



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

August 11, 2021

BOARD OF DIRECTORS

AMBERROSE MERINO

Division 1

DON WILSON

Division 2

GLORIA DIZMANG

Division 3

KATHY MAC LAREN-GOMEZ

Division 4

VINCENT DINO

Division 5

DENNIS D. LaMOREAUX

General Manager

ALESHIRE & WYNDER LLP

Attorneys



AGENDA FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE OR VIA TELECONFERENCE Committee Members: Kathy Mac Laren-Gomez-Chair, Amberrose Merino

FOR THE PUBLIC: VIA TELECONFERENCE ONLY
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 667-513-644#
Submit Public Comments at: <https://www.gomeet.com/667-513-644>

**WEDNESDAY, AUGUST 18, 2021
10:30 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 July 15, 2021.
- 4.2) Consideration and possible action on a recommendation on a job description and salary range for a Construction Inspector Trainee position. (No Budget Impact – Human Resources Director Emery)
- 4.3) Consideration and possible action on a recommendation on establishing a salary range for a Network Administrator position. (\$39,377.00 – Budgeted – Budget Item No. 1-09-4000-000 – Human Resources Director Emery)
- 4.4) Consideration and possible action on a recommendation on a Work-From-Home Policy and Agreement. (No Budget Impact – Human Resources Director Emery)
- 4.5) Discussion of Succession Planning and programs. (No Budget Impact – Human Resources Director Emery)
- 4.6) Discussion of the District's policy regarding medical benefits. (No Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)
- 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.



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 10, 2021 **August 18, 2021**
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 A RECOMMENDATION ON A JOB DESCRIPTION AND SALARY
RANGE FOR A CONSTRUCTION INSPECTOR TRAINEE POSITION.
(NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Personnel Committee approve a Construction Inspector Trainee position at Salary Range 25.

Background:

The District would like to open a trainee position in the Construction Inspector series which would be open to an internal candidate who is not yet ready to take over the full duties of the Construction Inspector 1 position. This position would be a trainee position until the candidate has achieved the skill set and certifications necessary to move into the Construction Inspector 1 position.

Impact of Taking No Action:

If this recommendation is not approved, we will continue to have Construction Inspector 1 and 2 job classes.

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 effect on budget.

Supporting Documents:

- Job Description
- Salary Survey

CONSTRUCTION INSPECTOR TRAINEE

FLSA Status: Non-Exempt

DEFINITION

Under immediate supervision, to learn the duties and responsibilities of performing 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 Trainee - This is the training 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 Trainee class is distinguished from the 1 level by the performance of less than the full range of duties assigned to the 1 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

All levels receive supervision from the Engineering Manager; task supervision by Construction Inspector 1 and Construction Inspector 2.

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

Developing and learning the skills to inspect construction methods and materials to ensure compliance with approved plans and specifications.

Understanding how to 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.

Construction Inspector Trainee

- 2 -

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 general public concerning problems as a result 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

Construction Inspector Trainee

Trainees will remain in the Trainee position until the following has been acquired:

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 supply, treatment, and distribution systems.

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

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 general 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 professional working relationships with those contacted in the course of work.

Construction Inspector Trainee

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 as a PWD Service Worker 2 or District approved level experience in water facility (pipeline, treatment plants, booster stations, reservoir or groundwater wells) construction experience.

Training:

High School Diploma or equivalent.

License and Certificate

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

Obtain possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board and a certified backflow assembly tester from American Water Works Association within 18 months of first date of employment in trainee position.

Supplemental Information:

Physical Requirements and Working Conditions

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Training Period

The training period is over 24 months. Trainee will be evaluated on ability to learn the role, responsibilities, and duties of a construction inspector I position. Additionally, trainee will obtain the necessary certifications required for the trainee position as well as a Construction Inspector I. Failure to pass the training period or obtain the necessary certifications in the 24 months will result in termination of employment.

Approved:

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

Employee Signature

Date

Construction Inspector Trainee

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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.

	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37					
			26.7726	28.1112	29.5168	30.9926	32.5422	34.1693	35.8778	37.6717	39.5553	41.533	43.6097	45.7902	48.0797	50.4837	53.0079	55.6582	58.4412					
Construction Inspector 1																								
Construction Inspector II																								
Recommend Construction Inspector Trainee position at Salary Range 25 which is 2 below Construction Inspector 1 and equal to Service Worker 1																								

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 10, 2021 **August 18, 2021**
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 A RECOMMENDATION ON ESTABLISHING A SALARY RANGE FOR A NETWORK ADMINISTRATOR POSITION. (\$7,735.00 – BUDGETED – BUDGET ITEM NO. 1-09-4000-000 – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Personnel Committee recommend that the full Board approve the salary range for the Network Administrator position.

Background:

The District has been expanding its Information Technology capabilities and as such, is in need of a Network Administrator. This position will be a successor position to the IT Manager. It will also allow for cross-training in SCADA, GIS and IT.

Impact of Taking No Action:

If this recommendation is not approved, we will not have a Network Administrator for 2021.

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:

Cost to budget is \$7,735.00 for the 2021 budget.

Supporting Documents:

- Network Administrator Salary Survey

	31	32	33	34	35	36	37	38	39					52	53	54	55
		7936.96	8333.81	8750.5	9188.03	9647.43	10129.8	10636.29	11168.11					19441.2	20413.26	21433.93	22505.62
Network Administrator		No Current Position															
		Network Administrator \$8308 - \$10799								\$ 10,799.00							
		Network and SCADA Analyst \$8366.80 - \$10876.67								\$ 10,876.67							
		Information Systems Administrator \$7921.33 - \$10140								\$ 10,140.00							
		No Equivalent Position															
		No Equivalent Position															
		Information Technology Supervisor \$8798 - \$10721								\$ 10,721.00							
		No Equivalent Position															
		No Equivalent Position															
		No Equivalent Position															
		Network Administrator \$8223.97 - \$10855.69								\$ 10,855.69							
		No Equivalent Position															
		No Equivalent Position															
										\$ 53,392.36	\$ 10,678.47	Salary Range	34				

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 10, 2021 **August 18, 2021**
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 A RECOMMENDATION ON A WORK-FROM-HOME POLICY AND
AGREEMENT. (NO BUDGET IMPACT – HUMAN RESOURCES
DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Personnel Committee recommend that the full Board approve the included Work-From-Home Policy and Agreement.

Background:

The District, like other organizations, has had a significant change in the way we do business over the last year. This has led us to an increased ability to perform all of the functions of the District in a more flexible work setting. The pandemic is also a factor that continues to affect our workforce and requires a work from home setting.

Impact of Taking No Action:

If this recommendation is not approved, we will not have a voluntary work from home policy and we will continue to have necessary work from home arrangements without a written policy.

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 effect on budget.

Supporting Documents:

- Work-From-Home Policy
- Work-From-Home Agreement

Palmdale Water District Telecommuting Policy and Procedure

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Palmdale Water District considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs but not for others.

Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Palmdale Water District

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the District. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Palmdale Water District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Palmdale Water District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Palmdale Water District accepts no responsibility for damage or repairs to employee-owned equipment. Palmdale Water District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Palmdale Water District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Palmdale Water District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Palmdale Water District will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Palmdale Water District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Palmdale Water District will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Palmdale Water District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Palmdale Water District - Work from Home Agreement

This *Agreement* specifies the conditions applicable to an arrangement for performing work from Home on a regular basis. The *Agreement* becomes effective after all applicable forms and paperwork have been submitted and approved.

1. The Employee agrees to remain accessible during designated work hours and understands that management retains the right to require the employee to come into the regular work-site when a business need arises. Advance notice will be given whenever possible. In the event of equipment failure, loss of remote access capability or other system problems, employee will report to the traditional work site until the problem is resolved unless otherwise directed.

2. Work from Home Location/Information:

Address: _____

Home Phone # _____ Cell Phone # _____ Fax # _____
E-mail address _____

3. The Employee will maintain a designated workspace. Workers' Compensation coverage is limited to this workspace as opposed to adjacent areas, e.g. other areas of the home. Employee agrees to report any work-related injury to his/her supervisor immediately. Employee agrees to maintain a safe, ergonomically correct, and secure work environment, and agrees to allow management access to work from home site to assess safety and security.

4. Any hardware or software purchased by **Palmdale Water District** remains its property and will be returned at the conclusion of the Work from Home arrangement. Employee agrees to protect all District equipment against unauthorized or accidental access, use, modification, destruction, or disclosure. Employee agrees to report to management instances of loss, damage, or unauthorized access immediately. District owned software is not to be duplicated except as formally authorized. District information, whether stored electronically or as hard copy, remains the property of **Palmdale Water District**. All work produced and products developed while working from home, remain the property of the District. **Palmdale Water District** equipment at the work from home site will not be used for personal purposes or by anyone else at the work from home site. Viewing of district information, documentation or work product by any unauthorized person (e.g. family member, neighbor, etc.) will be cause for disciplinary action, up to and including termination.

5. Employee accepts responsibility for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

6. Performance expectations have been discussed and are clearly understood.

7. Employee understands that the District/Manager may terminate employee participation at any time.

I hereby affirm by my signature that I have read this *Work from Home Agreement* and understand and agree to all of its provisions. The *Work from Home Agreement* itself is not a contract of employment and may not be construed as one. I understand that I am accountable to all previous confidentiality agreements, policies and procedures of the District. I have received a copy of the Work from Home Policy.

I understand that the *Work from Home Agreement* and *Policy* does not create an express or implied contract or promise of employment for a definite term. Teleworkers, as all **Palmdale Water District employees, are employed 'at will' and as such may be terminated at any time and for any reason, with or without notice.**

Employee Date

Manager Date