



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, September 9, 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@wwwd.org.

If you require additional assistance, please contact administration@wwwd.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.

PRESENTATIONS

DISCUSSION ITEMS

1. Minutes of the August 12, 2026, Regular Committee Meeting Pg. 5
2. Updates to the Human Resources Committee
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. Proposed Job Description - Engineering Assistant - Intern, 1000 Hour Pg. 7
8. Proposed Job Description - Administration Assistant - Intern, 1000-Hour Pg. 17

ADJOURN

Please Note:

Material related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet is available for public inspection in the District's office located at 855 W. Base Line Road, Rialto, CA 92376, 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, to attend or participate in the above agendized public meeting should be directed to the Board Secretary, Brandon Yoshida, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Brandon Yoshida 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 hereby declare under penalty of perjury, that I am employed by the West Valley Water District, and that the foregoing agenda was posted at the District Office's bulletin boards and the District website at www.wvwd.org on September 3, 2026, by 6:00 pm., in compliance with the provisions of the Brown Act.

Brandon Yoshida

Brandon Yoshida, Board Secretary

Date Posted: September 3, 2026

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
August 12, 2026

I. CALL TO ORDER

Director Bennett called the Human Resources Committee meeting to order at 6:01 p.m.

Attendee Name	Present	Absent	Arrived
Kelvin Moore	☐	☒	
Alternate Member: Angela Garcia	☒	☐	
Estevan Bennett	☒	☐	
John Thiel	☒	☐	
Haydee Sainz	☒	☐	
Linda Jadeski	☒	☐	

II. PUBLIC PARTICIPATION

Director Bennett 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. Minutes for the July 8, 2026, Committee Meeting

The Committee approved the minutes as presented.

2. Updates to the Human Resources Committee

Human Resources and Risk Manager Sainz reported that staff in Administration and Engineering have prepared job descriptions for the 1000 Hour Internship positions. They are undergoing final reviews within Human Resources and will be presented to the Human Resources Committee in September. If approved by the Committee, then they will be presented to the Board of Directors for final adoption.

The recruitment process was requested to be presented to the committee; however, legal guidance was provided, and, due to pending litigation, it was not discussed. It was reiterated that the recruitment process had been reviewed by legal, and no concerns were found. However, the process will be re-evaluated periodically to ensure the District adheres to standards and best practices.

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 & Recruitment Process

Human Resources & Risk Manager Sainz reported that applications for the Director of Technical Services position are under SME review; 9 applicants will be selected to participate in the interview process. Customer Service Assistant 1000-hour candidates were selected and will start on 8/17 and 9/28. Chief Water Systems Operator – Production management is recommending a reorganization of the Treatment and Production Divisions negotiations with the Union are ongoing.

IV. ADJOURN

Director Bennett adjourned the meeting at 6:24 p.m.

ATTEST:

Brandon Yoshida, Board Secretary

Minutes were approved on September 9, 2026, by the Human Resources Committee of the West Valley Water District.



STAFF REPORT

DATE: September 9, 2026
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Proposed Job Description - Engineering Assistant - Intern, 1000 Hour

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:

As part of the recent organizational review conducted by the General Manager and in alignment with the Board's desire to create more entry-level opportunities and expand local workforce development, staff developed the Engineering Assistant - Intern, 1000-hr classification. This addition supports operational needs without increasing the total number of full-time positions, which remains at 88.

The review also identified an opportunity to enhance hands-on training within the Engineering Division. Consistent with the District's Strategic Goal 2: *Be an Exemplary Employer*, this staffing strategy furthers Objectives 2A, 2B, and 2G by attracting and retaining high-performing employees, prioritizing staff development and succession planning, and promoting a workplace culture grounded in diversity, equity, and inclusion.

During the FY 2026/27 budget process, the Board approved ten (10) 1000-hr Intern positions, and this Engineering Intern position is proposed to serve as one of those positions.

DISCUSSION:

To strengthen front line operational support and provide meaningful entry-level experience within Engineering, staff recommends reallocating one of the existing 1,000-hour positions to the Engineering Division for use as an Engineering Intern. The general manager has approved this position as one the 10 approved intern positions.

This adjustment is intended to:

- Provide real-world exposure to engineering processes, field operations, and project support.
- Strengthen workforce development by creating additional pathways for future Assistant Engineers.
- Support the District's long-term succession planning efforts through early career pipeline development.
- Enhance internal capacity on tasks such as data entry, field measurements, project documentation, basic CAD or GIS assistance, and administrative support.

This reallocation does not increase the number of positions. It simply moves one 1,000-hour role to Engineering where operational need and strategic development opportunities are greater.

FISCAL IMPACT:

There is no fiscal impact associated with this staffing change as the 1,000-hour intern positions are included in the FY 2026/27 budget. This action solely reallocates the position to Engineering to meet current operational needs

and support the District's workforce development objectives. The cost of each 1000-hr position is about \$25,000 for the fiscal year.

REQUESTED ACTION:

Staff recommends that the Human Resources Committee:

1. Review and discuss the proposed reallocation of one 1,000-hour position to the Engineering Division;
2. Review the draft Engineering Assistant - Intern, 1000-hr job description; and
3. Consider forwarding the recommendation to the Board of Directors for approval at a future Regular Board Meeting.

Attachments

[Engineering Intern 1000 Hour.pdf](#)

[2026-27 Salary Schedule Eng and Adm. Interns.pdf](#)



Engineering Assistant - Intern, 1000 Hour

Department/Division:	Engineering
Reports To:	Senior Engineer and/or Project Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	

GENERAL PURPOSE

Under close supervision, to provide engineering students with practical experience in the application of civil engineering principles through participation in engineering, development, water resources, and capital improvement activities. Assists engineering staff by performing routine technical, administrative, research, and field support assignments while developing professional knowledge and skills.

This is a temporary part-time, entry level classification in which candidates gain work experience through assignments in the engineering department. Participants work under the direct supervision of an experienced employee for up to 30 hours per week, not to exceed 1000 hours per fiscal year.

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.

- Assist in performing routine office tasks in support of assigned departmental functions.
- Assist in preparing memos, letters, and reports from specific instruction.
- Enter data into various logs and spreadsheets and checks accuracy of data.
- Organize and maintain electronic and hardcopy project files and records in accordance with District procedures.
- Assist engineering staff with planning, design, and construction support for capital improvement projects.
- Perform engineering calculations using established methods and under the direction of professional engineering staff.
- Collect, organize, and analyze engineering, operational, and field data for reports and studies.
- Assist with preparation of engineering drawings, exhibits, maps, and technical reports.
- Update project records, databases, spreadsheets, and document management systems.
- Participate in field investigations, construction observations, site visits, and utility inspections.
- Assist with preparation of cost estimates, quantity takeoffs, and project schedules.
- Review engineering plans, specifications, and supporting documents for completeness.

- Support engineering staff in requests and research of existing asbuilt plans, reports or other related data.
- Assist in preparing agenda items, staff reports, presentations, and correspondence.
- Conduct research on engineering standards, regulations, codes, industry best practices, existing utilities, and utility records to support engineering projects and departmental activities.
- Assist with preparation and tracking of permit applications and regulatory documentation.
- Support construction contract administration by organizing submittals, requests for information (RFI), change orders, field directives, and project documentation.
- Assist with preparation and maintenance of GIS maps, utility coordination records, and engineering exhibits.
- Compile and summarize water production, water quality, asset, or operational data for engineering analyses.
- Assist with grant research, data collection, reporting, and project documentation.
- Observe consultant, contractor, and utility coordination meetings and prepare meeting summaries.
- Learn District engineering standards, specifications, policies, and procedures.
- Operate standard engineering software, including Microsoft Office, CAD, GIS, scheduling, and document management applications.
- Maintain accurate records and files in accordance with District procedures.
- Communicate professionally with District staff, consultants, contractors, developers, and members of the public.
- Maintain prompt and regular attendance.
- Participate in District safety meetings.
- Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Basic principles of civil engineering, construction management, mathematics, and engineering sciences.
- Basic engineering drafting and plan reading techniques.
- Fundamental principles of water distribution systems, water treatment, and utility infrastructure.
- Basic engineering terminology, methods, and practices.
- Principles of engineering calculations and data analysis.
- Standard office software, including Microsoft Word, Excel, Outlook, and PowerPoint.
- Computer-aided design (CAD) and/or Geographic Information Systems (GIS) concepts.
- Basic understanding of engineering codes, standards, and regulatory requirements applicable to public infrastructure.
- Modern office procedures, methods and equipment including computers.
- Research techniques, methods and procedures.
- Safe work practices

Ability to:

- Learn and apply basic engineering principles, practices, and procedures to routine engineering assignments.
- Learn District policies, procedures, engineering standards, and applicable regulations.
- Recognize and understand engineering drawings, maps, specifications, and technical documents.

- Gather, organize, and analyze technical information and prepare accurate summaries and reports.
- Use Microsoft Office applications and learn engineering software, including CAD, GIS, and project management applications.
- Maintain accurate records, files, and project documentation.
- Conduct technical research using a variety of reference materials and online resources.
- Communicate effectively, both orally and in writing.
- Follow written and verbal instructions and complete assignments accurately and in a timely manner.
- Work independently on assigned tasks while recognizing when to seek guidance from supervisors or engineering staff.
- Observe construction activities, conduct field investigations, and accurately document observations.
- Exercise sound judgment, professionalism, and attention to detail.
- Demonstrate initiative, dependability, and a willingness to learn new skills.
- Work safely and follow established safety policies and procedures.
- Work effectively in both office and field environments.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 high school diploma or equivalent, and are 1) currently enrolled (or between semesters) in an accredited college or university, or 2) recent college graduates (within twelve months) seeking job experience. Completion of some college course work in Engineering, Construction Management, Environmental Sciences or related subjects is desirable.

And

Experience: No prior engineering experience is required. Previous internship, cooperative education (co-op), research, laboratory, surveying, construction, GIS, or engineering-related work experience is desirable.

Licenses, Certificates, Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

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.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, the general public, and others during the course of work.

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

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Administration Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
Engineering Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
GIS Student Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
Student Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
Field Assistant (Limited Term <1000 Hours)	107	\$ 23.88		N	
Customer Service Assistant (Limited Term <1000 Hours)	107	\$ 23.88		N	
Customer Service Representative I	112	\$ 56,202	\$ 79,394	N	
Meter Services Operator Assistant	112	\$ 56,202	\$ 79,394	N	
Customer Service Representative II	116	\$ 62,026	\$ 87,630	N	
Water Distribution Operator Assistant	116	\$ 62,026	\$ 87,630	N	
Meter Services Operator I	116	\$ 62,026	\$ 87,630	N	
Accounting Specialist I-Billing	119	\$ 66,810	\$ 94,390	N	
Accounting Specialist I-Accounts Payable	119	\$ 66,810	\$ 94,390	N	
Customer Service Representative III	120	\$ 68,474	\$ 96,741	N	
Water Distribution Operator I	120	\$ 68,474	\$ 96,741	N	
Meter Services Operator II	120	\$ 68,474	\$ 96,741	N	
Administrative Specialist	120	\$ 68,474	\$ 96,741	N	
Accounting Specialist II-Billing	121	\$ 70,179	\$ 99,154	N	
Accounting Specialist II-Accounts Payable	121	\$ 70,179	\$ 99,154	N	
Support Services Specialist I	122	\$ 71,926	\$ 101,629	N	
Water Production Operator I	122	\$ 71,926	\$ 101,629	N	
Payroll Specialist	123	\$ 73,715	\$ 104,187	N	
Accounting Specialist III-Billing	123	\$ 73,715	\$ 104,187	N	
Customer Service Representative Lead	124	\$ 75,587	\$ 106,766	N	
Development Coordinator I	124	\$ 75,587	\$ 106,766	N	
Engineering Inspector I	124	\$ 75,587	\$ 106,766	N	
Water Treatment Operator I	124	\$ 75,587	\$ 106,766	N	
Water Distribution Operator II	124	\$ 75,587	\$ 106,766	N	
Meter Services Operator III	124	\$ 75,587	\$ 106,766	N	
Cross-Connection Technician	124	\$ 75,587	\$ 106,766	N	
Accounting Specialist Lead-Billing	126	\$ 79,394	\$ 112,174	N	
Water Production Operator II	126	\$ 79,394	\$ 112,174	N	
Electrical and Instrument Technician	126	\$ 79,394	\$ 112,174	N	
Geographic Information Systems (GIS) Technician	127	\$ 81,370	\$ 115,003	N	
Public Outreach And Government Affairs Representative I	127	\$ 81,370	\$ 115,003	N	
Water Conservation Specialist	127	\$ 81,370	\$ 115,003	N	
Support Services Specialist II	128	\$ 83,408	\$ 117,874	N	
Facilities Maintenance Technician	128	\$ 83,408	\$ 117,874	N	
Development Coordinator II	128	\$ 83,408	\$ 117,874	N	
Engineering Inspector II	128	\$ 83,408	\$ 117,874	N	
Water Treatment Operator II	128	\$ 83,408	\$ 117,874	N	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Water Distribution Operator III	128	\$ 83,408	\$ 117,874	N	
Lead Meter Services Operator	128	\$ 83,408	\$ 117,874	N	
Water Quality Specialist	128	\$ 83,408	\$ 117,874	N	
Cross-Connection Control Specialist	128	\$ 83,408	\$ 117,874	N	
Executive Assistant I	128	\$ 83,408	\$ 117,874	N	
Assistant Engineer	129	\$ 85,509	\$ 120,806	N	
Human Resources Specialist	129	\$ 85,509	\$ 120,806	N	
* Human Resources Specialist	Y		\$ 122,616	N	
Water Production Operator III	130	\$ 87,630	\$ 123,843	N	
Accountant	131	\$ 89,835	\$ 126,942	N	
Purchasing Analyst	131	\$ 89,835	\$ 126,942	N	
Public Outreach And Government Affairs Representative II	131	\$ 89,835	\$ 126,942	N	
Development Coordinator III	132	\$ 92,082	\$ 130,104	N	
Engineering Inspector III	132	\$ 92,082	\$ 130,104	N	
Water Treatment Operator III	132	\$ 92,082	\$ 130,104	N	
Electrical Instrumentation and Control Specialist	132	\$ 92,082	\$ 130,104	N	
Lead Water Distribution Operator	132	\$ 92,082	\$ 130,104	N	
Information Technology Specialist	132	\$ 92,082	\$ 130,104	N	
Human Resources Analyst	133	\$ 94,390	\$ 133,370	N	
Water Conservation Analyst	134	\$ 96,741	\$ 136,698	N	
Lead Water Production Operator	134	\$ 96,741	\$ 136,698	N	
Executive Assistant II - Confidential	134	\$ 96,741	\$ 136,698	N	
Senior Accountant	135	\$ 99,154	\$ 140,109	Y	
Senior Public Outreach And Government Affairs Representative	135	\$ 99,154	\$ 140,109	Y	
Lead Water Treatment Operator	136	\$ 101,629	\$ 143,624	N	
Associate Engineer	137	\$ 104,187	\$ 147,202	Y	
Customer Service Supervisor	138	\$ 106,766	\$ 150,883	Y	
Support Services Supervisor	138	\$ 106,766	\$ 150,883	Y	
Development Services Supervisor	138	\$ 106,766	\$ 150,883	Y	
Water Quality Supervisor	138	\$ 106,766	\$ 150,883	Y	
GIS Administrator	140	\$ 112,174	\$ 158,517	Y	
Board Secretary	Board Sec	\$ 103,730	\$ 146,557	Y	
Information Technology Administrator	140	\$ 112,174	\$ 158,517	Y	
Chief Water Systems Operator-Distribution And Meter Services	143	\$ 120,806	\$ 170,706	Y	
Project Manager	143	\$ 120,806	\$ 170,706	Y	
Senior Engineer	149	\$ 140,109	\$ 197,974	Y	
Business Systems Manager	152	\$ 150,883	\$ 213,179	Y	
Public Outreach And Government Affairs Manager	152	\$ 150,883	\$ 213,179	Y	
Operations Superintendent	153	\$ 154,648	\$ 218,525	Y	
Finance Manager	156	\$ 166,546	\$ 235,310	Y	
Director Of Technical Services	156	\$ 166,546	\$ 235,310	Y	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Human Resources and Risk Manager	156	\$ 166,546	\$ 235,310	Y	
Director Of Engineering	160	\$ 183,830	\$ 259,750	Y	
Director Of Operations	160	\$ 183,830	\$ 259,750	Y	
Chief Financial Officer	164	\$ 202,904	\$ 286,707	Y	
Assistant General Manager	168	\$ 223,974	\$ 316,472	Y	
General Manager	GM		\$ 349,253	Y	
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2025			\$ 227.54		
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2026			\$ 238.92		

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

approved and adopted by the Board of Directors

WEST VALLEY WATER DISTRICT
SALARY SCHEDULE - EFFECTIVE 7/16/2026



STAFF REPORT

DATE: September 9, 2026
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Proposed Job Description - Administration Assistant - Intern, 1000-Hour

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:

As part of the recent organizational review conducted by the General Manager and in alignment with the Board's desire to create more entry-level opportunities and expand local workforce development, staff developed the Administrative Assistant - Intern, 1000-hr classification. This addition also supports operational needs without increasing the total number of board-authorized full-time positions, which remains at 88.

The review identified opportunities to strengthen administrative support throughout the District while expanding hands-on training for individuals interested in public sector administration. Consistent with Strategic Goal 2: Be an Exemplary Employer, this staffing approach supports Objectives 2A and 2G by attracting high-performing employees, enhancing professional development pathways, and promoting a diverse, equitable, and inclusive work environment.

During the FY 2026/27 budget process, the Board approved ten (10) 1000-hr Intern positions, and the proposed Administrative Intern position will serve as one of those approved allocations.

DISCUSSION:

To enhance administrative capacity and provide meaningful entry-level experience, staff recommends establishing a new Administrative Intern position as a 1,000-hour, part-time role. The general manager has approved this position as one of the 10 approved intern positions.

The Administrative Intern position is intended to:

- Provide administrative and clerical support to Administration and the Board Secretary and others as needed
- Strengthen workflow efficiency through assistance with data entry, records management, document preparation, and project-based tasks
- Support internal communications, scheduling, meeting coordination, and logistical needs
- Assist staff with research, information gathering, and basic report development
- Help improve customer service and internal responsiveness through general office support
- Build a pipeline of future public sector talent by giving interns practical experience in District operations

This position is designed to address administrative workload needs and to expand early-career opportunities aligned with the District's strategic workforce development priorities.

FISCAL IMPACT:

There is no fiscal impact associated with this action as the 1,000-hour intern positions are included in the FY 2026/27 budget. This recommendation simply designates the position as an Administrative Intern to support current operational needs and workforce development objectives. The cost of each 1000-hr position is about \$25,000 for the fiscal year.

REQUESTED ACTION:

Staff recommends that the Human Resources Committee:

- Review and discuss the proposed Administrative Assistant - Intern, 1,000-hour position;
- Review the Salary Schedule; and
- Consider forwarding the recommendation to the Board of Directors for approval at a future Regular Board Meeting.

Attachments

[Admin Assistant 1000 Hour.pdf](#)

[2026-27 Salary Schedule Eng and Adm. Interns.pdf](#)



Administrative Assistant - Intern, 1000 Hour

Department/Division:	Administration/Board Secretary
Reports To:	Board Secretary
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	

GENERAL PURPOSE

Under close supervision, to perform a variety of routine clerical, technical, and administrative tasks for the District in the Administration Department / Board Secretary's Office; to receive training in the more difficult clerical tasks; and to perform related duties as required.

This is a temporary, part-time, entry level classification in which candidates gain work experience through assignments in the Administration Department / Board Secretary's Office. Participants work under the direct supervision of the Board Secretary, and/or their designee, typically 20 hours per week, not to exceed 1000 hours per fiscal year.

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.

- Assists in performing routine office tasks in support of assigned departmental functions.
- Assists in preparing memos, letters, and reports from specific instruction.
- Enters data into various logs and spreadsheets and checks accuracy of data.
- Assists in maintaining various files and records.
- Greets visitors, answers and screens incoming calls.
- Operates modern office equipment including computers and related software programs.
- May assist with ordering departmental office supplies.
- Serves as back up to higher level administrative support staff, as required.
- Collect, summarize and analyze information and statistics.
- Participate in the design of forms, databases, spreadsheets and the implementation of systems.
- Assists Board Secretary with tasks; prepares agendas for Board of Directors and Committee meetings, maintains official District records, assists with Board of Directors and Committee meeting preparations.
- Assists with records management of the office and filing of official records.
- Assists in coordinating and tracking deadlines related to Fair Political Practices Commission (FPPC) filings, required ethics trainings, and other statutory compliance requirements.

- Ensures compliance with the California Public Records Act, the Freedom of Information Act and the Brown Act.
- Conduct research to assist with the resolution of administrative or operations concerns or initiatives.
- Provide similar functional assistance to the administrative team, as needed.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles of office organization and administration.
- Principles of customer service and customer relations.
- Business correspondence and filing systems.
- Brown Act and California Public Records Act is desirable.
- Modern office procedures, methods and equipment including computers.
- Basic principles and practices of management and administrative support.
- Research techniques, methods and procedures.
- Safe work practices.

Ability to:

- Learn and follow office procedures and policies.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply a variety of legal requirements and District policies.
- Maintain a variety of administrative files and records.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 high school diploma or satisfactory equivalent is required. Completion of some college course work and/or current enrollment in business administration, public administration or related subjects is desirable.

And

Experience: One (1) year previous experience providing administrative support and assistance to an administrator and experience in a government agency is desirable.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

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.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, the general public, and others during the course of work.

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

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Administration Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
Engineering Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
GIS Student Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
Student Intern (Limited Term <1000 Hours)	107	\$ 23.88		N	
Field Assistant (Limited Term <1000 Hours)	107	\$ 23.88		N	
Customer Service Assistant (Limited Term <1000 Hours)	107	\$ 23.88		N	
Customer Service Representative I	112	\$ 56,202	\$ 79,394	N	
Meter Services Operator Assistant	112	\$ 56,202	\$ 79,394	N	
Customer Service Representative II	116	\$ 62,026	\$ 87,630	N	
Water Distribution Operator Assistant	116	\$ 62,026	\$ 87,630	N	
Meter Services Operator I	116	\$ 62,026	\$ 87,630	N	
Accounting Specialist I-Billing	119	\$ 66,810	\$ 94,390	N	
Accounting Specialist I-Accounts Payable	119	\$ 66,810	\$ 94,390	N	
Customer Service Representative III	120	\$ 68,474	\$ 96,741	N	
Water Distribution Operator I	120	\$ 68,474	\$ 96,741	N	
Meter Services Operator II	120	\$ 68,474	\$ 96,741	N	
Administrative Specialist	120	\$ 68,474	\$ 96,741	N	
Accounting Specialist II-Billing	121	\$ 70,179	\$ 99,154	N	
Accounting Specialist II-Accounts Payable	121	\$ 70,179	\$ 99,154	N	
Support Services Specialist I	122	\$ 71,926	\$ 101,629	N	
Water Production Operator I	122	\$ 71,926	\$ 101,629	N	
Payroll Specialist	123	\$ 73,715	\$ 104,187	N	
Accounting Specialist III-Billing	123	\$ 73,715	\$ 104,187	N	
Customer Service Representative Lead	124	\$ 75,587	\$ 106,766	N	
Development Coordinator I	124	\$ 75,587	\$ 106,766	N	
Engineering Inspector I	124	\$ 75,587	\$ 106,766	N	
Water Treatment Operator I	124	\$ 75,587	\$ 106,766	N	
Water Distribution Operator II	124	\$ 75,587	\$ 106,766	N	
Meter Services Operator III	124	\$ 75,587	\$ 106,766	N	
Cross-Connection Technician	124	\$ 75,587	\$ 106,766	N	
Accounting Specialist Lead-Billing	126	\$ 79,394	\$ 112,174	N	
Water Production Operator II	126	\$ 79,394	\$ 112,174	N	
Electrical and Instrument Technician	126	\$ 79,394	\$ 112,174	N	
Geographic Information Systems (GIS) Technician	127	\$ 81,370	\$ 115,003	N	
Public Outreach And Government Affairs Representative I	127	\$ 81,370	\$ 115,003	N	
Water Conservation Specialist	127	\$ 81,370	\$ 115,003	N	
Support Services Specialist II	128	\$ 83,408	\$ 117,874	N	
Facilities Maintenance Technician	128	\$ 83,408	\$ 117,874	N	
Development Coordinator II	128	\$ 83,408	\$ 117,874	N	
Engineering Inspector II	128	\$ 83,408	\$ 117,874	N	
Water Treatment Operator II	128	\$ 83,408	\$ 117,874	N	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Water Distribution Operator III	128	\$ 83,408	\$ 117,874	N	
Lead Meter Services Operator	128	\$ 83,408	\$ 117,874	N	
Water Quality Specialist	128	\$ 83,408	\$ 117,874	N	
Cross-Connection Control Specialist	128	\$ 83,408	\$ 117,874	N	
Executive Assistant I	128	\$ 83,408	\$ 117,874	N	
Assistant Engineer	129	\$ 85,509	\$ 120,806	N	
Human Resources Specialist	129	\$ 85,509	\$ 120,806	N	
* Human Resources Specialist	Y		\$ 122,616	N	
Water Production Operator III	130	\$ 87,630	\$ 123,843	N	
Accountant	131	\$ 89,835	\$ 126,942	N	
Purchasing Analyst	131	\$ 89,835	\$ 126,942	N	
Public Outreach And Government Affairs Representative II	131	\$ 89,835	\$ 126,942	N	
Development Coordinator III	132	\$ 92,082	\$ 130,104	N	
Engineering Inspector III	132	\$ 92,082	\$ 130,104	N	
Water Treatment Operator III	132	\$ 92,082	\$ 130,104	N	
Electrical Instrumentation and Control Specialist	132	\$ 92,082	\$ 130,104	N	
Lead Water Distribution Operator	132	\$ 92,082	\$ 130,104	N	
Information Technology Specialist	132	\$ 92,082	\$ 130,104	N	
Human Resources Analyst	133	\$ 94,390	\$ 133,370	N	
Water Conservation Analyst	134	\$ 96,741	\$ 136,698	N	
Lead Water Production Operator	134	\$ 96,741	\$ 136,698	N	
Executive Assistant II - Confidential	134	\$ 96,741	\$ 136,698	N	
Senior Accountant	135	\$ 99,154	\$ 140,109	Y	
Senior Public Outreach And Government Affairs Representative	135	\$ 99,154	\$ 140,109	Y	
Lead Water Treatment Operator	136	\$ 101,629	\$ 143,624	N	
Associate Engineer	137	\$ 104,187	\$ 147,202	Y	
Customer Service Supervisor	138	\$ 106,766	\$ 150,883	Y	
Support Services Supervisor	138	\$ 106,766	\$ 150,883	Y	
Development Services Supervisor	138	\$ 106,766	\$ 150,883	Y	
Water Quality Supervisor	138	\$ 106,766	\$ 150,883	Y	
GIS Administrator	140	\$ 112,174	\$ 158,517	Y	
Board Secretary	Board Sec	\$ 103,730	\$ 146,557	Y	
Information Technology Administrator	140	\$ 112,174	\$ 158,517	Y	
Chief Water Systems Operator-Distribution And Meter Services	143	\$ 120,806	\$ 170,706	Y	
Project Manager	143	\$ 120,806	\$ 170,706	Y	
Senior Engineer	149	\$ 140,109	\$ 197,974	Y	
Business Systems Manager	152	\$ 150,883	\$ 213,179	Y	
Public Outreach And Government Affairs Manager	152	\$ 150,883	\$ 213,179	Y	
Operations Superintendent	153	\$ 154,648	\$ 218,525	Y	
Finance Manager	156	\$ 166,546	\$ 235,310	Y	
Director Of Technical Services	156	\$ 166,546	\$ 235,310	Y	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Human Resources and Risk Manager	156	\$ 166,546	\$ 235,310	Y	
Director Of Engineering	160	\$ 183,830	\$ 259,750	Y	
Director Of Operations	160	\$ 183,830	\$ 259,750	Y	
Chief Financial Officer	164	\$ 202,904	\$ 286,707	Y	
Assistant General Manager	168	\$ 223,974	\$ 316,472	Y	
General Manager	GM		\$ 349,253	Y	
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2025			\$ 227.54		
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2026			\$ 238.92		

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

approved and adopted by the Board of Directors

WEST VALLEY WATER DISTRICT
SALARY SCHEDULE - EFFECTIVE 7/16/2026