



# PALMDALE WATER DISTRICT

## A CENTURY OF SERVICE

### BOARD OF DIRECTORS

ROBERT E. ALVARADO  
Division 1

DON WILSON  
Division 2

GLORIA DIZMANG  
Division 3

KATHY MAC LAREN  
Division 4

VINCENT DINO  
Division 5

September 10, 2020

### AGENDA FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT

Committee Members: Gloria Dizmang-Chair, Kathy Mac Laren

#### **TO BE HELD VIA TELECONFERENCE ONLY**

**DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 711-091-107#**

**Submit Public Comments at: <https://www.gomeet.com/711-091-107>**

**WEDNESDAY, SEPTEMBER 16, 2020**

**11:00 a.m.**

DENNIS D. LaMOREAUX  
General Manager

ALESHIRE & WYNDER LLP  
Attorneys

**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 August 11, 2020.
- 4.2) Consideration and possible action on approval of updated job descriptions for Construction Inspectors. (No Budget Impact – Human Resources Director Emery)
- 4.3) Consideration and possible action on approval of Public Affairs Specialist 2 classification. (\$2,083.00 – Non-budgeted – Human Resources Director Emery)
- 4.4) Consideration and possible action on approval of Management Analyst position in the Finance Department. (\$2,083.00 – Non-budgeted – Human Resources Director Emery)
- 4.5) Discussion of 2021 Benefit Program. (\$30,912.00/year – Budgeted – Human Resources Director Emery)
- 5) Reports.
  - 5.1) Human Resources Director Emery:
    - a) Personnel policy effects of COVID-19 event.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) 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:** September 10, 2020 **September 16, 2020**  
**TO:** PERSONNEL COMMITTEE **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 APPROVAL OF UPDATED JOB DESCRIPTIONS FOR  
CONSTRUCTION INSPECTORS. (NO BUDGET IMPACT – HUMAN  
RESOURCES DIRECTOR EMERY)***

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**Recommendation:**

Staff recommends that the Personnel Committee approve updated job descriptions for our Construction Inspector 1 and Construction Inspector 2.

**Alternative Options:**

Leave the Construction Inspector job descriptions as they are.

**Background:**

The District currently has cross connection and back flow job functions in a separate job description. This means that the District does not have a back up for this essential function. Another challenge is the fluctuation in workload for our Construction Inspectors. By combining the duties on these two job descriptions, the District will ensure that multiple employees are capable of performing the cross connection/back flow duties, and when the District has multiple projects occurring on the same day, the duties can be shifted toward inspection work.

**Impact of Taking No Action:**

If the District takes no action, we will continue to lack back up in our cross connection/back flow duties, and at times, we will continue to be short handed with regards to inspectors.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence.  
This item directly relates to the District’s Mission Statement.

**Budget:**

No impact to budget

**Supporting Documents:**

- Construction Inspector 1 Job Description
- Construction Inspector 2 Job Description

CONSTRUCTION INSPECTOR 1

FLSA Status: Non-Exempt

DEFINITION

Under general direction, to perform field inspection for construction projects, ensuring proper project completion in compliance with plans, specifications, time, and cost requirements; to review construction plans; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Construction Inspector 1 - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Construction Inspector 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Construction Inspector 2 (Lead).

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Inspect construction methods and materials to ensure compliance with approved plans and specifications.

Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.

Complete field sketches of projects and maintain accurate as-built plans.

Maintain a detailed daily diary of inspections.

Make field measurements and calculations, as necessary.

Prepare periodic progress reports from accumulated data.

Review construction plans and specifications for pipelines, pumps, and associated facilities.

Prepare correspondence related to inspection functions.

Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.

Advise and confer with the public concerning problems because of projects adjacent to their property.

Account for all contract bid items in preparation of progress payment to contractors.

Participate in all phases of District-wide activities and operations as assigned.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods, materials, tools, and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.

Construction workplace safety practices and procedures.

Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.

Mathematics and physics as applied to engineering, topography, construction, and design of structures.

Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.

Basic operations of a water distribution system.

Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, and Excel.

#### Ability to:

Inspect construction projects and detect flaws in construction methods and materials.

Read and interpret designs, plans and construction specifications.

Maintain detailed records and information.

Develop reports outlining problems with construction projects.

Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.

Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.

Learn, correctly interpret, and apply the policies and procedures of the District. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the public

Operate various office equipment.

Recognize health and safety problems related to construction projects.

Work outside under a variety of climatic and geographic conditions. Prepare and maintain complete records and logs of inspection activities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### License and Certificate

Possession of, or ability to obtain, a valid California Driver's License. Must having driving record acceptable to the District.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Ability to obtain within 18 months of employment, a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board, a Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board, and a Cross Connection Specialist Certification.

#### Supplemental Information:

##### Physical Requirements and Working Conditions

Communicate clearly and concisely, both orally, and in writing.

Hears normal conversation in person and/or on the telephone.

Must be able to see sufficiently to accomplish the duties of the position and to operate a District vehicle; travels regularly by vehicle and sometimes airplane in conducting District business.

Sit for prolonged periods of time.

Manual dexterity must be sufficient to accomplish the duties of the position.

Push and pull 50 pounds.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

## PALMDALE WATER DISTRICT

### CONSTRUCTION INSPECTOR 2

FLSA Status: Non-Exempt

#### DEFINITION

Under minimal supervision, performs routine and specialized inspections and tests, prepares and maintains reports and diaries that are complete and concise. Maintain all records of construction for assigned District projects. When required must be able to assist with the training of Inspector 1's. This position is considered a journeyman level to the construction inspection field and must be able to perform all levels of inspection within the Districts jurisdiction. Perform other related duties as required.

#### DISTINGUISHING CHARACTERISTICS

Construction Inspector 2 – Must have all the characteristics of a Construction Inspector 1. This is the journey level class in the Construction Inspector series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Construction Inspector 2 (Lead).

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Performs routine inspections at field locations of a variety of construction activities including but not limited to: earthwork, concrete, storm drains, deep water wells, reservoirs, domestic water pipeline, water treatment plants, pressure reducing stations, electrical, mechanical and related structural construction.

Understand test methods and inspection procedures for a variety of tests for various types of construction i.e. compaction tests, water pressure test etc.

Assists with the administration of the specifications, policies and procedures and reports violations or deviations.

Prepares a detailed daily diary documenting construction actions and activities, including a variety of reports related to the construction inspection.



Adheres to District safety practices and policies.

Prepares as-built drawings.

Communicate effectively with contractors, engineers, public agencies, and others to insure the conformance of specification application.

Collects and delivers domestic water samples to the District's laboratory for analysis

May participate in pre-construction meetings with contractors and engineers as directed by the Construction Inspector II (Lead). May conduct pre-construction meetings for development projects.

Learn, understand, and operate Great Plains System.

Prepares and verifies contract quantity for contract summary payments, check grade and alignments, check and verify materials for use.

Assists with the training of personnel in inspection techniques, procedures, specifications, testing methods and report preparation.

Coordinates drinking water distribution tie-in connections to existing grid systems.

Calculates, accepts, or rejects distribution system hydrostatic pressure and leakage testing.

Based on Department of Health Services guidelines, determines the number of bacterial sampling points to be installed.

Coordinates the disinfection process, including flushing of Chlorine, verifying amount and concentration of disinfectant in PPM, for the various distribution pipelines under construction.

As needed, operates the distribution system valves for purposes of activation, shut-downs and for repairs under specific direction of the General Manager.

### MINIMUM QUALIFICATIONS

#### Ability to:

Must have all the qualifications of Inspector 1.

Develop and recommend complex revisions to plans and specifications to meet field conditions, as necessary.

#### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible construction experience in the inspection of construction within the District's scope of influence, and/or experience with another agency found to be acceptable to District.

Training:

High School Diploma or equivalent. College or technical trade school training related to inspection desirable. Completed courses in college, technical trade school and certificates from ICC and/or ACI are desirable.

License and Certificate

Possession of a valid California Driver's License. Must having driving record acceptable to the District.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board, a Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board, and a Cross Connection Specialist Certification.

**AND**

ACIA (American Construction Inspectors Association)  
Division IV -- Public Works

**AND**

One of the following:

**ACIA Division I – Engineering**

**ACIA** (American Construction Inspectors Association)

Mechanical	Masonry	Electrical	Earthworks
Paving	Concrete	Welding	Structural Metal
Pre-stress Concrete		Structural Wood	

**ICC** (International Code Council)

Structural Masonry Special Inspector  
Structural Steel and Welding Inspector  
Prestressed Concrete Special Inspector  
Reinforced Concrete Special Inspector

Knowledge of:

Must have all the knowledge of Construction Inspector 1. Including the following:  
Construction procedures, techniques, and practices.  
Basic drafting.  
Mathematics, including Algebra and Geometry  
Map reading  
Local geography  
Purpose of and techniques of test methods and procedures  
Practices and procedures in water distributions and sanitation systems  
Codes and specifications pertaining to construction.  
Safe working practices.

Ability to:

Read and understand blueprints, schematics, and specifications.  
Communicate effectively both in writing and verbally.  
Follow written and oral direction  
Work cooperatively with others.  
Accurately perform inspections and tests.  
Keep detailed records, diaries, and reports.  
Make detailed records, diaries and reports.  
Understand and follow district safety policies.  
Be available for weekends, holidays, and nights.  
Make accurate mathematical computations.  
Safely operate a light district vehicle.  
Computer knowledge and skills i.e. Microsoft word, Microsoft excel, Microsoft Outlook, Great Plains system, etc.  
Effectively communicate with contractors, engineers, public officials, and others.  
Work independently and use sound judgment in making decisions.  
Keep detailed records, diaries, and reports.  
Training techniques and processes.  
Supervisory skills and techniques.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible construction experience as a construction foreman including management of crew and construction management or two (2) years of construction inspection experience performing duties similar to a Construction Inspector 1 as defined in the Palmdale Water District job description.

Training:

Equivalent to the completion of the twelfth grade, supplemented by college level course in engineering, construction management or a related field.

Supplemental Information:

Physical Requirements and Working Conditions

Communicate clearly and concisely, both orally, and in writing.

Hears normal conversation in person and/or on the telephone.

Must be able to see sufficiently to accomplish the duties of the position and to operate a District vehicle; travels regularly by vehicle and sometimes airplane in conducting District business.

Sit for prolonged periods of time.

Manual dexterity must be sufficient to accomplish the duties of the position.

Push and pull 50 pounds.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**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:** September 10, 2020 **September 16, 2020**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION  
ON APPROVAL OF PUBLIC AFFAIRS SPECIALIST 2  
CLASSIFICATION. (\$2,083.00 – NON-BUDGETED – HUMAN  
RESOURCES DIRECTOR EMERY)***

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**Recommendation:**

Staff recommends that the Personnel Committee recommend that the full Board approve the addition of a Public Affairs Specialist 2 classification.

**Alternative Options:**

Leave the Public Affairs Specialist classification with only one level.

**Background:**

The District currently has a classification of the Public Affairs Specialist position; however, it does not have two levels, which is traditionally what the District has for staff positions.

**Impact of Taking No Action:**

If the District takes no action, we will have one classification in the Public Affairs Department for a Specialist. This does not create a clear succession path as the entry level position would be all the District had available besides the Manager position. Ideally, we would like to see a path of growth from entry level through increasing responsibilities so that if the manager were to retire, the District has a fully trained and capable successor.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District's Mission Statement.

**Budget:**

The effect on current budget would be \$2,083.00.

**Supporting Documents:**

- Salary Survey with Key
- Public Affairs Specialist 1/2 Job Description
- Organization Chart showing positions proposed for revisions outlined in red

[illegible]

## PALMDALE WATER DISTRICT

### PUBLIC AFFAIRS SPECIALIST II

FLSA Status: Exempt

#### DEFINITION

To perform a variety of duties related to the development, preparation and implementation of strategic internal and external communications, public information and customer and community relations activities to build trust and support for Palmdale Water District programs, projects, policies and goals, to protect and enhance Palmdale Water District's image and reputation, and to represent Palmdale Water District's interests to customers, community groups, employees, new media, elected officials and other stakeholder groups. Prepares informational materials for dissemination through a variety of media; fosters relationships with and builds trust among key stakeholders to communicate and garner support for Palmdale Water District's short- and long-term communication goals; and performs related duties as required.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class typically have several years of work experience and require general supervision while continuing to master the skills and responsibilities required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Public Affairs Director.

#### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Works closely with subject matter experts and reviews technical materials and government documents to gather, fact-check and synthesize information for the development of materials about Palmdale Water District's programs, projects, policies and goals; customizes tone and approach of messages for a variety of audiences, as directed; coordinates the distribution of such information and communications through a variety of methods including web, publications, advertising, media relations, social media, internal and external contacts and others.

Create original content for Palmdale Water District's websites, publications and social media; plan, write, edit and produce annual reports, fact sheets, brochures, bill inserts, newsletters, speaker notes, news releases, editorials, articles, advertising, social media posts, scripts, audio and video recordings, films, slide shows, exhibits and other informational materials.

Manages designing of the internal and external newsletters with minimal supervision. Contributes to the planning of content, and researches, interviews and writes stories for the publications.

Takes photographs and shoots video for Palmdale Water District's use for web, publications, advertising, media relations and social media; selects images for a broad range of communications; updates photo library as directed.



Monitors and tracks internal developments and external news and trends to anticipate questions, forecast changes, and prepare informational materials for stakeholders; responds as directed to issues generated by or affecting Palmdale Water District's image, reputation, policies, programs, projects and goals.

Obtains information from internal subject matter experts, technical materials or official documents to answer a wide range of public inquiries, and explains and represents Palmdale Water District programs, projects, policies and goals, as directed.

Assists in producing media events, coordinating logistics and creating informational materials for press conferences, editorial board visits, studio interviews and other events. Coordinates and guides media representatives attending Palmdale Water District sponsored events, meetings and site visits.

Conducts on-the-record media interviews as directed.

Independently manages, creates, edits, monitors and posts social media content; responds to inquiries and commentary on social media per Palmdale Water District guidelines; edits and fact-checks social media content created by staff.

Represents Palmdale Water District on local and regional boards and community groups. Attends events and meetings, as required, and contributes information to foster positive perception of Palmdale Water District.

Assists with planning, scheduling and staffing annual outreach events that support Palmdale Water District's Mission and Strategic Plan.

Fosters relationships with customers, community, employees, news media and other stakeholder groups to protect Palmdale Water District's image and reputation and build trust and support for programs, projects, policies and goals.

Works irregular hours to respond to media inquiries and attend local community meetings.

Performs other related duties and responsibilities as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

English grammar, composition, spelling, punctuation, and vocabulary.

Spanish grammar, composition, spelling, punctuation, and vocabulary.

Principles, techniques, and methods of public information and strategic communications.

Local and state government functions, organization, and procedures.

Elements of the functions and workings of local government.

Effective use of public information channels including websites, publications, news and social media.

Principles and techniques of evaluating public opinion and community interests.

Techniques to communicate with general audiences.

In-depth Adobe InDesign techniques.

Photographic techniques.

Graphic arts and printing methods, materials, and terminology.

Techniques of working with the public on an individual or group basis.

Ability to:

Write, edit and proofread effective informational material for a variety of audiences in a variety of media

Orally communicate effectively to individuals and small and large groups.

Express complex technical subjects using simple language and images to lay persons.

Prepare, evaluate, and disseminate public information.

Understand government documents, technical reports and water jargon.

Develop and maintain effective working relationships with Palmdale Water District staff, news media and other stakeholder groups.

Work effectively on several concurrent assignments under deadline in unpredictable environments.

Use sound judgment in the preparation and dissemination of information.

Must have visual acuity to read written materials in print and on the computer.

Must have hearing sufficient to communicate in person and on the telephone.  
Sufficient physical mobility to conduct tours of Palmdale Water District facilities.

Physical capacity to sit for long periods of time.

On a continuous basis, sit at desk for long periods of time; intermittently stand, walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

A minimum of three years' experience in public and media relations or communications.

Education:

A bachelor's degree in journalism, communications, marketing, public relations, graphic design, or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license. Must have a driving record acceptable to the District.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

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Employee Signature

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Date

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Supervisor Signature

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Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

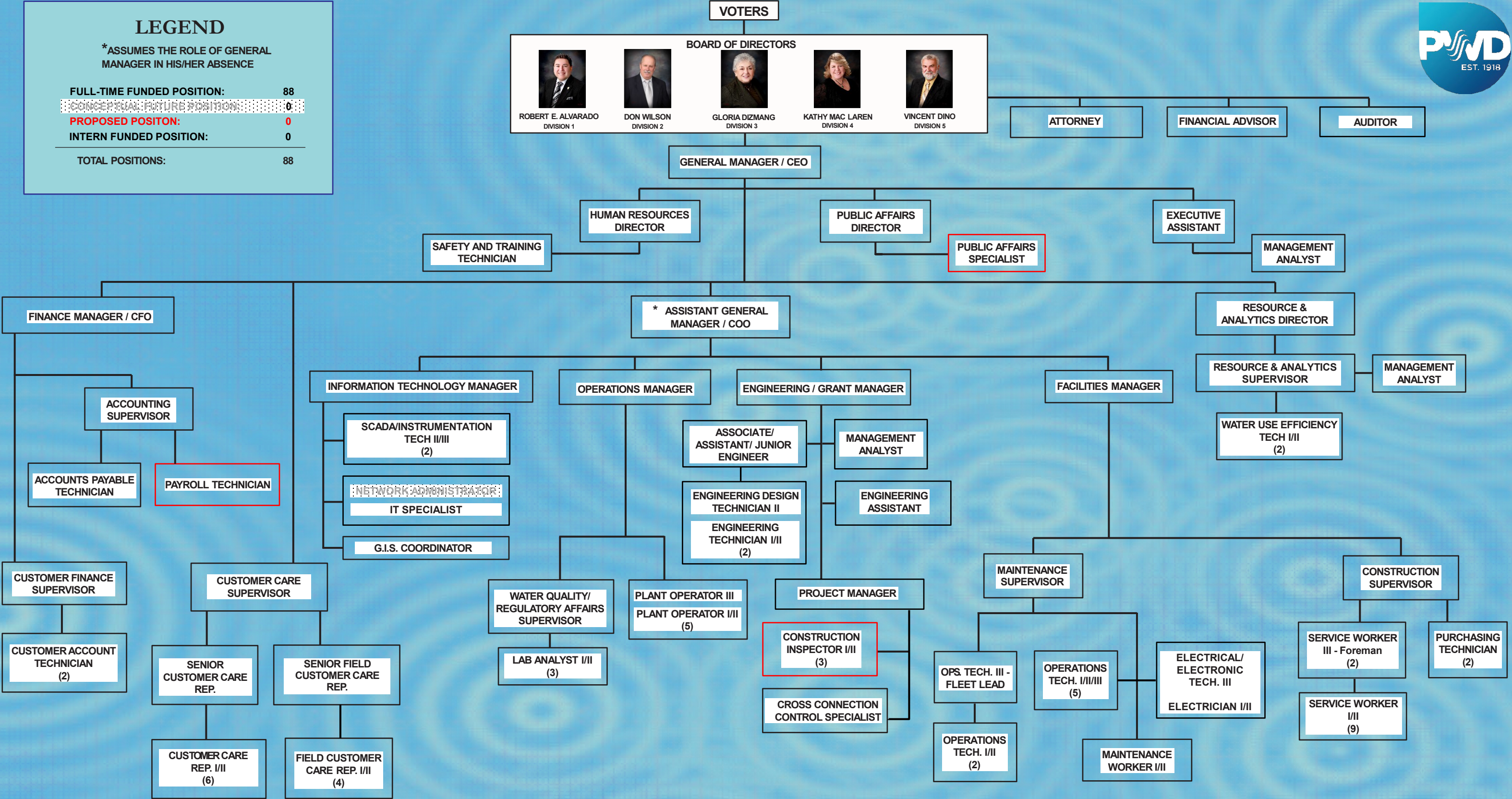




LEGEND

\*ASSUMES THE ROLE OF GENERAL  
MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION:	88
CONCEPTUAL/FUTURE POSITION:	0
PROPOSED POSITON:	0
INTERN FUNDED POSITION:	0
TOTAL POSITIONS:	88





**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:** September 10, 2020 **September 16, 2020**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION  
ON APPROVAL OF MANAGEMENT ANALYST POSITION IN THE  
FINANCE DEPARTMENT. (\$2,083.00 – NON-BUDGETED – HUMAN  
RESOURCES DIRECTOR EMERY)***

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**Recommendation:**

Staff recommends that the Personnel Committee recommend that the full Board approve the addition of a Management Analyst position in the Finance Department.

**Alternative Options:**

Leave the organizational chart as it currently stands.

**Impact of Taking No Action:**

If this recommendation is not approved, the Organizational Chart will remain the same.

**Background:**

The District is preparing for retirements in its departments. This position will allow for distribution of work from the Accounting Supervisor to the Management Analyst. Currently our Accounting Supervisor is handling workload for multiple organizations including the Antelope Valley Water Master, Antelope Valley State Water Contractors Association, and the Palmdale Recycled Water Authority. This position will allow for cross-training additional staff on some of these duties along with delegating some of the Palmdale Water District's internal accounting duties.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District's Mission Statement.

**Budget:**

The effect on current budget would be \$2,083.00.

**Supporting Documents:**

- Management Analyst - Finance Job Description

## PALMDALE WATER DISTRICT

### MANAGEMENT ANALYST - FINANCE

FLSA Status: Non-Exempt

#### DEFINITION

To perform technical level administrative and/or financial related duties in assistance to the Finance Department; to research, collect, and analyze data and prepare draft reports; to perform payroll related functions; to provide some highly responsible administrative duties in support of the Department heads and supervisors.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Accounting Supervisor, may receive technical and functional supervision from Finance Manager/CFO.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Oversees and administers Payroll Processing (i.e. CeleriTime); performing all payroll functions for the District including bi-weekly payroll processing, deductions, adjustments, levies & garnishments, analytical review, audit and reconciliation; maintaining all necessary back-up documentation for payroll transactions and communicating with local agencies to manage payroll deductions and payments.

Oversee the payment of all District payroll related tax and other related obligations providing necessary documentation; prepare/process and review all quarter and year end reporting (i.e. Federal and State payroll tax returns, CalPERS, and requested management reporting).

Oversees, updates, and develops necessary standard operating procedure (SOP) documentation for processes within the department. This will ensure that all regular tasks can be performed in the case of the primary individual not being available.

Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence, and compile and type reports.

Assists with reconciliation of banking processes; and maintain and review detailed sub-ledgers such as capital improvement projects, accounts payable, accounts receivable, and customer deposits.

Assists with the general ledger in preparation for year-end financial statement audit and prepare schedules for auditors.

Assists the Accounting Supervisor in the preparation of the District's annual budget performing analysis and calculations necessary for completing all necessary projections and forecasting.

Assists with accounts payable functions, as needed.

Assists in performing year-end closing procedures including but not limited to the setup of project maintenance accounts for the new year, entering cost of living adjustments (if applicable), and various other tasks.

Independently respond to letters, electronic mail, and general correspondence based on areas of assignment.

May perform a wide variety of complex, responsible, secretarial, and administrative duties for executive staff and other management personnel; provide routine analytical support.

Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of administrative and/or technical area to which assigned including, but not limited to, legislation, budget, and personnel.

Modern office equipment, procedures computer hardware, and software, including word processing, database, spreadsheet and accounting applications.

Basic arithmetic functions including addition, subtraction, multiplication, division and calculation of percentages and fractions.

Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.

Techniques and principles of effective written and oral communication.

Pertinent local, State and Federal laws, codes, ordinances, District functions, policies, rules and regulations.

English usage, basic mathematical calculations and statistical methods.

##### Ability to:

Perform technical level administrative and/or program related duties.

On a continuous basis, know and understand all aspects of the job; intermittently review documents related to department operations; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently walk or stand in the field and sit while driving in vehicle or operating equipment; twist and reach office equipment; write and use keyboard to communicate through written means; perform simple grasping and fine manipulation; lift or carry weight up to 20 pounds.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Perform independent research in carrying out technical administrative and technical duties.

Collect, compile, analyze and present a variety of data in a meaningful way.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand District policies and practices to objectively analyze situations to determine proper course of action.

Understand and interpret complex policies, procedures, and regulations of outside agencies as necessary to assume assigned technical responsibilities.

Analyze situations quickly and objectively to determine proper course of action.

Compose professional quality correspondence; write highly detailed technical and analytical reports.

Maintain a high level of confidentiality of a wide range of sensitive information.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training



Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible administrative support or technical experience preferably in the subject area to which assigned. One year of lead supervisory experience is highly desirable.

Education:

Associate degree from an accredited college with major course work in Public Administration, Business Administration, or a related field based on area of assignment desired.

Additional specialized training in payroll functions and compliance.

License and Certificate

Possession of, or ability to obtain a valid California Driver's License.

May be required to obtain special certifications, depending on area of assignment.

Approved: xx/xx/xxxx

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**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:** September 10, 2020 **September 16, 2020**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.5 – DISCUSSION OF 2021 BENEFIT PROGRAM.  
(\$30,912.00/YEAR – BUDGETED – HUMAN RESOURCES DIRECTOR  
EMERY)***

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**Benefit Update:**

Each year in July/August, the District receives updates on what the cost of insurance will be for the following year. The Board policy is for the District to pay for the lowest cost family package that does not have enrollment restrictions. For 2021, this will mean that the District will pay up to \$2,035.57/month toward the employee's medical/dental/vision insurance.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence.  
This item directly relates to the District's Mission Statement.

**Budget:**

The Effect on current budget is estimated to be \$30,912/year.

**Supporting Documents:**

- 2021 Employee Cost Schedule

## Employee Insurance Costs 2020

Monthly

	EE	EE+1	EE+Fam
Classic	\$843.42	\$1,686.85	\$2,235.07
Delta Dental	\$33.72	\$65.20	\$106.12
VSP	\$26.85	\$26.85	\$26.85
	\$903.99	\$1,778.90	\$2,368.04
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$332.47

	EE	EE+1	EE+Fam
Classic	\$843.42	\$1,686.85	\$2,235.07
Delta Care	\$29.19	\$45.36	\$64.72
VSP	\$26.85	\$26.85	\$26.85
	\$899.46	\$1,759.06	\$2,326.64
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$291.07

	EE	EE+1	EE+Fam
Advantage	\$742.21	\$1,484.43	\$1,966.87
Delta Dental	\$33.72	\$65.20	\$106.12
VSP	\$26.85	\$26.85	\$26.85
	\$802.78	\$1,576.48	\$2,099.84
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$64.27

	EE	EE+1	EE+Fam
Advantage	\$742.21	\$1,484.43	\$1,966.87
Delta Care	\$29.19	\$45.36	\$64.72
VSP	\$26.85	\$26.85	\$26.85
	\$798.25	\$1,556.64	\$2,058.44
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$22.87

	EE	EE+1	EE+Fam
Cal Care	\$857.69	\$1,715.38	\$2,272.88
Delta Dental	\$33.72	\$65.20	\$106.12
VSP	\$26.85	\$26.85	\$26.85
	\$918.26	\$1,807.43	\$2,405.85
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$370.28

	EE	EE+1	EE+Fam
Cal Care	\$857.69	\$1,715.38	\$2,272.88
Delta Care	\$29.19	\$45.36	\$64.72
VSP	\$26.85	\$26.85	\$26.85
	\$913.73	\$1,787.59	\$2,364.45
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$328.88

	EE	EE+1	EE+Fam
Anthem Health Sav	\$674.74	\$1,349.48	\$1,788.06
Delta Dental	\$33.72	\$65.20	\$106.12
VSP	\$26.85	\$26.85	\$26.85
Health Sav	\$208.33	\$333.33	\$333.33
	\$943.64	\$1,774.86	\$2,254.36
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$218.79

	EE	EE+1	EE+Fam
Anthem He	\$674.74	\$1,349.48	\$1,788.06
Delta Care	\$29.19	\$45.36	\$64.72
VSP	\$26.85	\$26.85	\$26.85
Health Sav	\$208.33	\$333.33	\$333.33
	\$939.11	\$1,755.02	\$2,212.96
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$177.39

	EE	EE+1	EE+Fam
Kaiser	\$697.92	\$1,378.84	\$1,944.00
Delta Dental	\$33.72	\$65.20	\$106.12
VSP	\$26.85	\$26.85	\$26.85
	\$758.49	\$1,470.89	\$2,076.97
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$41.40

	EE	EE+1	EE+Fam
Kaiser	\$697.92	\$1,378.84	\$1,944.00
Delta Care	\$29.19	\$45.36	\$64.72
VSP	\$26.85	\$26.85	\$26.85
	\$753.96	\$1,451.05	\$2,035.57
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser Health Sav	\$500.08	\$983.16	\$1,384.12
Delta Dental	\$33.72	\$65.20	\$106.12
VSP	\$26.85	\$26.85	\$26.85
Health Sav	\$233.33	\$466.67	\$466.67
	\$793.98	\$1,541.88	\$1,983.76
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser Hea	\$500.08	\$983.16	\$1,384.12
Delta Care	\$29.19	\$45.36	\$64.72
VSP	\$26.85	\$26.85	\$26.85
Health Sav	\$233.33	\$466.67	\$466.67
	\$789.45	\$1,522.04	\$1,942.36
District	\$2,035.57	\$2,035.57	\$2,035.57
Employee	\$0.00	\$0.00	\$0.00