



**PALMDALE WATER DISTRICT**  
A CENTURY OF SERVICE

August 23, 2018

**BOARD OF DIRECTORS**

**ROBERT E. ALVARADO**  
Division 1

**JOE ESTES**  
Division 2

**MARCO HENRIQUEZ**  
Division 3

**KATHY MAC LAREN**  
Division 4

**VINCENT DINO**  
Division 5

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**DENNIS LaMOREAUX**  
General Manager

**ALESHIRE & WYNDER LLP**  
Attorneys

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**AGENDA FOR A MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE PALMDALE WATER DISTRICT**  
**Committee Members: Joe Estes-Chair, Vincent Dino**  
**to be held at the District's office at 2029 East Avenue Q, Palmdale**  
**TUESDAY, AUGUST 28, 2018**

**9:30 a.m.**

**NOTE:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

- 4.1) Consideration and possible action on approval of minutes of meeting held June 27, 2018.
- 4.2) Consideration and possible action on developing a Management Analyst position for the Administration Department to use depending on skills and duties required of staff. (No 2018 Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)
- 5) Information items.
  - 5.1) Annual review of benefits package. (Human Resources Director Emery/General Manager LaMoreaux)
  - 5.2) Other.
- 6) Board members' requests for future agenda items.
- 7) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** August 20, 2018 **August 28, 2018**  
**TO:** PERSONNEL COMMITTEE **Personnel Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON DEVELOPING A MANAGEMENT ANALYST POSITION FOR THE ADMINISTRATION DEPARTMENT TO USE DEPENDING ON SKILLS AND DUTIES REQUIRED OF STAFF. (NO 2018 BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY/GENERAL MANAGER LaMOREAUX)***

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**Recommendation:**

Staff recommends that the Committee approve the development of a Management Analyst position for the Administration Department to use depending on skills and duties required of staff.

**Alternative Options:**

The alternative is to leave the position as Administrative Assistant.

**Impact of Taking No Action:**

A Management Analyst position for the Administration Department will not be developed.

**Background:**

Traditionally the Administrative Assistant position has been a support position for the Executive Assistant. This is a necessary position due to the many Boards and JPIAs that the District is involved in and accepts shared administrative responsibilities. This position has taken on a greater scope due to the Water Master responsibilities the Palmdale Water District has assumed. Staff is requesting to change the job title of the Administrative Assistant position to Management Analyst based on the increased responsibilities of this position and to remain competitive with other agencies.

PERSONNEL COMMITTEE  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

August 20, 2018

Staff would like to maintain the flexibility in the future to base the job title of this position on the level of expertise/analytical abilities necessary to complete the essential functions of the position. For succession planning purposes, this would allow this position to either be an analytical position if the District's needs required or an administrative support position if analytical skills were not required. No new job descriptions will be required as both of these titles are active job descriptions, and this change does not add a position to the Organizational Chart.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence and Strategic Plan Initiative No. 5 – Regional Leadership.

This item directly relates to the District's Mission Statement.

**Budget:**

This update will not have an effect on the 2018 budget and will be factored into the 2019 budget.

**Supporting Documents:**

N/A