



**WEST VALLEY WATER DISTRICT
855 W. Base Line Road Rialto, CA**

**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

MONDAY, JULY 16, 2018 - 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.

- 1. CONVENE MEETING**
- 2. 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.

- 3. DISCUSSION ITEMS**
 - a. Mandatory Training – Sexual Harassment, ADA and Ethics training for Managers and Board
 - b. Approval of Water Resources Manager Position.
 - c. Approval of Water Quality Technicians.
- 4. 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 meeting agenda at the District offices on July 12, 2018.

A handwritten signature in blue ink that reads "Crystal L. Escalera".

Crystal L. Escalera, Board Secretary



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

DATE: July 16, 2018
TO: Human Resources Committee
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: APPROVAL OF WATER RESOURCES MANAGER POSITION

BACKGROUND:

The External Affairs/Conservation department is in need of a Water Resources Manager position to oversee the needs and requirements of the recently signed SB 606 (Hertzberg) and AB 1668 (Friedman) laws signed by Governor Brown. The new laws will take effect on January 1, 2019. These new laws establish guidelines for efficient water use and a framework for the Implementation and oversight of the new standards. These new bills will require the West Valley Water District ("District") to comply with increased oversight, new annual reporting, data gathering and documentation requirements. In addition, it will impose the District to conduct annual water supply assessments for anticipated shortages and response action plans.

DISCUSSION:

As the District prepares for the newly imposed mandates from SB 606 and AB 1668, it is necessary to have a Water Resources Manager that will ensure compliance with required reporting guidelines.

The recommended salary placement for this position is Salary Range 40 (\$57,366 - \$80,704) which is consistent with similar job classifications.

Attached as **Exhibit A** is the Water Resources Manager position job description.

FISCAL IMPACT:

The estimated costs of the addition of this position will be \$82,000 (including benefits)

STAFF RECOMMENDATION:

Staff is recommending approval of the Water Resources Manager position job description and salary range placement, and requests the item to be considered by the Board of Directors.

Respectfully Submitted,



Clarence Mansell Jr., Interim General Manager

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ATTACHMENT(S):

1. Exhib A - Water Resources Manager JD

EXHIBIT A



CLASSIFICATION SPECIFICATION

WATER RESOURCES MANAGER *Draft Job Description*

Department: External Affairs/Water Conservation
Range: 40

FLSA Status: Non-Exempt
Effective Date: July, 2018

General Purpose

Under general supervision of the Assistant General Manager, performs a variety of professional and administrative activities in support of the Department's public information, community outreach and conservation programs; to plan, develop; implement, evaluate and coordinate the Department's water conservation and water efficiency programs; to participate in and support regional and state wide conservation efforts and initiatives; to perform a variety of technical and administrative duties including legislative analysis and perform related grant writing; to represent the Department in the community and at professional meetings as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Maintains the District's water efficiency programs, reviews documents to ensure accurate information, examines supporting documentation to establish proper authorization and conformance with District policies, agreements, contracts, and state and federal requirements.
- Researches and plans water use efficiency measures, supply, and planning issues and policies.
- Implement department business plans, processes and performing measures, supply, and planning issues and policies.
- Develop and implement goals, objectives, strategies and benchmarks to promote water resource management and customer service.
- Promote positive public relations through presentations, exhibits and attendance at community events; plan and coordinate special events and presentations on a variety of topics to citizen groups, businesses, students, homeowners, and other interested groups.
- Plan, coordinate and develop the Department's water efficient landscape workshops.
- Respond to general customer conservation inquiries or water loss complaints and provide guidance on water conservation; water use efficiency practices, water education, and department community outreach programs.
- Conduct site visits and evaluate existing landscapes and irrigation systems; submit recommendations for reducing water use and/or increasing efficiency.
- Gather, maintain, and analyze customer water consumption information by rate class to identify excessive water usage.

- Conduct follow-up inspections on customer sites to validate turf removal, or installation, and use of water conservation products.
- Assist in identifying and developing funding sources (local, State and Federal) for Department projects; plan meetings with staff to discuss upcoming grant opportunities and timeframes for applications to be filed.
- Compile statistics and prepare accurate periodic reports for submission to State; prepare and submit mandatory reporting as required by State Water Resources Control Board.
- Keep current with all Federal, State, and local water conservation related regulatory requirements; monitor pending and newly adopted legislation keeping the General Manager and Assistant General Manager informed with regular and pertinent updates; implement and enforce all changes in Federal, State, and local water conservation related regulatory requirements.
- Participates in Safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- District policies, procedures and specifications.
- Principles and practices of program development and administration.
- Principles and practices of water conservation.
- Principles, practices, and techniques of landscape irrigation audits and systems.
- Applicable Federal, State, and local water conservation related regulations.
- Personal computers – Microsoft Office Suite, including Word, Excel, PowerPoint, and Publisher at an advanced level.
- High efficiency landscape irrigation products/services.
- Environmental issues and concerns related to water systems and conservation
- Safe work practices.

Ability to:

- Work independently while being thoughtful, flexible and passionate about work.
- Prioritize work and adjust quickly to changing priorities.
- Communicate effectively, both verbally and in written form.
- Analyze water conservation data, evaluate alternatives, and recommend changes to program policies and procedures.
- Query and collate account consumption statistics for benchmarking purposes; evaluate the overall effectiveness of water conservation programs by account, rate class, and overall customer base.
- Develop and maintain current knowledge of water conservation practices and products including drought tolerate plants, landscapes, irrigation systems and controllers.
- Develop and maintain knowledge of water efficiency rating systems provided by government agencies including California Urban Water Conservation Council.
- Monitor, interpret, and apply Federal, State, and local policies, laws, and regulations.

- Represent the Department, including its programs and policies, with the public and other agencies.
- Research the availability of grants, and coordinate the submittal and tracking of grants.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software and products.
- Understand and carry out oral and written instructions.
- Maintain accurate files and detailed records.
- Plan and organize work to meet changing priorities and deadlines.
- Observe proper safety precautions.

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:

Graduation from an accredited college or university with a Bachelor's degree or equivalent (120 semester units) in public relations, public affairs, communications, water business or public administration, marketing, journalism, or related field.

And

Experience:

A minimum of three (3) years of progressively responsible experience in the coordination of customer communication, community engagement events, conservation, outreach programs, marketing and graphics in a public utility setting. One (1) year or more of public speaking and presentation experience required.

Necessary 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.

Possession of a valid, AWWA Water Conservation Practitioner Grade I certificate within twelve (12) months of appointment; possession at time of application preferred.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk

and to 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.



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

DATE: July 16, 2018
TO: Human Resources Committee
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: APROVAL OF WATER QUALITY TECHNICIANS

BACKGROUND:

The West Valley Water District (District) Water Quality Department is responsible for ensuring the District adheres to all Federal and State water quality regulatory requirements. To ensure the District supplies safe drinking water to rate payers, the Water Quality Department is tasked with: collecting 9,600 water quality samples, attempting to flush 500 dead-ends, and testing and inspecting 1,700 backflows, and furnishing temporary hydrant meters for all contractors in the District's service area. Additionally, the Water Quality Department is responsible for all water quality reporting to regulatory agencies, such as the of Drinking Water, State Water Resources Control Board, San Bernardino County Flood Control, and City of Rialto.

Currently, the Department is staffed with:

- One Water Quality Supervisor,
- One Water Quality Specialist, and
- One Cross Connection/Commercial Account Coordinator.

Water Quality Specialist position will be vacated on July 20, 2018. The primary job functions of the Water Quality Specialist are to prepare sample kits, collect routine water quality samples, and carry out the dead-end flushing program. Based on the Water Quality Specialist's job description, this position should also complete water quality reports, review laboratory test results, and schedule monitoring events based on regulatory requirements. Due to the volume of sampling required, the Water Quality Specialist position does not have the flexibility to perform the prior mentioned job description duties. Instead, the sole responsibility for theses duties of the Water Quality Department falls on the Water Quality Supervisor. Due to the sampling demand, the Water Quality Specialist also cannot perform necessary dead-end flushing activities.

DISCUSSION:

Instead of filling the vacated Water Quality Specialist position, the Water Quality Department requests that the one (1) Water Quality Specialist positions at Pay Range No. 44 (\$63,232-\$88,962) position be replaced with two (2) Water Quality Technician positions Pay Range No. 30 (\$44,949-\$63,232). Doing so will provide the Water Quality Department with:

- Operational flexibility to provide coverage for sampling events, instead of having to rely on Production and Treatment staff during heavy sampling periods;
- Additional staff necessary to maintain the dead-end flushing program (mandatory State requirement); and
- Coverage for the Cross Connection/Commercial Account Coordinator, as needed (the only backup for the Cross Connection/Commercial Account Coordinator is the Water Quality Supervisor).

A revised organizational chart is attached in **Exhibit A**. A proposed job description for the Water Quality technician positions is attached in **Exhibit B**. The proposed pay range for the Water Quality Technician positions is Pay Range No. 30. Pay Range No. 30 is a justifiable pay range given the essential job duties, along with being comparable to salaries of similar positions held at local water agencies (attached as **Exhibit C** -Table 1).

FISCAL IMPACT:

The estimated cost of these positions will be \$56,500 (including benefits). This may require a Budget adjustment that will be presented at the Budget mid-year review.

STAFF RECOMMENDATION:

Staff is recommending approval of two (2) Water Quality Technicians, acceptance of job descriptions and salary placement, and requests the item to be considered by the Board of Directors.

Respectfully Submitted,



Clarence Mansell Jr., Interim General Manager

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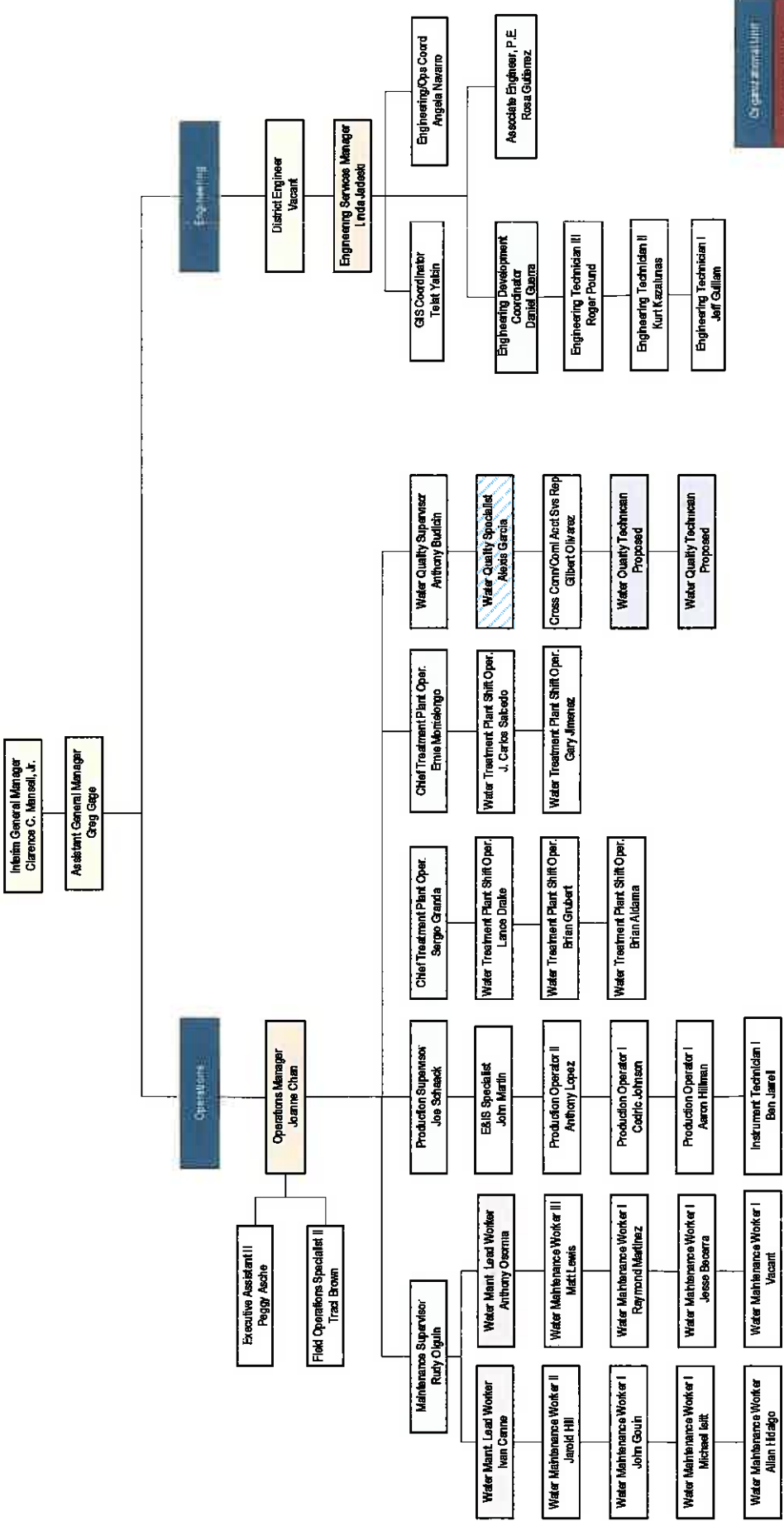
ATTACHMENT(S):

1. Exhibit A- Organizational Chart
2. Exhibit B - Water Technician Job Description
3. Exhibit C- Salary Study Table

EXHIBIT A

July 1, 2018

Operations and Engineering Departments



Operations and Engineering
Department
Board of Directors
Executive Staff
Management Staff
Supervisory Staff
Lead Staff
Staff

EXHIBIT B



CLASSIFICATION SPECIFICATION

WATER QUALITY TECHNICIAN

Department: Various
Range: 30

FLSA Status: Non-Exempt
Effective Date: November 1, 2015

General Purpose

Under general supervision of the Water Quality Supervisor, collect regulatory samples in accordance with the State of California, Title 22 Regulations; participate in water treatment activities; prepare water quality reports; and perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assist the Water Quality Supervisor in monitoring and maintaining water quality of the water system.
- Reviews laboratory test results for levels of constituents and compliance with Federal and State regulations.
- Prepares annual water analysis schedule in accordance with State of California, Title 22 Regulations, and Environmental Protection Agency Regulations.
- Schedules, prepares and performs collections of regulatory and quality control samples of the water distribution system and/or treatment systems in accordance with the State of California, Title 22 Regulations.
- Monitors and performs daily operations of Treatment System at various sites including replacement of filters.
- Coordinates the Lead and Copper Program including customer notifications, collection of samples and coordination with the laboratory.
- Assists in preparation of water quality reports; participates in preparation of the District's Business Plan for District's various treatment systems, plants, and wells.
- Assists in field operations when required. Maintains assigned District vehicle including servicing and safety checks.
- Participates in District safety meetings.
- Serves "on call" on a rotating basis and remains subject to overtime with fellow field workers.
- Performs other related duties, as assigned.
- Executes District's dead-end flushing program.

Qualifications

Knowledge of:

- The District's distribution system.
- District policies, procedures and specifications.
- California Code of Regulations, Title 22.
- Water distribution and treatment procedures, equipment, materials, and tools.
- Water quality sampling techniques.
- Safety precautions and procedures.
- Personal computers and Water Quality related software applications.
- Safe work practices.

Ability to:

- Maintain the District's water quality monitoring and sampling schedule.
- Interact with customers, District personnel, laboratory personnel, and regulatory officials concerning water quality issues.
- Keep accurate Water Quality records, and prepare required reports.
- Inspect and maintain District pump and Treatment facilities.
- Operate and maintain disinfection equipment.
- Operate, maintain, and calibrate water quality test and field equipment.
- Make independent decisions when dealing with water quality problems.
- Make mathematical calculations accurately, maintain statistical files and records.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and Water Quality related software.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.

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 high school diploma or satisfactory equivalent, and

Experience:

A minimum of five (5) years of progressively responsible experience in both meter service and distribution system operations with a public agency water system.

Necessary 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.

Possession of a valid, Grade II Water Treatment Operator's Certificate and/or the ability to obtain a Grade II Water Treatment Operator's Certificate within one year of employment, issued by the State Water Resources Control Board.

Possession of a valid, Grade II Water Distribution Operator's Certificate and/or the ability to obtain a Grade II Water Distribution Operator's Certificate within one year of employment, issued by the State Water Resources Control Board.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, 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 fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.

EXHIBIT C

Table 1. Salary Study for Water Quality Technician

Agency	Position Title	Salary Range Hourly	
		Minimum	Maximum
City of Anaheim	Laboratory Technician I	\$23.58	\$29.83
Western Municipal Water District	Operations Technician - Water Quality	\$23.84	\$45.81
Eastern Municipal Water District	Laboratory Analyst I	\$25.26	\$31.46
Hi-Desert Water District	Water Quality Technician I	\$25.62	\$33.61
Orange County Water District	Laboratory Technician I	\$27.30	\$34.13
City of Redlands	Laboratory Technician	\$20.30	\$31.65
West Valley Water District	Water Quality Technician (Proposed)	\$21.61	\$30.40