees; Objective 2G - Promote a Professional Environment of Diversity, Equity, and Inclusion

BACKGROUND:

The current Director of Technical Services has served the District for over 20 years and will be retiring at the end of the calendar year. During this tenure, the Director has been instrumental in developing a robust and reliable technical infrastructure, ensuring continuity of essential services, and maintaining alignment with industry standards.

The Technical Services Department is responsible for managing and processing information using computers, networks, and related technologies. This includes oversight of the District's internal network infrastructure, cybersecurity posture, enterprise software systems, data storage, cloud-based solutions, and support services for all District personnel.

While the current Director's extensive institutional knowledge has contributed greatly to operational stability, the pace of technological advancement continues to accelerate. The next incumbent will be expected to assess the District's existing systems, identify areas for modernization, and provide strategic recommendations for improvements to support both internal operations and customer-facing services.

DISCUSSION:

Staff conducted a review of the existing adopted job specification for the Director of Technical Services. The review found that the current description does not fully capture the expanding scope of work, current technologies, or the skill sets required to lead the District's technical evolution.

Key areas identified for revision include:

• **Modernization of Essential Functions:**

The current job description lacks the depth needed to accurately reflect the position's responsibilities related to cybersecurity risk management, cloud-based architecture, network resiliency, data governance, and integration of enterprise-wide systems. Updated language will more clearly outline strategic leadership duties, oversight of mission-critical systems, and the role of this position in ensuring business continuity.

• **Inclusion of Current Systems and Infrastructure:**

Over the years, the District has expanded its use of various software platforms and technical tools, including billing systems, GIS applications, SCADA interfaces, network security systems, and cloud productivity suites. The job description needs to reference these areas more explicitly to reflect the technical environment the incumbent will oversee.

• **Updated Knowledge, Skills, and Abilities (KSAs):**

To recruit and retain a candidate capable of meeting modern IT demands, the KSAs have been updated to incorporate industry-standard requirements such as experience with cybersecurity frameworks, best practices in data and network security, familiarity with cloud migration strategies, project management competencies, vendor contract oversight, and staff development within a technical environment.

• **Organizational Alignment – Transfer of GIS Division:**

Staff recommends transferring the GIS Division from its current assignment under the Director of Engineering to the Director of Technical Services. GIS functions increasingly integrate with enterprise systems, field operations, asset management, and internal data platforms. Consolidating GIS under Technical Services will strengthen data alignment, improve cross-departmental integration, and enhance support for mapping, data visualization, and infrastructure planning.

Department Composition

The Technical Services Department currently consists of four employees, including a Business Systems Manager who reports directly to the Director. With the addition of the GIS Division, the department will be better positioned to function as a unified hub managing the District’s digital infrastructure, data systems, and technology strategy.

Given the upcoming retirement, evolving technological demands, and reorganization of GIS functions, staff recommends updating the Director of Technical Services job description to ensure it accurately reflects:

- Refined and clearly defined essential job functions
- Current industry standards, terminology, and expectations
- Integration of existing District systems and emerging technology needs
- Leadership responsibilities for both Technical Services and GIS
- Modernized KSAs required for effective recruitment and department leadership

Updating the job description will allow the District to recruit a qualified, forward-thinking technical leader who can guide the District through continued modernization efforts, ensure cybersecurity readiness, improve operational efficiency, and support the District’s long-term strategic goals.

To ensure a smooth transition and maintain continuity of operations, staff recommends initiating the recruitment process for the Director of Technical Services prior to the incumbent's departure. Beginning recruitment early will allow for a period of overlap between the outgoing and incoming directors, providing valuable opportunities for knowledge transfer, onboarding, and preservation of critical institutional expertise.

FISCAL IMPACT:

There is no fiscal impact on the current budget. Funding to cover the period of overlap will be included in the fiscal year 26/27 operating budget.

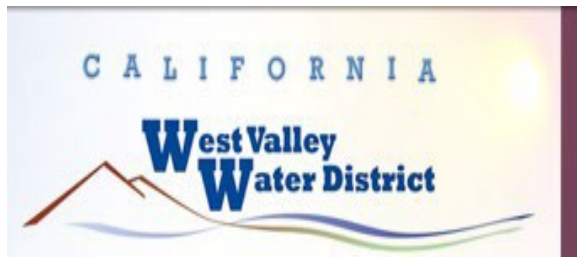
REQUESTED ACTION:

Forward a recommendation to the Board of Directors to:

1. Approve the proposed amendments to the Director of Technical Services job description.
2. Authorize initiating the recruitment process.

Attachments

[Director of Technical Services_final clean.pdf](#)



Director of Technical Services

Department/Division:	Technical Services
Reports To:	Assistant General Manager
Provides Direction To:	Business Systems Manager: GIS Administrator
FLSA Exemption Status:	Exempt
Date Prepared:	

GENERAL PURPOSE

The Director of Technical Services is a stand-alone classification. Under policy direction, this position plans, organizes and directs activities of the Technical Services department in providing sophisticated, comprehensive District-wide Information Technology programs and services to support the achievement of the District's mission and strategies; providing expert professional assistance and guidance to District management on technology strategy, long-term technology initiatives and investments and using technology to solve operational needs and problems. Qualified candidates must have experience in programming, query and report development, database design, data research, compilation, mathematical analysis and system administration. Incumbent is responsible for managing personnel and resources in the Technical Services department.

DISTINGUISHING CHARACTERISTICS

The Director of Technical Services, 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.

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.

- Provides strategic direction for the implementation, execution, maintenance and training needs of the District's information system infrastructure.
- Supervises employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Evaluates new cybersecurity threats and information technology trends and develops effective security controls; oversees development of security awareness programs; develops and oversees effective disaster recovery policies and standards to align with District business continuity goals; coordinates development of implementation plans and procedures to ensure business critical services are recovered in the event of disasters or other incidents, and provides direction, support and in-house consulting in these areas.

Director of Technical Services

- Monitors industry hardware and software trends; evaluates the uses of emerging technology in meeting long-term District business and operating strategies; directs the study of new technology to determine its utility, consistency with department technology strategies, relevance for meeting District business and operational requirements and expected return on investment, recommends and establishes long-range technology direction and strategies; establishes hardware and software standards for general use; coordinates District-wide acquisition of software and hardware including development of long-range funding plan for maintenance and replacement of hardware.
- Identify all relevant data sources across the organization; establish policies for data quality, accuracy, retention, and access; and develop a roadmap for scalable data capture, storage, and processing to ensure readiness for AI/ML analytics.
- Oversee geographic information system for District-wide use; coordinate and monitor geographic information system teams, staff, and consultants.
- Clearly articulates and translates complex technical concepts into layman's terms for a variety of audiences, (e.g. the Board of Directors, all District staff, and the general public);
- Provides technical support and advice to users and management.
- Establishes standards for system development, interpretation, and maintenance of documentation, and computer operation procedures.
- Writes Board agenda submittals and makes presentations to the Board of Directors as needed.
- Develops and manages the department budget.
- Performs long-term technology planning for district departments. Interacts effectively with others in the workplace.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Contributes to the design and implementation of disaster recovery and business continuity plans;
- Maintain prompt and regular attendance;
- Perform other related duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Cybersecurity principles and best practices.
- Programming languages relevant to District business systems.
- Industry standards for software development.
- Applicable computer hardware and software.
- Applicable network hardware and software.
- Applicable network operating systems and servers.
- Applicable cloud-based systems.
- Database design, management, and report writing.
- System operations, procedures, capabilities, limitations, and service requirements for information systems.
- Internet technologies.
- Disaster planning and business recovery concepts and techniques.
- IT infrastructure including network design, configuration, operations and management concepts and best practices.
- Budgeting principles and best practices.
- Project management principles and best practices.
- Supervisory principles and best practices.

Ability to:

- Work collaboratively with others and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert independent judgment within areas of responsibility.
- Present proposals and recommendations clearly, logically and persuasively.
- Use computers and related software applications.
- Comprehend and interpret technical and complex documentation and reports, as well as any applicable laws, codes and ordinances.
- Conducting research.
- Presenting at public meetings.
- Coordinate, negotiate, and manage relationships with consultants and vendors.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Conduct business and systems analyses to develop and implement appropriate procedures and controls.
- Communicate clearly and effectively both orally and in writing to diverse audiences of technical and non-technical personnel and negotiate understanding and agreement.
- Coordinating projects and resources between departments.
- Troubleshooting and diagnosing hardware and software problems.
- Managing projects.
- Use tact and diplomacy when dealing with sensitive, complex, and/or confidential issues and situations;
- Monitor, mentor and evaluate staff.
- Respond to non-normal working hour emergency operational and/or life-threatening conditions.

Minimum Qualifications:

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education: A Bachelor's degree from an accredited four-year college or university with major course work in business administration, information technology, computer science, computer information systems, data processing, or a closely related field. Master's degree is preferred.

And

Experience: Seven (7) years of progressively responsible, related information technology experience, including three (3) years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed. Experience in a public agency is preferred.

Licenses, Certificates, Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.
Certified Information Security Professional (CISSP) certification; highly desirable.
Certified Information Security Manager (CISM) certification; highly desirable.

Director of Technical Services

DEMANDS AND ENVIRONMENTAL CONDITIONS

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.

Environment: Standard office setting.

Physical: Positions in this class typically require fingering, talking, hearing, seeing, and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Work requires responding to emergency calls.

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.