PALMDALE WATER DISTRICT
2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111

Since 1918

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
ALESHIRE & WYNDER LLP
Attorneys

August 10, 2017

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

Wednesday, August 16, 2017

10:00 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 March 28, 2017.

4.2) Consideration and possible action on benefit renewal rates from JPIA. (Human Resources Director Emery)

4.3) Consideration and possible action on increasing $1,600.00 cap for employee benefits. (Human Resources Director Emery)

4.4) Consideration and possible action on not designating annual cost of living adjustment towards employees' portion of CalPERS effective January 1, 2018. (Human Resources Director Emery)

4.5) Consideration and possible action on Safety and Training Technician position at salary range 29. ($22,000.00 for remainder of 2017; position will be included in 2018 Budget - Non-budgeted – Human Resources Director Emery)

4.6) Consideration and possible action on Internship Program with Antelope Valley College. (Human Resources Director Emery)

4.7) Consideration and possible action on co-hosting Leadership Training for Elected Officials. (Chair Estes/Human Resources Director Emery)

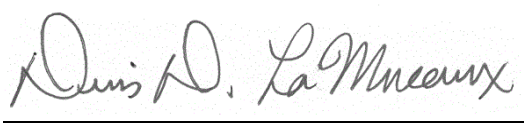
5) Information items.

5.1) Discussion of creating a Succession Planning line item for the 2018 Budget. (Human Resources Director Emery)

5.2) Upcoming priorities and Strategic Plan update. (Human Resources Director Emery)

6) Board members' requests for future agenda items.

7) 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 9, 2017	**August 16, 2017**
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 BENEFIT RENEWAL RATES FROM JPIA.***	

Recommendation:

Staff recommends that the District maintain its current menu of benefits through JPIA, American Fidelity, Lincoln, and The Hartford.

Alternative Options:

The alternative is to obtain new benefit providers.

Background:

The District has obtained its benefits through JPIA in the past, and they offer the most competitive package we have been able to find. They also offer a significant number of other services which allow us to better serve our ratepayers including training, liability insurance, and workers' compensation insurance.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

Budget:

This is will be included in our 2018 budget.

Supporting Documents:

- JPIA 2018 Employee Benefits Program Renewal Package



2018
Employee Benefits Program Renewal

MEDICAL | DENTAL | VISION | EAP | LIFE

ACWA JPIA

AUGUST 3, 2017

2018 Employee Benefits Program Renewal

August 1, 2017

ACWA JPIA Member,

At JPIA, we work diligently to provide our members with a selection of quality, cost-effective benefit plans. In light of changing healthcare regulations and in an effort to lessen the impact of rising healthcare costs while meeting the needs of our members, we do a thorough analysis of all available options each year. Health plan providers, drug formulary list options, plan design elements like deductibles and copays, and more are all evaluated. The Employee Benefits Program Committee, comprised of member agency Directors and staff, carefully weighs participant impact compared to cost savings to find the right balance for our membership before recommending renewal actions to the Executive Committee. There are several important changes to be aware of this year:

- The Classic PPO annual out-of-pocket maximum will increase from $1,000 to $2,000 for an individual, with 10% co-insurance required for hospitalization. Even after these changes, the Classic PPO plan is still one of the very best plans currently available on the market. The $200 individual deductible remains unchanged.
- Kaiser Consumer Driven Health Plan (CDHP) annual out-of-pocket maximum will increase from $2,600 to $2,700 for an individual due to Kaiser's application of California Assembly Bill 1305. There is no change to the Anthem CDHP plan design.
- Retiree participation rules were changed to allow more employer flexibility. Surviving spouses of retirees will remain eligible for continued enrollment even if they remarry or enroll in group health coverage. To maintain these common cost control measures, employee handbooks will need to be updated to reflect the limitation.
- Members who receive the 4% Incentive discount on Anthem premiums *and* pay 100% of the cost to cover dependents are no longer required to enroll dependents *age 19 and above*.
- In response to member interest, three new life insurance plan options with higher limits are available to employers with 40 or more employees.

Open Enrollment will run from **October 2 through November 10, 2017**. For ease of administration, members are encouraged to advertise a shorter Open Enrollment period within the above time frame. The most commonly length of Open Enrollment period utilized by member agencies is two weeks.

As a reminder, JPIA offers ten medical plans and many dental, vision, and life plan options. This is a good time to review options to ensure that the plans you offer are the best fit for your agency. To make any changes to plan offerings effective January 1, 2018, please send a letter signed by the General Manager before **September 1, 2017**. This will allow employees to select plans in October.

This packet includes rates that will take effect January 1, 2018. A separate communication will be sent with plan summaries, template communications for employees, required participant notices, and employer responsibilities for distribution of those notices.

If you have any questions or concerns, please don't hesitate to contact us at (800) 736-2292 or benefits@acwajpia.com. Thank you for being a part of the JPIA.

Warm regards,

Sandra M. Smith
Employee Benefits Manager
CA License # 0I72324

Table of Contents

2018 Pricing and Plan Changes 4

2018 Policy Changes 5

Employer Participation Requirements: Standard and Incentive 6

Retirement Policy Requirements 8

Kaiser Consumer Driven Health Plan (CDHP) 2018 Plan Changes Flyer 12

Anthem Rate Region Map 13

Medical Plan Side-by-Side Comparison 14

Medical Plan Rates 15

Dental Plan Rates 21

Vision Plan Rates 28

Employee Assistance Program 34

Life Plan Designs 36

Life and Disability Rates 37

Changes Allowed at Open Enrollment 39

Contact List 41

2018 Pricing & Plan Changes

ANTHEM BLUE CROSS PPO

Rates will increase by **4.5%** in all regions. The self-funded plan's increase was 9.7% initially. JPIA negotiated to save 2% by obtaining multiple competitive bids for the pharmacy portion of the plan and leveraging potential savings. Plan design changes will save members approximately 2% going forward. Lastly, JPIA continues to strategically draw down excess reserve/rate stabilization funds and projects a subsidy of just over 1% of premiums in 2018. The resulting 4.5% increase was due to a multi-faceted approach to achieve the best possible plans and rates for members.

As a result of extensive discussion and analysis over several years, the Employee Benefits Program Committee recommended that the Executive Committee update the Classic PPO plan design. In light of the fact that the commercial market no longer issues plans with such low out-of-pocket maximums and 100% coverage for hospitalization, the changes will bring the plan more in line with the market while still maintaining one of the most robust benefit plan designs available. The Classic PPO annual out-of-pocket maximum will increase from $1,000 to $2,000 for an individual and from $3,000 to $4,000 for a family. Hospital facility charges will now require 10% co-insurance. These changes will be reflected on benefit summaries and will also be communicated in the template open enrollment communication distributed to members to share with employees.

ANTHEM BLUE CROSS HMO

Rates will increase by **8.26%** in all regions. The Affordable Care Act (ACA) Federal Health Insurer Fee took a one year reprieve in 2017, but returned in 2018. ACA fees accounted for 3.38% of the increase in 2018 Anthem HMO premiums. Self-funded plans like JPIA's Anthem PPO are exempt from the Federal Health Insurer Fee, the ACA's most substantial fee imposed on group health plans.

KAISER CONSUMER DRIVEN HEALTH PLAN (CDHP)

Plans renewed with a **4.64%** increase in Northern California and a **13.05%** increase in Southern California. Kaiser Senior Advantage plans renewed with **3.58%** increase in Northern California and an **8.52%** increase in Southern California. The Federal Health Insurer Fee accounted for 1% of the increase in Kaiser's 2018 premiums.

Kaiser Consumer Driven Health Plan (CDHP) annual out-of-pocket maximum will increase from $2,600 to $2,700 for an individual, whether enrolled at the single or family level, and from $5,200 to $5,400 for a family. This change is due to Kaiser's application of California Assembly Bill 1305. The deductibles continue to be $1,500 be for an individual enrolled without dependents and $3,000 for family. The enclosed "ACWA JPIA Kaiser Consumer Driven Health Plan (CDHP) 2018 Plan Changes" document is designed to assist with communicating this change to participants. There is no change to the Anthem CDHP plan design, which is governed by federal law.

ANCILLARY PLANS

Delta Dental PPO, DeltaCare HMO, Vision Service Plan, Employee Assistance Program, Life Insurance, Short-Term and Long-Term Disability

All renewed with no change in rates.

Effective 1/1/2018

2018 Policy Changes

RETIREE ENROLLMENT POLICY UPDATE

JPIA Retiree participation rules were changed to allow more employer flexibility. Surviving spouses of retirees will remain eligible for continued enrollment even if they remarry or enroll in other group health coverage. To maintain the exclusion, which is a common employer cost control measure, employee handbooks will need to be updated to specify that surviving spouses in either of these circumstances will lose eligibility.

The Retirement Policy Requirements document is included in this renewal packet. Periodic review to ensure employer handbooks communicate policies to employees is recommended.

INCENTIVE POLICY UPDATE

Members who receive the 4% Incentive discount on Anthem premiums *and* pay 100% of the cost to cover dependents are no longer required to enroll dependents *age 19 and above*. At the time the Incentive policy was set, children were automatically eligible only until reaching age 19. This policy change allows employees to make elections for adult children according to their situation.

The Employer Participation Requirements document is included in this renewal packet. Periodic review of this document is also recommended to ensure employer policies are within JPIA's minimum requirements. Please contact benefits@acwajpia.com to request an application for Incentive Rates if you believe your agency may qualify.

ADDITIONAL LIFE PLAN DESIGNS AVAILABLE

In response to requests for higher life insurance maximums from member agencies, three new life insurance plan options will be offered. Due to restrictions put in place by the Standard, the plans with higher limits are only available to employers with 40 or more employees.

Plan offerings can be changed by a member agency at open enrollment or mid-year. Mid-year changes to any plan offering *except for life insurance* require employers to hold a special enrollment period.

Effective 1/1/2018

Employer Participation Requirements

Medical

STANDARD RATES

All employers in the ACWA JPIA pool must follow the following practices.

ELIGIBILITY

- Employees must be full-time employees of the district (minimum of 20 hours per week, or in compliance with employer policy as long as it exceeds 20 hours, or as required by the Affordable Care Act).
- Directors **may** be covered in addition to employees, at the district's option. Directors alone may not be covered. If Directors are covered, they are subject to the same participation requirements as Active employees.
- Retirees may be covered if employees are covered. Retirees alone may not be covered.
- Dependents may be covered only if the subscriber is covered (with qualified COBRA participants and qualified retiree surviving spouses being the only exception).
- All employees that are eligible for enrollment in a JPIA medical plan must enroll, with the **exception** that employees with other coverage can waive coverage (district must obtain written documentation of other group coverage). A maximum of **25% of benefits-eligible employees can waive coverage.**
- If any class of individuals is offered coverage, all individuals within that class must be **offered** coverage.
- Waiting period for new hire enrollment in medical plans must be the 1st of the month following 60 days or less.

PLANS OFFERED

- District may offer a non-JPIA HMO at the same time as a JPIA HMO, but may **not** offer a non-JPIA PPO at the same time as a JPIA PPO. If **any** non-JPIA plan is offered, it must be offered to all the same classes of employees as the JPIA plan(s).

EMPLOYER CONTRIBUTION TO PREMIUM

- Contribution shall be no less than the employee-only portion of the premium for the least expensive JPIA medical plan for which the active employee or Director is eligible.
- Contribution for single coverage shall be the same for Directors as it is for employees. If retirees are covered, the employer contribution may be as little as 25% of the retired single retiree rate for the least cost plan for which the retiree is eligible.
- Contribution to coverage for dependents of active employees and dependents of Directors must be identical, but may be less for dependents of retirees.
- District may not be reimbursed for the full cost of coverage by an active or retired participant. This is considered “self-pay,” which is prohibited, with COBRA being the only exception.

OTHER CRITERIA

- Medicare-eligible **retirees** must enroll in Medicare Parts A **and** B upon eligibility.
- Employer cannot have any personnel policies or union contracts that do not adhere to the plan contract provisions or that create selection against the JPIA plans such as:
  - Deferred retiree coverage
  - Extension of coverage to part-time employees (less than 20 hours/week, except as required by the Affordable Care Act) or contractors
  - Any policy or practice or agreement that creates selection against the JPIA medical plans
- Member district admittance to the pool is subject to underwriting approval by JPIA.

Revised 7/30/2017

Employer Participation Requirements

Medical

INCENTIVE RATES

Employers implementing these additional policies will receive a 4% discount on all **Anthem** medical plans.[1]

ELIGIBILITY

- All Employees and Directors[2] who are eligible for enrollment in the JPIA medical plans must enroll.
- District does not offer cash in lieu of benefits.

PLANS OFFERED

- District offers only JPIA-sponsored medical plans.

EMPLOYER CONTRIBUTION TO PREMIUM

- Contribution for dependents of employees must be at least 50% of the additional premium.
- If the district pays 100% of the employee *and* dependent premium, all eligible employees and their eligible dependents must be enrolled. *Exception: Children age 19 or older are permitted to waive at the employee's discretion.*

OTHER CRITERIA

- If retirees are covered, the employer must contribute at least 50% of the retiree only monthly premium for the least cost plan for which the retiree is eligible.
- Early retiree population[3] is less than 20% of total enrollment.

[1] Must apply for and be approved for Incentive Rates using the Incentive Rate Application.

[2] Individual Directors may permanently opt out of the medical plan, in conflict with underwriting requirements for Incentive groups, for ideological reasons without voiding the district's 4% discount. A Director who opts out of the medical plan will be ineligible enrollment in **all plans** for the **duration of his/her term**. The Director will not have Open Enrollment rights and will not have the ability to enroll in the JPIA plans due to loss of other coverage.

[3] Early retirees are age 50-64, and not entitled to Medicare.

Retirement Policy Requirements

ACWA JPIA permits employers to provide qualifying employees with post-employment health benefits. Employers are required to establish and maintain a Retiree Policy that meets the requirements established by JPIA and the Insurance Carriers. JPIA staff does not retain each employer's retiree policy information, but may do so upon request to ensure plans are administered consistent with employer policies. All retirement policies require member Board approval and must be presented to JPIA at implementation or when changes are enacted.

JPIA has established base requirements for Retirement Policies. Employer policies may be more or less generous, so long as they do not violate the requirements provided here. JPIA has not set a minimum years of service requirement. This is at the discretion of each member agency's Board. Employer policy must be documented and adhered to without exception. The following is a summary of JPIA retiree health plan requirements:

- Employee must be at least age 50 at the time of retirement. Exceptions to the minimum age requirement are not available for early disability retirements.
- Retirees must meet years of service and age requirements in employer's written policies to be eligible for retiree coverage.
- Employer must contribute at least 25% of the retiree only premium for the least cost plan for which the retiree is eligible. (If the employer is on the Incentive rating system, the employer must contribute 50% of the retiree only premium for the least cost plan for which the retiree is eligible.)
- Retirees may not reimburse the employer for the employer share of the premium. This is considered “self-pay” and is prohibited in all JPIA plans, except in the case of COBRA.
- Employer contributions for the retiree’s dependents may be at any level.
- Employees must enroll in the plan they wish to retire into during the Open Enrollment period prior to retirement, unless the employer's policy offers Open Enrollment annually to all retirees.
- There can be no lapse in coverage between the date of retirement and the date retiree benefits begin. The employee must transfer from active status directly to retired status. The employee may not go from Active to COBRA to Retiree benefits eligible.
- If at any time a retiree is removed from the policy, he/she will not be eligible for reinstatement.
- Employer may provide a Surviving Spouse Policy. This should be documented clearly in employer policies.

There are many options when constructing a Retirement Policy. It is imperative for an employer, in the process of implementing a *new* policy, to be aware that JPIA will not enroll past retirees who are not currently enrolled in the employer's health plans at the time of transition in JPIA health plans. However, once a policy is in-force the employer should apply

the policy consistently and without discrimination to all employees who meet the established criteria. If a retiree does not meet the criteria set forth in the employer's retirement policy, the retiree may exercise his/her applicable COBRA rights.

PLAN SELECTION

Option A: Employees must enroll in the medical plan they wish to remain on post-employment during the Open Enrollment period prior to retirement. Allowed changes:

1. A retiree may disenroll at any time but may not reenroll at a later date.
2. A retiree may delete a dependent at any time but may not reenroll the dependent at a later date, unless #4 below applies.
3. If a retiree is on an HMO plan and relocates to a non-HMO service area, he/she will be given an opportunity to enroll in the employer s PPO plan. If the retiree moves back into the HMO service area, the retiree may reenroll in the HMO.
4. The retiree may add dependents not previously enrolled only *if* the employer's existing written policy permits the addition *and* there is a HIPAA qualifying event *and* the dependent can show proof of continuous coverage since loss of coverage under JPIA's plan.
5. The retiree may change from the plan with higher monthly retiree premium cost to the plan with lower retiree monthly premium cost *at any time*, but may not switch back.

Option B: Employers may choose to offer Open Enrollment rights to retirees. This must be documented in the employer's written policies. The employer is responsible to distribute all required notices, including Summary of Benefits and Coverages (SBCs) for every plan for which the retiree is eligible, during the annual Open Enrollment period. **Open Enrollment does not permit enrollment of new retirees or new dependents that were not previously enrolled.** Open Enrollment simply permits plan changes for enrolled retirees and dependents. **Should the employer elect to offer Open Enrollment to retirees, all of the above changes are still permissible except #5.** If Open Enrollment is available, mid-year changes due solely to premium differences are not permitted.

SURVIVING SPOUSE / DEPENDENT PROCEDURES

Participating employers may institute a policy to provide coverage for surviving family members of a retiree who dies while covered under this plan. When such coverage is available, the employer will then provide premium contribution at the same level provided for the enrollee. Coverage will then continue for the enrolled family members until one of the following occurs:

1. Subscription charges are not paid for on the members behalf, or
2. The group cancels coverage for the class of subscribers to which the member belongs, or
3. The agreement between the employer and JPIA terminates, or
4. The child no longer meets all of the conditions of coverage.

Although JPIA provides the option to implement a surviving spouse policy that best suits the individual employer's needs, it is recommended that employers limit the extension of surviving spouse benefits to the spouse that was enrolled on the plan at the time the employee retired.

New for 2018: The following surviving spouse exclusions no longer automatically apply to JPIA plans, but may be applied by documented employer policy. These optional employer policies are commonly used to limit ongoing financial liability.

- **Employers may choose to limit benefits for surviving spouses so that eligibility ceases upon 1) remarriage or 2) enrollment in another group medical plan.**

DIRECTOR RETIREMENT BENEFITS

Government Code Section 53201 states that any director, who takes office on or after January 1, 1995, will not be eligible for benefits upon retirement, regardless of the number of years served. A director who took office prior to that date and whose local employer was providing benefits for retired directors prior to January 1, 1994, would be eligible for benefits upon completion of 12 years of service. The law does allow for the extension of benefits to retired directors providing public funds are not utilized. However, JPIA plans do not permit "self-pay" by any enrollees.

DENTAL AND VISION REQUIREMENTS

For any retiree that is offered continuation of dental and/or vision benefits, the employer must pay at least 50% of the retiree-only portion. The employer may not pay the premiums to ACWA JPIA and have the retiree reimburse the employer for the full cost of coverage. This is considered "self-pay" which is prohibited.

MEDICARE ENTITLED RETIREES

Effective January 1, 2015, enrollment in Medicare Part A and Medicare Part B is required upon a retiree's eligibility for the plans. This must occur when both criteria are met: Medicare eligible *and* retired. This is true for both Anthem and Kaiser retiree plans. This also applies to spouses of retirees.

Anthem Blue Cross –The ACWA JPIA sponsored Anthem Blue Cross plans are not Medicare supplement plans. Anthem Blue Cross will coordinate benefits with Medicare. Upon enrollment in Medicare Parts A and B, retirees will also be enrolled in Medicare Part D for prescription coverage as part of the ACWA JPIA retiree with Medicare health plans. No action is required on the part of the retiree, unless the retiree wishes to waive all prescription benefits. Medicare permits enrollment in only one Part D plan, so the retiree may choose to keep existing Part D coverage and waive ACWA JPIA prescription coverage.

The Anthem Blue Cross "Coordination of Benefits" definition is as outlined in the Evidence of Coverage booklet.

Kaiser – Retirees choosing Kaiser for post-employment medical coverage will be enrolled in the same plan design as actives. Upon enrollment in Medicare Parts A and B, enrolled retirees should assign Medicare benefits to Kaiser and complete a Kaiser Senior Advantage Application. Should the retiree not assign Medicare benefits and complete the Senior Advantage Application form, the "unassigned" Medicare premium will apply. This premium is typically about three times the premium for an active Kaiser plan. Should "unassigned" rates apply, the employer has the option to cease offering the benefit, continue to offer the benefit and make the retiree responsible for the increased premium or pay the higher "unassigned" rate on behalf of the retiree.

ACWA JPIA Kaiser Consumer Driven Health Plan (CDHP)
2018 Plan Changes

Definitions

Deductible - You must pay 100% of the cost for medical and prescription expenses until you have met the Deductible amount. The only exception is for Preventive Care, which is provided at no cost.

Co-pay - A flat dollar amount for a medical service or prescription. Only applicable in CDHP *after* Deductible has been met.

Out-of-Pocket Maximum - This is the most you will pay for covered medical and prescription expenses in a plan year. The Deductible and co-pays paid both apply toward meeting the Out-of-Pocket Maximum.

Health Savings Account (HSA) - Triple-tax-advantaged account employers and employees may contribute to, for the purpose of funding medical, dental, and vision expenses. Federal tax free for (1) contributions, (2) investment growth, and (3) withdrawals.

Kaiser CDHP Single Coverage

	2017	2018
Same	**$1,500** Deductible	**$1,500** Deductible
Change	$2,600 Out-of-Pocket Maximum	$2,700 Out-of-Pocket Maximum
Same	Co-pays: vary by service	Co-pays: vary by service

Must be equal per CA law

Kaiser CDHP Two-Party/Family Coverage

	2017	2018
Same	**$3,000** Deductible	**$3,000** Deductible
Change	$5,200 family Out-of-Pocket Maximum	$5,400 family Out-of-Pocket Maximum
Change	$2,600 is the most any individual can contribute toward the family Deductible or family Out-of-Pocket Maximum.	$2,700 is the most any individual can contribute toward the family Deductible or family Out-of-Pocket Maximum.
Same	Co-pays: vary by service	Co-pays: vary by service

Federal minimum family deductible

Background

California Assembly Bill 1305 was passed in 2016 to limit the amount a single individual in a family would pay toward the Out-of-Pocket Maximum, beginning in 2017. The intent of the California law was to provide equal protection to individuals whether enrolled as a single or as part of a family. However, in order to contribute pre-tax money to a Health Savings Account, the IRS (federal) has specific requirements for high deductible plan designs. If enrolled at employee + 1 or more, the family minimum deductible must be met before benefits can be payable to anyone on the plan, regardless of any one individual's expenses. In 2018, the minimum family deductible for HSA eligibility will change from $2,600 to $2,700.

Notes

~ Participant typically pays plan expenses using funds in a Health Savings Account.
~ Fully insured and HMO plans, such as Kaiser CDHP, are subject to California law. However, JPIA's self-funded Anthem CDHP is subject to Federal oversight only. No changes will apply to Anthem CDHP in 2018.
~ Co-pays totaling $1,200/single or $2,400/family would be needed to reach the Single or Family Out-of-Pocket Maximum. This is unlikely to occur, given the low co-pay amounts.

Revised 7/31/2017

Anthem Rate Region Map



Effective 1/1/2018

ACWA JPIA 2018 Medical Plans

Anthem Blue Cross	Deductible (Indiv./Family)	Dr.	ER	Hospital	X-ray, lab	Prescription	Medical Max Out of Pocket	RX Max Out of Pocket
Classic PPO	$200/600	$15	$50	Ded/10%/20%[1]	20%	$5/20/50	$2,000/4,000	$5,600/10,200
Advantage PPO	$500/1,000	$20	$50	Ded/20%	20%	$5/20/50	$3,000/6,000	$3,600/7,200
CalCare HMO	None	$10	$50	$0	N/A	$5/20/50	$500/1,500	$6,100/11,700
Value HMO	None	$30	$150	$250	N/A	$10/20/50[2]	$2,500/5,000	$4,100/8,200
Consumer Driven Health Plan[3]	$1,500/3,000	Deductible, then 20% coinsurance				Ded/$10/20/40	$2,500/4,000	

Kaiser							Combined Max OOP
HMO with Chiro	None	$10	$50	$0	N/A	$5/15	$1,500/3,000
HMO with Chiro & Optical	None	$10	$50	$0	N/A	$5/15	$1,500/3,000
Senior Advantage with Chiro	None	$20	$50	$0	N/A	$10/25	$1,500/3,000
Value HMO with Chiro	None	$30	$150	$250	N/A	$10/20	$2,500/5,000
Consumer Driven Health Plan[3]	$1,500/3,000 [4]	$20	$100	$250	copays	$10/30	$2,700/5,400 [4]

Important Notes

[1] Facility charge is covered at 90%. Physician charge covered at 80%. Both are subject to deductible.

[2] An annual $100 drug deductible applies to medications on this plan.

[3] Member is responsible for 100% of medical & prescription costs (excluding Preventive Care) until deductible is met. After deductible is met, copays and/or coinsurance apply.

[4] An *individual* enrolled in *family* coverage will have a maximum liability of $2,700 toward the family deductible and family maximum out of pocket.

This is a very brief plan comparison of **IN-NETWORK** benefits. Plan summaries are available at www.acwajpia.com.

The Evidence of Coverage prevails in the event of a discrepancy.

ACWA JPIA, CA License #0I72324

Revised 7/31/2017

ACWA JPIA 2018 Medical Plan Monthly Rates

LOS ANGELES AREA

Los Angeles, San Bernardino & Ventura Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	836.61	1,704.69	2,291.67	803.55	1,636.89	2,200.40	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	704.34	1,433.52	1,926.58	676.56	1,376.57	1,849.91	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	732.32	1,454.78	1,951.02	703.42	1,396.98	1,873.37	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	674.53	1,339.18	1,795.72	647.94	1,286.01	1,724.29	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	671.27	1,365.73	1,835.31	644.81	1,311.49	1,762.29	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%

Kaiser South	Single	Two-Party	Family	Incentive applies to Anthem only	Change
HMO with Chiro	607.82	1,204.96	1,700.90		13.05%
HMO with Chiro & Optical	618.70	1,227.52	1,732.83		13.05%
Senior Advantage with Chiro	190.59	371.29	867.23		8.52%
Value HMO with Chiro	554.70	1,099.53	1,551.74		13.08%
Consumer Driven Health Plan	433.60	857.32	1,209.00		13.04%

If you have questions or would like more information please email benefits@acwajpia.com.

Revised 8/3/2017

ACWA JPIA 2018 Medical Plan Monthly Rates

OTHER SOUTHERN CALIFORNIA

Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, Riverside, San Diego, San Luis Obispo, Santa Barbara & Tulare Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	887.44	1,808.87	2,431.94	852.34	1,736.91	2,335.06	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	747.03	1,521.03	2,044.41	717.54	1,460.59	1,963.03	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	789.88	1,569.85	2,105.63	758.68	1,507.46	2,021.80	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	727.48	1,445.06	1,937.97	698.78	1,387.65	1,860.85	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	711.93	1,449.07	1,947.53	683.84	1,391.51	1,870.02	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%

Kaiser	Kaiser South			Kaiser North (Fresno area, zip based)			South	North
HMO with Chiro	607.82	1,204.96	1,700.90	723.86	1,437.82	2,030.41	13.05%	4.64%
HMO with Chiro & Optical	618.70	1,227.52	1,732.83	736.74	1,463.59	2,066.87	13.05%	4.64%
Senior Advantage with Chiro	190.59	371.29	867.23	298.80	597.59	1,200.87	8.52%	3.58%
Value HMO with Chiro	554.70	1,099.53	1,551.74	668.72	1,327.58	1,874.43	13.08%	4.66%
Consumer Driven Health Plan	433.60	857.32	1,209.00	547.38	1,084.87	1,531.00	13.04%	4.61%

If you have questions or would like more information please email benefits@acwajpia.com.

Revised 8/3/2017

ACWA JPIA 2018 Medical Plan Monthly Rates

SACRAMENTO

Amador, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sutter, Yolo & Yuba Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	945.02	1,926.92	2,590.87	907.61	1,850.24	2,487.63	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	795.40	1,620.19	2,177.91	763.98	1,555.78	2,091.19	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	990.42	1,970.96	2,725.99	951.20	1,892.52	2,617.34	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	911.98	1,814.08	2,508.70	875.90	1,741.91	2,408.75	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	757.99	1,543.51	2,074.67	728.07	1,482.16	1,992.08	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	723.86	1,437.82	2,030.41				4.64%
HMO with Chiro & Optical	736.74	1,463.59	2,066.87				4.64%
Senior Advantage with Chiro	298.80	597.59	1,200.87				3.58%
Value HMO with Chiro	668.72	1,327.58	1,874.43				4.66%
Consumer Driven Health Plan	547.38	1,084.87	1,531.00				4.61%

If you have questions or would like more information please email benefits@acwajpia.com.

Revised 8/3/2017

ACWA JPIA 2018 Medical Plan Monthly Rates

OTHER NORTHERN CALIFORNIA

Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity & Tuolumne Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	949.51	1,936.12	2,603.25	911.92	1,859.07	2,499.52	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	799.17	1,627.92	2,188.31	767.60	1,563.20	2,101.17	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	999.10	1,986.90	2,749.95	959.53	1,907.81	2,640.35	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	919.96	1,828.73	2,530.74	883.56	1,755.98	2,429.91	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	761.58	1,550.87	2,084.58	731.51	1,489.23	2,001.59	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	723.86	1,437.82	2,030.41				4.64%
HMO with Chiro & Optical	736.74	1,463.59	2,066.87				4.64%
Senior Advantage with Chiro	298.80	597.59	1,200.87				3.58%
Value HMO with Chiro	668.72	1,327.58	1,874.43				4.66%
Consumer Driven Health Plan	547.38	1,084.87	1,531.00				4.61%

If you have questions or would like more information please email benefits@acwajpia.com.

Revised 8/3/2017

ACWA JPIA 2018 Medical Plan Monthly Rates

BAY AREA

Alameda, Amador, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, & Sonoma Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	987.92	2,014.85	2,709.26	948.80	1,934.66	2,601.29	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	831.43	1,694.06	2,277.36	798.57	1,626.69	2,186.66	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	1,047.54	2,085.20	2,884.21	1,006.03	2,002.19	2,769.23	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	964.53	1,919.18	2,654.26	926.34	1,842.81	2,548.49	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	792.31	1,613.86	2,169.38	761.01	1,549.70	2,083.00	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	723.86	1,437.82	2,030.41				4.64%
HMO with Chiro & Optical	736.74	1,463.59	2,066.87				4.64%
Senior Advantage with Chiro	298.80	597.59	1,200.87				3.58%
Value HMO with Chiro	668.72	1,327.58	1,874.43				4.66%
Consumer Driven Health Plan	547.38	1,084.87	1,531.00				4.61%

If you have questions or would like more information please email benefits@acwajpia.com.

Revised 8/3/2017

ACWA JPIA 2018 Medical Plan Monthly Mixed-Medicare Rates

APPLIES TO RETIREE COUPLES WITH ONLY ONE INDIVIDUAL ENROLLED IN MEDICARE A&B

LOS ANGELES AREA

Anthem Blue Cross	Standard Two-Party	Standard Family	Incentive Two-Party	Incentive Family
Classic PPO, Mixed Medicare	1,392.39	2,020.71	1,337.09	1,940.28
Advantage PPO, Mixed Medicare	1,171.19	1,698.98	1,124.74	1,631.41
CalCare HMO, Mixed Medicare	1,277.02	1,773.27	1,226.33	1,702.74
Value HMO, Mixed Medicare	1,175.65	1,632.20	1,129.02	1,567.31
Consumer Driven Health Plan, Mixed Medicare	1,115.89	1,618.54	1,071.65	1,554.20

OTHER SOUTHERN CALIFORNIA

Anthem Blue Cross	Standard Two-Party	Standard Family	Incentive Two-Party	Incentive Family
Classic PPO, Mixed Medicare	1,443.21	2,110.16	1,385.88	2,026.15
Advantage PPO, Mixed Medicare	1,213.88	1,774.11	1,165.72	1,703.54
CalCare HMO, Mixed Medicare	1,334.58	1,870.33	1,281.59	1,795.91
Value HMO, Mixed Medicare	1,228.60	1,721.49	1,179.85	1,653.03
Consumer Driven Health Plan, Mixed Medicare	1,156.55	1,690.10	1,110.68	1,622.89

SACRAMENTO

Anthem Blue Cross	Standard Two-Party	Standard Family	Incentive Two-Party	Incentive Family
Classic PPO, Mixed Medicare	1,500.80	2,211.50	1,441.16	2,123.44
Advantage PPO, Mixed Medicare	1,262.25	1,859.24	1,212.16	1,785.27
CalCare HMO, Mixed Medicare	1,535.12	2,290.14	1,474.11	2,198.93
Value HMO, Mixed Medicare	1,413.10	2,107.72	1,356.97	2,023.81
Consumer Driven Health Plan, Mixed Medicare	1,202.61	1,771.18	1,154.90	1,700.73

BAY AREA

Anthem Blue Cross	Standard Two-Party	Standard Family	Incentive Two-Party	Incentive Family
Classic PPO, Mixed Medicare	1,543.69	2,287.00	1,482.34	2,195.92
Advantage PPO, Mixed Medicare	1,298.28	1,922.66	1,246.75	1,846.15
CalCare HMO, Mixed Medicare	1,592.24	2,391.24	1,528.94	2,295.99
Value HMO, Mixed Medicare	1,465.65	2,200.73	1,407.42	2,113.10
Consumer Driven Health Plan, Mixed Medicare	1,236.93	1,831.58	1,187.85	1,758.71

OTHER NORTHERN CALIFORNIA

Anthem Blue Cross	Standard Two-Party	Standard Family	Incentive Two-Party	Incentive Family
Classic PPO, Mixed Medicare	1,505.28	2,219.40	1,445.47	2,131.02
Advantage PPO, Mixed Medicare	1,266.02	1,865.88	1,215.77	1,791.64
CalCare HMO, Mixed Medicare	1,543.80	2,305.43	1,482.44	2,213.61
Value HMO, Mixed Medicare	1,421.08	2,121.78	1,364.63	2,037.31
Consumer Driven Health Plan, Mixed Medicare	1,206.20	1,777.50	1,158.35	1,706.79

Kaiser North	Two-Party	Family
Senior Advantage, Mixed Medicare	1,022.65	1,615.23

Kaiser South	Two-Party	Family
Senior Advantage, Mixed Medicare	788.16	1,284.07

Incentive Rates apply to Anthem plans only.

Family rates are for one adult with Medicare, one adult and child who do not. Contact us with unique scenarios.
If you have questions or would like more information please email benefits@acwajpia.com.

Revised 8/3/2017

ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
ACWA	399	1002	33.72	69.09	122.90
ACWA-JPIA	399	1002	33.72	69.09	122.90
Alameda County Water District	2453	5555	73.92	167.90	167.90
Alpaugh Irrigation District	399	1312	33.72	69.61	115.47
Alta Irrigation District	399	1309	46.23	96.37	160.46
Amador Water Authority	399	1002	33.72	69.09	122.90
American River Flood Control	399	1002	33.72	69.09	122.90
Angiola Water District	399	1012	33.72	65.20	106.12
Antelope Valley-East Kern WA	399	1002	33.72	69.09	122.90
Aromas Water District	399	1009	46.23	90.21	147.39
Banta-Carbona ID	399	1001	31.20	60.16	97.81
Bay Area Water Supply	399	3007	47.86	94.96	169.30
Bella Vista WD	399	1012	33.72	65.20	106.12
Belridge WSD	399	1012	33.72	65.20	106.12
Berrenda Mesa WD	399	1312	33.72	69.61	115.47
Big Bear City CSD	399	3007	47.86	94.96	169.30
Big Bear MWD	399	1012	33.72	65.20	106.12
Bodega Bay PUD	399	3002	35.36	69.99	128.10
Bolinas Community PUD	399	1012	33.72	65.20	106.12
Borrego WD	399	3007	47.86	94.96	169.30
Brookstrail Township CSD	399	1009	46.23	90.21	147.39
Browns Valley ID	399	1012	33.72	65.20	106.12
Buena Vista WSD	399	3003	32.84	64.95	119.78
Byron-Bethany ID	399	1304	31.20	64.21	106.41
Cachuma Oper & Maint Board	399	1012	33.72	65.20	106.12
Calaveras CWD	399	1012	33.72	65.20	106.12
Calaveras PUD	399	1007	46.23	94.11	164.17
Calleguas MWD	399	1002	33.72	69.09	122.90
Camrosa WD	399	1312	33.72	69.61	115.47
Carlsbad MWD	399	1007	46.23	94.11	164.17
Carmichael WD	399	1003	31.20	64.06	114.59
Carpinteria Valley WD	399	1012	33.72	65.20	106.12
Casitas MWD	399	1012	33.72	65.20	106.12
Castaic Lake WA	399	1007	46.23	94.11	164.17
Castroville WD	399	1007	46.23	94.11	164.17
Cawelo WD	399	1012	33.72	65.20	106.12
Centerville CSD	399	1012	33.72	65.20	106.12
Central Basin MWD	399	3007	47.86	94.96	169.30
Central WD	399	1012	33.72	65.20	106.12
Channel Island Beach CSD	399	3002	35.36	69.99	128.10
Chino Basin Desalter Authority	399	1002	33.72	69.09	122.90
Chino Basin WCD	399	1009	46.23	90.21	147.39
Chowchilla WD	399	1002	33.72	69.09	122.90

ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
City of Buellton	399	1002	33.72	69.09	122.90
City of San Juan Bautista	399	1312	33.72	69.61	115.47
City of Tehachapi	399	1007	46.23	94.11	164.17
Clearlake Oaks CWD	399	3007	47.86	94.96	169.30
Coastside CWD	399	1002	33.72	69.09	122.90
Consolidated ID	399	1002	33.72	69.09	122.90
Contra Costa WD (Clerical)	399	1007	46.23	94.11	164.17
Contra Costa WD (Mgmt)	399	1015	47.94	95.36	169.90
Corcoran ID	399	1012	33.72	65.20	106.12
Crestline Village WD	399	1007	46.23	94.11	164.17
Crestline-Lake Arrowhead WA	399	3007	47.86	94.96	169.30
Del Paso Manor WD	399	1007	46.23	94.11	164.17
Del Puerto WD	399	3307	47.86	101.16	182.44
Delano-Earlimart ID	399	3002	35.36	69.99	128.10
Delhi County WD	399	3002	35.36	69.99	128.10
Desert WA	399	1312	33.72	69.61	115.47
Diablo Water District	399	1002	33.72	69.09	122.90
East Contra Costa ID	399	1012	33.72	65.20	106.12
East Orange CWD	399	3002	35.36	69.99	128.10
El Toro WD	399	1012	33.72	65.20	106.12
Florin Resource Conservation Dist.	399	3002	35.36	69.99	128.10
Elsinore Valley MWD	399	1002	33.72	69.09	122.90
Elsinore Valley MWD (Union)	399	1007	46.23	94.11	164.17
Exeter Irrigation District	399	1302	33.72	73.50	132.25
Fair Oaks WD	399	3002	35.36	69.99	128.10
Fallbrook PUD	399	1013	33.72	69.09	122.90
Firebaugh Canal WD	399	1007	46.23	94.11	164.17
Foothill MWD	399	1302	33.72	73.50	132.25
Frazier Park PUD	399	1009	46.23	90.21	147.39
Fresno Metro Flood Control Dist.	399	1007	46.23	94.11	164.17
Friant Power Authority	399	1012	33.72	65.20	106.12
Friant Water Authority	399	3007	47.86	94.96	169.30
Glenn Colusa ID	399	1002	33.72	69.09	122.90
Golden Hills CSD	399	1012	33.72	65.20	106.12
Goleta WD	399	3302	35.36	74.40	137.45
Grassland WD	399	3002	35.36	69.99	128.10
Greenfield CWD	399	1009	46.23	90.21	147.39
Helix WD	399	1302	33.72	73.50	132.25
Hidden Valley Lake CSD	399	1002	33.72	69.09	122.90
Hi-Desert WD (Actives)	399	1002	33.72	69.09	122.90
Humboldt Bay MWD (Actives)	399	1012	33.72	65.20	106.12
Humboldt CSD	399	1012	33.72	65.20	106.12
Idyllwild WD	399	1012	33.72	65.20	106.12

ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Indian Wells VWD	399	1007	46.23	94.11	164.17
Irvine Ranch WD	399	3002	35.36	69.99	128.10
Ivanhoe ID	399	1312	33.72	69.61	115.47
James ID	399	1007	46.23	94.11	164.17
Joshua Basin WD	399	1309	46.23	96.37	160.46
Kanawha WD	399	1009	46.23	90.21	147.39
Kaweah Delta WCD	399	1002	33.72	69.09	122.90
Kern CWA	399	1002	33.72	69.09	122.90
Kern Tulare WD	399	1012	33.72	65.20	106.12
Kings County Water District	399	1012	33.72	65.20	106.12
Kings River Conservation District	399	1009	46.23	90.21	147.39
Kinneloa ID	399	1012	33.72	65.20	106.12
Kirkwood Meadows PUD	399	3007	47.86	94.96	169.30
Laguna Beach CWD	399	1012	33.72	65.20	106.12
Lakeside Irrigation WD	399	1312	33.72	69.61	115.47
Lakeside WD	399	1012	33.72	65.20	106.12
Laton Community Services District	399	1309	46.23	96.37	160.46
Le Grand CSD	399	1012	33.72	65.20	106.12
Littlerock Creek ID	399	1012	33.72	65.20	106.12
Los Alamos CSD	399	3007	47.86	94.96	169.30
Lost Hills WD	399	1312	33.72	69.61	115.47
Madera ID	399	1012	33.72	65.20	106.12
Madera WD	399	1009	46.23	90.21	147.39
Madera/Chowchilla WPA	399	1302	33.72	73.50	132.25
Malaga CWD	399	3002	35.36	69.99	128.10
Mammoth CWD	399	1007	46.23	94.11	164.17
Marina Coast WD	399	1312	33.72	69.61	115.47
Mariposa PUD	399	1009	46.23	90.21	147.39
McKinleyville	399	3002	35.36	69.99	128.10
Mid-Peninsula WD	399	1007	46.23	94.11	164.17
Mission Hills CSD	399	1012	33.72	65.20	106.12
Mojave PUD	399	1012	33.72	65.20	106.12
Mojave WA	399	1002	33.72	69.09	122.90
Montara Water & Sanitary District	399	1012	33.72	65.20	106.12
Montecito Sanitary District	399	1012	33.72	65.20	106.12
Montecito Water District	399	1309	46.23	96.37	160.46
Mountain Gate CSD	399	1012	33.72	65.20	106.12
Nevada ID	399	1002	33.72	69.09	122.90
Newhall CWD	399	1007	46.23	94.11	164.17
North Coast CWD	399	1009	46.23	90.21	147.39
North Delta Water Agency	399	1309	46.23	96.37	160.46
North Kern WSD	399	1302	33.72	73.50	132.25
Oakdale ID	399	1002	33.72	69.09	122.90

ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Orange Cove ID	399	1007	46.23	94.11	164.17
Orange CWD	399	1309	46.23	96.37	160.46
Orchard Dale WD	399	3007	47.86	94.96	169.30
Orland-Artois WD	399	1302	33.72	73.50	132.25
Orosi PUD	399	3002	35.36	69.99	128.10
Pajaro Valley WMA	399	1009	46.23	90.21	147.39
Pajaro/Sunny Mesa CSD	399	1012	33.72	65.20	106.12
Palm Ranch ID	399	1009	46.23	90.21	147.39
Palmdale WD	399	1012	33.72	65.20	106.12
Panoche WD	399	1007	46.23	94.11	164.17
Paradise ID	399	1003	31.20	64.06	114.59
Patterson ID	399	1001	31.20	60.16	97.81
Pebble Beach CSD	399	1007	46.23	94.11	164.17
Planada CSD	399	3007	47.86	94.96	169.30
Pleasant Valley County Water District	399	3002	35.36	69.99	128.10
Porterville ID	399	1012	33.72	65.20	106.12
Princeton-Codora-Glenn ID	399	1012	33.72	65.20	106.12
Quartz Hill CWD	399	1003	31.20	64.06	114.59
Rancho California WD	399	1002	33.72	69.09	122.90
Rand Communities WD	399	1009	46.23	90.21	147.39
Reclamation District #1000	399	1007	46.23	94.11	164.17
Reclamation District #1004	399	1009	46.23	90.21	147.39
Reclamation District #108	399	1012	33.72	65.20	106.12
Redwood Valley CWD	399	1307	46.23	100.27	177.24
Rincon Del Diablo MWD	399	1007	46.23	94.11	164.17
Rio Alto Water District	399	1009	46.23	90.21	147.39
Rosamond CSD	399	3007	47.86	94.96	169.30
Rosedale-Rio Bravo WSD	399	3002	35.36	69.99	128.10
Rowland WD	399	1007	46.23	94.11	164.17
San Andreas SD	399	1007	46.23	94.11	164.17
San Benito CWD	399	1302	33.72	73.50	132.25
San Bernardino VMWD	399	1009	46.23	90.21	147.39
San Bernardino VWCD	399	1012	33.72	65.20	106.12
San Francisquito Creek JPA	399	3007	47.86	94.96	169.30
San Gorgonio Pass WA	399	1009	46.23	90.21	147.39
San Juan Water District	399	3307	47.86	101.16	182.44
San Luis & Delta-Mendota WA	399	1007	46.23	94.11	164.17
Santa Ana Watershed PA	399	1012	33.72	65.20	106.12
Santa Clara VWD	2303	0002	148.38	148.38	148.38
Santa Clara VWD (Retirees)	10685	0001	76.05	131.91	204.59
Santa Margarita WD	444	5555	45.77	104.02	195.98
Santa Ynez River WCD	399	1012	33.72	65.20	106.12
Saucelito ID	399	1012	33.72	65.20	106.12

ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Scotts Valley WD	399	1012	33.72	65.20	106.12
Semitropic WSD	399	1012	33.72	65.20	106.12
Serrano WD	399	1007	46.23	94.11	164.17
Shafter-Wasco ID	399	1002	33.72	69.09	122.90
Solano County WA	399	1009	46.23	90.21	147.39
Soquel Creek WD	399	1002	33.72	69.09	122.90
South Feather Water & Power	399	1012	33.72	65.20	106.12
South Montebello ID	399	3007	47.86	94.96	169.30
South Sutter WD	399	1012	33.72	65.20	106.12
Southern San Joaquin MUD	399	1002	33.72	69.09	122.90
Stockton East WD	399	1002	33.72	69.09	122.90
Stone Corral ID	399	3307	47.86	101.16	182.44
Sutter Extension WD	399	1009	46.23	90.21	147.39
Tehachapi-Cummings CWD	399	1007	46.23	94.11	164.17
Terra Bella ID	399	1002	33.72	69.09	122.90
The West Side ID	399	1012	33.72	65.20	106.12
Thermalito ID	399	3002	35.36	69.99	128.10
Three Valleys MWD	399	1002	33.72	69.09	122.90
Tranquility ID	399	1009	46.23	90.21	147.39
Tri-Dam Project	399	1001	31.20	60.16	97.81
Tulare ID	399	3007	47.86	94.96	169.30
Tulare Lake Basin WSD	399	1312	33.72	69.61	115.47
Tulelake ID	399	1002	33.72	69.09	122.90
Tuolumne Utilities District	399	1002	33.72	69.09	122.90
Twentynine Palms WD	399	1012	33.72	65.20	106.12
United WCD	399	1003	31.20	64.06	114.59
Vallecitos WD	399	1002	33.72	69.09	122.90
Valley CWD	399	1012	33.72	65.20	106.12
Valley of the Moon WD	399	1002	33.72	69.09	122.90
Vandenberg Village CSD	399	1012	33.72	65.20	106.12
Ventura River CWD	399	1012	33.72	65.20	106.12
Vista ID	399	1002	33.72	69.09	122.90
Walnut Valley WD	399	1007	46.23	94.11	164.17
Water Replenshment Dist of So CA	399	1001	31.20	60.16	97.81
Weaverville CSD	399	1012	33.72	65.20	106.12
West Basin MWD	399	3007	47.86	94.96	169.30
West Kern WD	399	3007	47.86	94.96	169.30
West Stanislaus ID	399	1007	46.23	94.11	164.17
West Valley WD	399	3002	35.36	69.99	128.10
Western Canal WD	399	1007	46.23	94.11	164.17
Westborough WD	399	1007	46.23	94.11	164.17
Willow County WD	399	1012	33.72	65.20	106.12
Yorba Linda WD	399	1012	33.72	65.20	106.12

ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Yuima MWD	399	1312	33.72	69.61	115.47

Delta Dental plan summaries are available at www.acwajpia.com.

Revised 7/21/2017

ACWA JPIA 2018 DeltaCare USA HMO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
ACWA	02017	00030	26.93	43.10	62.46
ACWA JPIA	02017	00032	26.93	43.10	62.46
Berrenda Mesa Water District	02017	00001	26.93	43.10	62.46
Carlsbad Municipal Water Distr	02017	00002	26.93	43.10	62.46
East Contra Costa Irrigation Dis	02017	00036	26.93	43.10	62.46
Helix Water District	02017	00005	26.93	43.10	62.46
Idyllwild Water District	02017	00024	26.93	43.10	62.46
Kern County Water Agency	02017	00027	26.93	43.10	62.46
Laguna Beach County Water D	02017	00007	26.93	43.10	62.46
Orange County Water District	02017	00011	26.93	43.10	62.46
Orland-Artois Water District	02017	00012	26.93	43.10	62.46
Palmdale Water District	02017	00013	26.93	43.10	62.46
Pescadero Reclamation District	02017	00031	26.93	43.10	62.46
Rosamond Community Service	02017	00029	26.93	43.10	62.46
Santa Margarita Water District	02017	00017	26.93	43.10	62.46
Three Valleys Municipal Water	02017	00028	26.93	43.10	62.46
Tulare Irrigation District	02017	00035	26.93	43.10	62.46
Vista Irrigation District	02017	00034	26.93	43.10	62.46
Walnut Valley Water District	02017	00021	26.93	43.10	62.46
West Valley Water District	02017	00020	26.93	43.10	62.46
Yorba Linda Water District	02017	00023	26.93	43.10	62.46

DeltaCare plan summary available at www.acwajpia.com. Revised 7/21/2017

ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or- Single	2-Party	Family
ACWA	022	3051		17.21	
Alameda County Water District	022	4011		23.26	
Alpaugh Irrigation District	022	3029	11.70	18.40	35.54
Alta Irrigation District	022	3043		18.56	
Amador Water Authority	022	3009		23.66	
American River Flood Control	022	3041		24.40	
Angiola Water District	022	3009		23.66	
Antelope Valley-East Kern WA	022	3009		23.66	
Aromas Water District	022	3009		23.66	
Banta-Carbona ID	022	3009		23.66	
Bay Area Water Supply &	022	4011		23.26	
Belridge WSD	022	4029		21.18	
Berrenda Mesa WD	022	4029		21.18	
Big Bear City CSD	022	3043		18.56	
Big Bear City CSD (Safety)	022	4029		21.18	
Bodega Bay PUD	022	3009		23.66	
Borrego WD	022	4005		28.65	
Browns Valley ID	022	3043		18.56	
Buena Vista WSD	022	3043		18.56	
Byron-Bethany ID	022	3043		18.56	
Cachuma Oper & Maint Board	022	3043		18.56	
Calaveras CWD	022	3043		18.56	
Calaveras PUD	022	3043		18.56	
Calleguas MWD	022	4029		21.18	
Camrosa WD	022	3051		17.21	
Carlsbad MWD	022	4005		28.65	
Carmichael WD	022	4005		28.65	
Carpinteria Valley WD	022	3043		18.56	
Casitas MWD	022	3043		18.56	
Castaic Lake WA	022	3043		18.56	
Castroville WD	022	4005		28.65	
Centerville CSD	022	3051		17.21	
Central Basin MWD	022	4029		21.18	
Central California ID	022	3043		18.56	
Central WD	022	3051		17.21	
Channel Island Beach CSD	022	3043		18.56	

ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or- Single	2-Party	Family
Chino Basin Desalter Authority	022	3043		18.56	
Chino Basin WCD	022	4029		21.18	
Chowchilla WD	022	3043		18.56	
City of Buellton	022	3043		18.56	
City of San Juan Bautista	022	3029	11.70	18.40	35.54
City of Tehachapi	022	4029		21.18	
Clearlake Oaks CWD	022	4029		21.18	
Coastside CWD	022	3019		21.32	
Consolidated ID	022	3043		18.56	
Contra Costa WD	022	3051		17.21	
Crestline-Lake Arrowhead WA	022	4005		28.65	
Del Paso Manor WD	022	3009		23.66	
Del Puerto WD	022	3051		17.21	
Delano-Earlimart ID	022	3009		23.66	
Delhi County WD	022	3043		18.56	
Desert WA (Hired before 5/1/2007)	022	3043		18.56	
Desert WA (Hired after 5/1/2007)	022	3029	11.70	18.40	35.54
East Contra Costa ID	022	3043		18.56	
East Orange CWD	022	4011		23.26	
El Toro WD	022	3051		17.21	
Elk Grove Water District	022	4011		23.26	
Elsinore Valley MWD	022	4011		23.26	
Exeter Irrigation District	022	3051		17.21	
Fair Oaks WD	022	4035		24.25	
Fallbrook PUD	022	3051		17.21	
Firebaugh Canal WD	022	4005		28.65	
Foothill MWD	022	3043		18.56	
Forestville WD	022	4033		26.85	
Frazier Park PUD	022	4011		23.26	
Fresno Metro Flood Control Dist.	022	3043		18.56	
Friant Power Authority	022	3055		15.63	
Friant Water Authority	022	3043		18.56	
Golden Hills CSD	022	3051		17.21	
Goleta WD	022	3009		23.66	
Grassland WD	022	3043		18.56	
Helix WD	022	3043		18.56	

ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or- Single	2-Party	Family
Hi-Desert WD	022	3051		17.21	
Hi-Desert WD (Retirees)	022	3047	10.91	21.35	37.14
Humboldt Bay MWD	022	3043		18.56	
Humboldt CSD	022	3055		15.63	
Idyllwild WD	022	3009		23.66	
Indian Wells VWD	022	3009		23.66	
Ivanhoe ID	022	3043		18.56	
James ID	022	3051		17.21	
Joshua Basin WD	022	4017	13.27	21.01	40.77
Kanawha WD	022	3043		18.56	
Kaweah Delta WCD	022	3043		18.56	
Kern CWA	022	3019		21.32	
Kings River Conservation District	022	3055		15.63	
Kinneloa ID	022	3043		18.56	
Kirkwood Meadows PUD	022	3043		18.56	
La Habra Heights CWD	022	3043		18.56	
La Puente Valley CWD	022	3009		23.66	
Laguna Beach CWD	022	3051		17.21	
Laguna ID	022	3051		17.21	
Lakeside Irrigation WD	022	3051		17.21	
Laton Community Services District	022	4017	13.27	21.01	40.77
Le Grand CSD	022	3051		17.21	
Littlerock Creek ID	022	3009		23.66	
Los Alamos CSD	022	4029		21.18	
Lost Hills WD	022	4029		21.18	
Madera ID	022	3019		21.32	
Madera/Chowchilla WPA	022	3019		21.32	
Malaga CWD	022	3043		18.56	
Marina Coast WD	022	3051		17.21	
Mid-Peninsula WD	022	3019		21.32	
Mission Springs WD	022	3043		18.56	
Mojave PUD	022	3043		18.56	
Mojave WA	022	3009		23.66	
Montara Water & Sanitary District	022	4005		28.65	
Montecito WD	022	3029	11.70	18.40	35.54
Mountain Gate CSD	022	3009		23.66	

ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or- Single	2-Party	Family
MWD of Orange County	022	3003		14.76	
Nevada ID	022	3055		15.63	
Newhall CWD	022	3055		15.63	
North Coast CWD	022	3043		18.56	
North Delta Water Agency	022	3029		11.70	
North Kern WSD	022	3001		14.76	
Oakdale ID	022	3019		21.32	
Olivenhain MWD	022	3051		17.21	
Orange Cove ID	022	3009		23.66	
Orange CWD	022	3043		18.56	
Orchard Dale WD	022	4029		21.18	
Orland-Artois WD	022	3051		17.21	
Orosi PUD	022	3043	18.56	1.43	1.43
Pajaro Valley WMA	022	3043		18.56	
Pajaro/Sunny Mesa CSD	022	3009		23.66	
Palm Ranch ID	022	3051		17.21	
Palmdale WD	022	4033		26.85	
Panoche WD	022	3043		18.56	
Paradise ID	022	3023		20.21	
Patterson ID	022	3043		18.56	
Pebble Beach CSD	022	3009		23.66	
Pico WD	022	4011		23.26	
Planada CSD	022	3009		23.66	
Pleasant Valley County Water Distri	022	3043		18.56	
Porterville ID	022	3009		23.66	
Quartz Hill CWD	022	4029		21.18	
Rainbow MWD	022	3043	18.56	1.43	1.43
Ramona Municipal WD	022	3009		23.66	
Rancho California WD	022	3019		21.32	
Reclamation District #1000	022	3043		18.56	
Reclamation District #1004	022	4029		21.18	
Reclamation District #108	022	3009		23.66	
Redwood Valley CWD	022	3055		15.63	
Rincon Del Diablo MWD	022	3051		17.21	
Rio Alto Water District	022	3051		17.21	
Rosamond CSD	022	3051		17.21	

ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or- Single	2-Party	Family
Rowland WD	022	4029		21.18	
San Andreas SD	022	4029		21.18	
San Bernardino VWCD	022	4033		26.85	
San Francisquito Creek JPA	022	3009		23.66	
San Gabriel CWD	022	3009	23.66	1.43	1.43
San Juan Water District	022	3043		18.56	
San Luis & Delta-Mendota WA	022	3009		23.66	
Santa Ana Watershed PA	022	3009		23.66	
Santa Clara VWD	022	3009		23.66	
Santa Clara VWD (Retirees)	022	3015		12.77	
Santa Margarita WD	022	3043		18.56	
Santa Ynez River WCD	022	3051		17.21	
Saucelito ID	022	3009		23.66	
Scotts Valley WD	022	3043		18.56	
Semitropic WSD	022	3043		18.56	
Serrano WD	022	3055		15.63	
Shafter-Wasco ID	022	3043		18.56	
Soquel Creek WD	022	3043		18.56	
South Feather Water & Power	022	3009	23.66	1.43	1.43
South Montebello ID	022	3009		23.66	
South San Joaquin ID	022	3009		23.66	
South Tahoe PUD	022	3009		23.66	
Stockton East WD	022	4011		23.26	
Sutter Extension WD	022	3043		18.56	
Tehachapi-Cummings CWD	022	3009		23.66	
Terra Bella ID	022	3051		17.21	
Three Valleys MWD	022	3051		17.21	
Tranquility ID	022	3043		18.56	
Tri-Dam Project	022	4005		28.65	
Tulare ID	022	3043		18.56	
Tulelake ID	022	4029		21.18	
Tuolumne Utilities District	022	3051		17.21	
Twentynine Palms WD	022	3051	17.21	1.43	1.43
United WCD	022	3043		18.56	
Vallecitos WD	022	3051		17.21	
Valley CWD	022	4011		23.26	

ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or- Single	2-Party	Family
Valley of the Moon WD	022	3043		18.56	
Vandenberg Village CSD	022	3051		17.21	
Ventura River CWD	022	3051		17.21	
Walnut Valley WD	022	3041		24.40	
West Stanislaus ID	022	4029		21.18	
West Valley WD	022	3051		17.21	
Westborough WD	022	3043		18.56	
Western Canal WD	022	4033		26.85	
Wheeler Ridge-Maricopa WSD	022	3051		17.21	
Willow County WD	022	3009		23.66	
Yolo County FC & WCD	022	3043	18.56	1.43	1.43
Yuima MWD	022	3009		23.66	

VSP plan summaries are available at www.acwajpia.com.

ACWA JPIA 2018 Employee Assistance Program

No change in 2018 rates

Rate	
Per Employee Per Month	$2.35

Participating Agencies	
ACWA	Mojave Water Agency
ACWA Joint Powers Insurance Authority	Montecito Sanitary District
Amador Water Agency	Montecito Water District
American River Flood Control District	Monterey Peninsula Water Management District
Antelope Valley East Kern Water Agency	Newhall County Water District
Aromas Water District	North Coast County Water District
Bay Area Water Supply & Conservation District	Orchard Dale Water District
Belridge Water Storage District	Pajaro Valley Water Management Agency
Bolinas Community Public Utility District	Palmdale Water District
Browns Valley Irrigation District	Paradise Irrigation District
Byron Bethany Irrigation District	Pebble Beach Community Services District
Cachuma Operation and Maint. Board	Planada Community Services District
Calaveras County Water District	Quartz Hill Water District
Calleguas Municipal Water District	Redwood Valley County Water District
Carmichael Water District	Rio Linda/Elverta Community Water District
Carpinteria Valley Water District	Rowland Water District
Casitas Municipal Water District	Sacramento Suburban Water District
Castaic Lake Water Agency	San Andreas Sanitary District
Castroville Community Services District	San Benito County Water District
City of Buellton	San Bernardino Valley Municipal Water Dist.
City of San Juan Bautista	San Bernardino Valley Water Conservation Dist
Clearlake Oaks County Water District	San Francisquito Creek Joint Powers Authority
Coastside County Water District	San Juan Water District
Del Paso Manor Water District	San Luis and Delta Mendota Water Authority
Del Puerto Water District	Santa Ana Watershed Project Authority
Elsinore Valley Municipal Water District	Santa Margarita Water District
Fair Oaks Water District	Scotts Valley Water District
Florin Resource Conservation District	Semitropic Water Service District
Foothill Municipal Water District	Serrano Water District
Georgetown Divide Public Utility District	Solano Irrigation District
Golden Hills Community Services District	Soquel Creek Water District
Hi-Desert Water District	South San Joaquin Irrigation District
Humboldt Bay Municipal Water District	Stockton East Water District
Indian Wells Valley Water District	Tahoe City Public Utility District
Joshua Basin Water District	Tehachapi-Cummings County Water District
Kaweah Delta Water Conservation District	Three Valleys Municipal Water District
Kern County Water Agency	Tulare Irrigation District
Kings River Conservation District	Tuolumne Utilities District
Kirkwood Meadows Public Utility District	United Water Conservation District
Le Grand Community Service District	Valley County Water District

ACWA JPIA 2018 Employee Assistance Program

No change in 2018 rates

Participating Agencies	
Los Alamos Community Services District	Vandenberg Village Community Services Dist
Main San Gabriel Basin Watermaster	Walnut Valley Water District
Mammoth Community Water District	Water Replenishment District of Southern CA
Marina Coast Water District	West Basin Municipal Water District
McKinleyville Community Services District	West Valley Water District
Mesa Water District	Western Canal Water District
Mission Hills Community Services District	Western Municipal Water District
Mission Springs Water District	Yolo County Flood Control and WCD

ACWA JPIA 2018 Basic and Supplemental Life and AD&D Plan Designs

Three additional plans available in 2018

Basic Life, AD&D	New	Minimum of 40 employees
2 x annual salary*, maximum of $400,000	X	X
2 x annual salary*, maximum of $300,000		X
2 x annual salary*, maximum of $200,000		
2 x annual salary*, maximum of $150,000		
2 x annual salary*, maximum of $100,000		
1.5 x annual salary*, maximum of $150,000		
1.5 x annual salary*, maximum of $100,000		
1.5 x annual salary*, maximum of $50,000		
1 x annual salary*, maximum of $350,000	X	X
1 x annual salary*, maximum of $300,000	X	X
1 x annual salary*, maximum of $150,000		
1 x annual salary*, maximum of $50,000		
Flat $50,000		
Flat $20,000		
Flat $10,000		
Flat $10,000 of Basic Life only, for Directors (Directors may not be covered under employee plan designs)		

*earnings exclusive of overtime and bonus, rounded up to the next $1,000

Basic Life is guarantee issue, and not subject to medical underwriting. Supplemental Life is subject to medical underwriting approval by the Standard. If a member agency selects a plan design with benefits that are higher than any in-force, approved Supplemental Life coverage, the amount in excess of what was previuosly approved will be subject to medical underwriting. To increase Supplemental Life coverage, the employee must complete a Medical History Statement and submit it to the Standard, via JPIA Employee Benefits Department.

Note: To accomodate privacy concerns, the Employee Benefits Department can facilitate direct submission to the Standard at the employee's request.

Contact benefits@acwajpia.com for policy information. Revised 7/31/2017

ACWA JPIA 2018 Basic and Supplemental Life and AD&D

No change in 2018 rates

Basic Life, AD&D	Employee Age	Monthly	Per
- Plan design chosen by agency - Benefit is multiple of salary with cap - Multiply age-based monthly rates by $1,000 of coverage - Guarantee issue (no underwriting) - 100% employer paid	Under 30	$0.07	$1,000 of Benefit
	30 - 34	$0.08	$1,000 of Benefit
	35 - 39	$0.09	$1,000 of Benefit
	40 - 44	$0.14	$1,000 of Benefit
	45 - 49	$0.18	$1,000 of Benefit
	50 - 54	$0.26	$1,000 of Benefit
	55 - 59	$0.39	$1,000 of Benefit
	60 - 64	$0.57	$1,000 of Benefit
	65 - 69	$0.84	$1,000 of Benefit
	70 - 74	$1.24	$1,000 of Benefit
	75 +	$1.84	$1,000 of Benefit

Supplemental Emp. Life, AD&D	Employee Age	Monthly	Per
- Benefit amount mirrors Basic Life and AD&D - Subject to medical underwriting by Standard - 100% employee paid	Under 30	$0.06	$1,000 of Benefit
	30 - 34	$0.07	$1,000 of Benefit
	35 - 39	$0.08	$1,000 of Benefit
	40 - 44	$0.12	$1,000 of Benefit
	45 - 49	$0.16	$1,000 of Benefit
	50 - 54	$0.23	$1,000 of Benefit
	55 - 59	$0.33	$1,000 of Benefit
	60 - 64	$0.48	$1,000 of Benefit
	65 - 69	$0.71	$1,000 of Benefit
	70 - 74	$1.04	$1,000 of Benefit
	75 +	$1.54	$1,000 of Benefit

Dependent Life		Monthly	Per
- Benefit is $1,500 spouse, $1,000 child - Guarantee issue (no underwriting)	Flat rate per employee regardless of # of dep's	$0.33	Employee; All eligible must enroll, 100% Employer Paid

Supplemental Spouse Life, AD&D	Employee Age	Monthly	Per
- Benefit amount is 50% of Voluntary Employee Life - Employee must be enrolled in Voluntary Employee Life - Subject to medical underwriting by Standard - 100% employee paid	Under 30	$0.06	$1,000 of Benefit
	30 - 34	$0.07	$1,000 of Benefit
	35 - 39	$0.08	$1,000 of Benefit
	40 - 44	$0.12	$1,000 of Benefit
	45 - 49	$0.16	$1,000 of Benefit
	50 - 54	$0.23	$1,000 of Benefit
	55 - 59	$0.33	$1,000 of Benefit
	60 - 64	$0.48	$1,000 of Benefit
	65 - 69	$0.71	$1,000 of Benefit
	70 - 74	$1.04	$1,000 of Benefit
	75 +	$1.54	$1,000 of Benefit

ACWA JPIA 2018 Basic and Supplemental Life and AD&D

No change in 2018 rates

Supplemental Child Life, AD&D		Monthly	Per
- Benefit amount is $5,000 - Employee must be enrolled in Voluntary Employee Life - Subject to medical underwriting by Standard	Flat rate per employee regardless of # of dep's	$0.50	Employee; Voluntary Election by Employee, 100% Employee Paid

Basic Life, AD&D Rates for agency-specific plans

Agency	Plan	Monthly	Per
Amador Water Agency	Basic Life, AD&D	$0.24	$1,000 of Benefit
Berrenda Mesa WD	Basic Life, AD&D	$0.34	$1,000 of Benefit
Casitas MWD	Basic Life, AD&D	$0.35	$1,000 of Benefit
La Canada ID	Basic Life, AD&D	$0.53	$1,000 of Benefit
Mid-Peninsula WD	Basic Life, AD&D	$0.24	$1,000 of Benefit
Montecito SD	Basic Life, AD&D	$0.53	$1,000 of Benefit

After calculating rate, add $1.00 to the total for the Administrative Fee. This fee covers enrollment in all life plans.

ACWA JPIA 2018 Short & Long Term Disability

The Standard, Policy # 649299

Short Term Disability and Long Term Disability policies are individually underwritten by the Standard, and therefore have rates unique to each employer. However, members of the JPIA pool receive a substantial volume discount.

STD and LTD rates remained the same for the 2018 plan year.

There is no administrative fee for these plans, which are billed directly to the agencies by the Standard.

Contact benefits@acwajpia.com for policy information. Revised 7/31/2017

Changes Allowed at Open Enrollment: ACWA JPIA Medical

Active Plan	Rate Option	Employee Coverage Paid by:	Dependent Coverage Paid by:	Open Enrollment Changes Allowed
Medical	Incentive	100% Employer	100% Employer	Employees may switch medical plans. All employees and dependents should already be enrolled.
			50%+ Employer	Employees may add or delete dependents and/or switch medical plans. All employees should already be enrolled.
Medical	Standard	100% Employer	Varies	Employees may switch medical plans, add or delete dependents, opt out of coverage (with proof of other coverage, as long as employer maintains 75%+ enrollment), or enroll themselves and their dependents for the first time.
Medical (COBRA Enrollees)	ALL	100% Employee	100% Employee	COBRA enrollees may change plans. It is the employer's responsibility to notify COBRA participants of their Open Enrollment rights and responsibilities.

Retiree Plan	Rate Option	Retiree Coverage Paid by:	Dependent Coverage Paid by:	Open Enrollment Changes Allowed
Medical, Dental & Vision, for Retirees at agencies <u>not</u> offering Retiree Open Enrollment (default option)	Incentive Standard	50%+ Employer 25%+ Employer	Varies	Retirees have <u>no</u> Open Enrollment Rights. They cannot switch plans or add dependents. There are 4 changes that retirees can make at <u>any time</u>: 1) A retiree can disenroll in coverage, but cannot ever re-enroll. 2) A retiree can drop dependents, but those dependents may not re-enroll (except upon loss of coverage, <u>if</u> employer written policy allows). 3) A retiree can switch from a higher cost plan to a lower cost plan, but cannot ever switch back. 4) If a retiree moves out of an area serviceable by an HMO, he/she may switch to a PPO medical plan. Retiree may switch back upon moving back into the HMO service area.
Medical, Dental & Vision, for Retirees at agencies electing to offer Retiree Open Enrollment	Incentive Standard	50%+ Employer 25%+ Employer	Varies	Retirees may switch medical plans. Retirees may not add dependents or enroll if coverage was previously waived. #1, 2 and 4 above are changes allowable at any time. However, #3 above is forfeited if an agency chooses to allow Retiree Open Enrollment.

Percent is of the lowest cost medical plan for which the employee/director or retiree is eligible. Newly enrolled dependents must provide proof of relationship. Acceptable documents include marriage certificate, birth certificate, California filed declaration of domestic partnership, adoption or court paperwork. Updated 9/14/2016

Changes Allowed at Open Enrollment: ACWA JPIA Dental

Active Plans	Employer Pays	Who is covered?	Rate Option	Open Enrollment Changes Allowed
Dental HMO & Dental PPO	100% Employer Paid for Employee and Dependents	All Employees, All Dependents	Non-voluntary (Refers to dependets. All employees must enroll.)	Employee & family can change plans
1 Dental Plan				Open Enrollment does not apply
Dental HMO & Dental PPO	100% Employer Paid for Employee; Employee Contributes for Dependent Coverage	All Employees, Some Dependents	Voluntary (Refers to dependets. All employees must enroll.)	Employee & family can change plans, and/or add/delete dependents
1 Dental Plan				Employee can add/delete dependents
Dental HMO & Dental PPO	100% Employer Paid	All Employees, No Dependents	Employee Only Plan	Employee can change plans
1 Dental Plan				Open Enrollment does not apply

Changes Allowed at Open Enrollment: ACWA JPIA Vision

Active Plan	Employer Pays	Who is covered?	Rate Option	Open Enrollment Changes Allowed
Vision	100% Employer Paid	All Employees, All Dependents	Composite Rate (Same cost per employee regardless of # of dependents enrolled)	Open Enrollment does not apply
Vision	100% Employer Paid for Employee; Employee Contributes for Dependent Coverage	All Employees, Some Dependents	Tiered Rate (3 rates based on # erolled)	Employee can add/delete dependents
Vision	100% Employer Paid	All Employees, No Dependents	Employee Only Plan	Open Enrollment does not apply

Percent applies to all plans when more than one is available. Newly enrolled dependents must provide proof of relationship. Acceptable documents include marriage certificate, birth certificate, California filed declaration of domestic partnership, adoption or court paperwork. Updated 9/14/2016.

Contact List

The ACWA JPIA Employee Benefits Team is here to help. Call us with any questions or concerns.

ACWA JPIA Employee Benefits Team

(800) 736-2292 Toll free
(916) 774-7055 Local
(916) 786-0906 Fax
benefits@acwajpia.com
bswifthelp@acwajpia.com

Sandra Smith, Employee Benefits Manager
Ben Hayden, Lead Benefits Analyst
Sonya Baker, Benefit Systems Analyst
Susan Offerman, Benefits Analyst II
Allison Hartill, Benefits Analyst I
Veronica Cobian, Benefits Administrator II
Michelle Stites, Benefits Administrator I

Carrier	Phone Number	Website
Anthem Blue Cross	HMO: 800-227-3641 PPO: 800-284-2466	www.anthem.com/ca
Express Scripts (Anthem prescriptions)	866-876-0333	use www.anthem.com/ca
Anthem Prescription Customer Service for Retirees with Medicare	866-470-6265	N/A
Anthem 24/7 Nurse Line	800-700-0197	N/A
Kaiser Permanente	800-464-4000	www.kp.org
Delta Dental PPO	888-335-8227	www.deltadentalins.com
DeltaCare HMO	800-422-4234	www.deltadentalins.com
Vision Service Plan (Signature)	800-877-7195	www.vsp.com
MHN Employee Assistance Program	800-535-4985	mhn.advantageengagement.com
Standard Life & Disability	800-368-2859 800-628-8600	www.standard.com

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 9, 2017	**August 16, 2017**
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 INCREASING $1600.00 CAP FOR EMPLOYEE BENEFITS.***	

Recommendation:

Staff recommends that the District increase its cap for District paid employee benefits to $1800/mo.

Alternative Options:

The alternative is to maintain the current cap.

Background:

The District has followed a strategy of offering District paid benefits which will cover the lowest cost plan available for employees and dependents. The $200-dollar increase will allow us to continue with this strategy. The next few years will be challenging for the District in terms of succession planning, and a strong benefits package is one of the areas that will help us entice strong talent to the District.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

Budget:

This is will be included in our 2018 budget.

Supporting Documents:

- Insurance Rates spreadsheet.
- Cost to the Employee spreadsheet.

7/11/2016 Monthly Costs

Medical

	2018	2017	2016	2015	2014	2013	HSA
Blue Cross Classic PPO							
Employee	836.61	801.01	716.25	695.68	674.78	622.13	
Employee +1	1704.69	1631.7	1457.94	1415.76	1437.99	1467.13	
Employee +2 or more	2291.67	2193.41	1959.46	1902.68	1845.07	1699.74	
Blue Cross Advantage PPO							
Employee	704.34	674.43	603.23	585.95	545.41	503.00	
Employee +1	1433.52	1372.21	1226.25	1190.82	1284.45	1183.52	
Employee +2 or more	1926.58	1844.04	1647.53	1599.83	1487.93	1370.88	
California Care HMO							
Employee	732.32	677.2	605.7	657.52	611.99	611.99	
Employee +1	1454.78	1344.54	1201.54	1305.16	1214.11	1214.11	
Employee +2 or more	1951.02	1802.92	1610.81	1750.22	1627.69	1677.73	
Anthem Account Based							
Employee	671.27	642.79	574.98	572.23			208.33
Employee +1	1365.73	1307.34	1168.33	1162.7			333.33
Employee +2 or more	1835.31	1756.7	1569.54	1561.97			333.33
Kaiser							
Employee	607.82	538.43	526.05	515.29	524.11	542.86	
Employee +1	1204.96	1066.97	1042.22	1020.70	1038.33	1075.83	
Employee +2 or more	1700.9	1505.65	1470.64	1440.19	1465.14	1518.19	
Kaiser Account Based							
Employee	433.6	384.72	418.87	407.64			225
Employee +1	857.32	759.57	827.86	805.41			450
Employee +2 or more	1209	1070.68	1167.32	1135.55			450

Dental

Delta Dental					
Employee	33.72	33.72	34.33	36.02	36.02
Employee +1	65.2	65.2	67.73	71.18	71.18
Employee +2 or more	106.12	106.12	114.15	120.04	120.04
Delta Care					
Employee	26.93	26.93	26.93	26.93	22.82
Employee +1	43.1	43.1	43.10	43.10	37.76
Employee +2 or more	62.46	62.46	62.46	62.46	55.65

Vision

VSP					
Flat Rate	26.85	26.85	26.85	17.21	16.32

Employee Insurance Costs 2018

	EE	EE+1	EE+Fam
Classic	836.61	1704.69	2291.67
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	897.18	1796.74	2424.64
District	1800	1800	1800
Employee	0	0	624.64

	EE	EE+1	EE+Fam
Classic	836.61	1704.69	2291.67
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	890.39	1774.64	2380.98
District	1800	1800	1800
Employee	0	0	580.98

	EE	EE+1	EE+Fam
Advantage	704.34	1433.52	1926.58
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	764.91	1525.57	2059.55
District	1800	1800	1800
Employee	0	0	259.55

	EE	EE+1	EE+Fam
Advantage	704.34	1433.52	1926.58
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	758.12	1503.47	2015.89
District	1800	1800	1800
Employee	0	0	215.89

	EE	EE+1	EE+Fam
Cal Care	732.32	1454.78	1951.02
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	792.89	1546.83	2083.99
District	1800	1800	1800
Employee	0	0	283.99

	EE	EE+1	EE+Fam
Cal Care	732.32	1454.78	1951.02
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	786.1	1524.73	2040.33
District	1800	1800	1800
Employee	0	0	240.33

	EE	EE+1	EE+Fam
Anthem Health Sav	671.27	1365.73	1835.31
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
Health Sav	208.33	333.33	333.33
	940.17	1791.11	2301.61
District	1800	1800	1800
Employee	0	0	501.61

	EE	EE+1	EE+Fam
Anthem He	671.27	1365.73	1835.31
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
Health Sav	208.33	333.33	333.33
	933.38	1769.01	2257.95
District	1800	1800	1800
Employee	0	0	457.95

	EE	EE+1	EE+Fam
Kaiser	607.82	1204.96	1700.9
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	668.39	1297.01	1833.87

	EE	EE+1	EE+Fam
Kaiser	607.82	1204.96	1700.9
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	661.6	1274.91	1790.21

District	1800	1800	1800
Employee	0	0	33.87

District	1800	1800	1800
Employee	0	0	0

	EE	EE+1	EE+Fam
Kaiser Health Sav	433.6	857.32	1209
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
Health Sav	225	450	450
	719.17	1399.37	1791.97
District	1800	1800	1800
Employee	0	0	0

	EE	EE+1	EE+Fam
Kaiser Heal	433.6	857.32	1209
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
Health Sav	225	450	450
	712.38	1377.27	1748.31
District	1800	1800	1800
Employee	0	0	0

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 9, 2017	**August 16, 2017**
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 NOT DESIGNATING ANNUAL COST OF LIVING ADJUSTMENT TOWARDS EMPLOYEES' PORTION OF CALPERS EFFECTIVE JANUARY 1, 2018.***	

Recommendation:

Staff recommends that the District grant a cost of living increase for January 1, 2018, which will be based on the annual CPI, and that this increase is not applied to the employee portion of CalPERS.

Alternative Options:

The alternative is to either not grant a cost of living increase or to grant the increase but apply it to the Employee portion of CalPERS.

Background:

The District has received an attorney opinion that PEPRA does not require Classic members to pay the employee portion of CalPERS contributions. However, since 2014 the District has chosen to have employees begin to contribute to the employee portion of CalPERS. Currently, the employees contribute 4.33% and the District contributes 2.67%. All employees hired after January 1, 2013 are PEPRA members. Currently, the District has 65 Classic Members and 16 PEPRA members. The District's employees also contribute to Social Security. The District's Classic members have a 2% at 55 program, and the PEPRA members have a 2% at 62 program. Many organizations in the Antelope Valley chose a more robust retirement program, however, the District chose to stay with the more fiscally conservative approach.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

Budget:

This is will be included in our 2018 budget.

Supporting Documents:

N/A

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 9, 2017	**August 16, 2017**
TO:	PERSONNEL COMMITTEE	**Committee Meeting**
FROM:	Jennifer Emery, Human Resources Director	
VIA:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 4.5 – CONSIDERATION AND POSSIBLE ACTION ON SAFETY AND TRAINING TECHNICIAN POSITION AT SALARY RANGE 29. ($22,000.00 FOR REMAINDER OF 2017; POSITION WILL BE INCLUDED IN 2018 BUDGET – NON-BUDGETED – HUMAN RESOURCES DIRECTOR EMERY)***	

Recommendation:

Staff recommends that the District fill a Safety and Training Technician position.

Alternative Options:

The alternative is to continue without a Safety and Training Technician.

Background:

The District has assessed its safety requirements in the past and determined a need for a safety position. This position was eliminated many years ago due to fiscal constraints. The District has many positions which are at risk for safety hazards. Much of our field work is construction. According to the United States Department of Labor website, one in five worker deaths last year were in construction. In order to protect our workers and make sure that we are providing the safest work environment possible, we will need to have an employee who can spend at least fifty percent of their time in the field with our staff to observe and encourage compliance with all safety standards.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

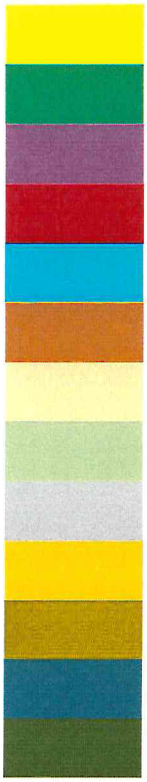
Budget:

This is will be included in our 2018 budget. The effect on budget for the current year is $22,000.

Supporting Documents:

- Salary Survey
- Position Tracking

Palmdale Water District
Cucamonga Valley Water District
Las Virgenes Municipal Water District
Yorba Linda Water District
Olivenhain Municipal Water District
Western Municipal Water District
Castaic Lake Water Agency
Desert Water Agency
Eastern Municipal Water District
Mesa Consolidated Water District
Rancho California Water District
Walnut Valley Water District
Padre Dam Municipal Water District



Safety and Training Technician



The position we would be creating would not be a management position but would need more independent thinking that a low level position therefore we are recommending Salary Range 29.

RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1	$1,566.07	$1,605.22	$1,644.37	$1,685.48	$1,726.59	$1,769.76	$1,812.92	$1,858.25	$1,903.57
2	$1,644.37	$1,685.48	$1,726.59	$1,769.76	$1,812.92	$1,858.25	$1,903.57	$1,951.16	$1,998.75
3	$1,726.59	$1,769.76	$1,812.92	$1,858.25	$1,903.57	$1,951.16	$1,998.75	$2,048.72	$2,098.68
4	$1,812.92	$1,858.25	$1,903.57	$1,951.16	$1,998.75	$2,048.72	$2,098.68	$2,151.15	$2,203.62
5	$1,903.57	$1,951.16	$1,998.75	$2,048.72	$2,098.68	$2,151.15	$2,203.62	$2,258.71	$2,313.80
6	$1,998.75	$2,048.72	$2,098.68	$2,151.15	$2,203.62	$2,258.71	$2,313.80	$2,371.64	$2,429.49
7	$2,098.68	$2,151.15	$2,203.62	$2,258.71	$2,313.80	$2,371.64	$2,429.49	$2,490.23	$2,550.96
8	$2,203.62	$2,258.71	$2,313.80	$2,371.64	$2,429.49	$2,490.23	$2,550.96	$2,614.74	$2,678.51
9	$2,313.80	$2,371.64	$2,429.49	$2,490.23	$2,550.96	$2,614.74	$2,678.51	$2,745.47	$2,812.44
10	$2,429.49	$2,490.23	$2,550.96	$2,614.74	$2,678.51	$2,745.47	$2,812.44	$2,882.75	$2,953.06
11	$2,550.96	$2,614.74	$2,678.51	$2,745.47	$2,812.44	$2,882.75	$2,953.06	$3,026.89	$3,100.71
12	$2,678.51	$2,745.47	$2,812.44	$2,882.75	$2,953.06	$3,026.89	$3,100.71	$3,178.23	$3,255.75
13	$2,812.44	$2,882.75	$2,953.06	$3,026.89	$3,100.71	$3,178.23	$3,255.75	$3,337.14	$3,418.54
14	$2,953.06	$3,026.89	$3,100.71	$3,178.23	$3,255.75	$3,337.14	$3,418.54	$3,504.00	$3,589.46
15	$3,100.71	$3,178.23	$3,255.75	$3,337.14	$3,418.54	$3,504.00	$3,589.46	$3,679.20	$3,768.94
16	$3,255.75	$3,337.14	$3,418.54	$3,504.00	$3,589.46	$3,679.20	$3,768.94	$3,863.16	$3,957.38
17	$3,418.54	$3,504.00	$3,589.46	$3,679.20	$3,768.94	$3,863.16	$3,957.38	$4,056.32	$4,155.25
18	$3,589.46	$3,679.20	$3,768.94	$3,863.16	$3,957.38	$4,056.32	$4,155.25	$4,259.13	$4,363.01
19	$3,768.94	$3,863.16	$3,957.38	$4,056.32	$4,155.25	$4,259.13	$4,363.01	$4,472.09	$4,581.16
20	$3,957.38	$4,056.32	$4,155.25	$4,259.13	$4,363.01	$4,472.09	$4,581.16	$4,695.69	$4,810.22
21	$4,155.25	$4,259.13	$4,363.01	$4,472.09	$4,581.16	$4,695.69	$4,810.22	$4,930.48	$5,050.73
22	$4,363.01	$4,472.09	$4,581.16	$4,695.69	$4,810.22	$4,930.48	$5,050.73	$5,177.00	$5,303.27
23	$4,581.16	$4,695.69	$4,810.22	$4,930.48	$5,050.73	$5,177.00	$5,303.27	$5,435.85	$5,568.43
24	$4,810.22	$4,930.48	$5,050.73	$5,177.00	$5,303.27	$5,435.85	$5,568.43	$5,707.65	$5,846.86
25	$5,050.73	$5,177.00	$5,303.27	$5,435.85	$5,568.43	$5,707.65	$5,846.86	$5,993.03	$6,139.20
26	$5,303.27	$5,435.85	$5,568.43	$5,707.65	$5,846.86	$5,993.03	$6,139.20	$6,292.68	$6,446.16
27	$5,568.43	$5,707.65	$5,846.86	$5,993.03	$6,139.20	$6,292.68	$6,446.16	$6,607.31	$6,768.47
28	$5,846.86	$5,993.03	$6,139.20	$6,292.68	$6,446.16	$6,607.31	$6,768.47	$6,937.68	$7,106.89
29	$6,139.20	$6,292.68	$6,446.16	$6,607.31	$6,768.47	$6,937.68	$7,106.89	$7,284.56	$7,462.23
30	$6,446.16	$6,607.31	$6,768.47	$6,937.68	$7,106.89	$7,284.56	$7,462.23	$7,648.79	$7,835.35
31	$6,768.47	$6,937.68	$7,106.89	$7,284.56	$7,462.23	$7,648.79	$7,835.35	$8,031.23	$8,227.11
32	$7,106.89	$7,284.56	$7,462.23	$7,648.79	$7,835.35	$8,031.23	$8,227.11	$8,432.79	$8,638.47
33	$7,462.23	$7,648.79	$7,835.35	$8,031.23	$8,227.11	$8,432.79	$8,638.47	$8,854.43	$9,070.39
34	$7,835.35	$8,031.23	$8,227.11	$8,432.79	$8,638.47	$8,854.43	$9,070.39	$9,297.15	$9,523.91
35	$8,227.11	$8,432.79	$8,638.47	$8,854.43	$9,070.39	$9,297.15	$9,523.91	$9,762.01	$10,000.11
36	$8,638.47	$8,854.43	$9,070.39	$9,297.15	$9,523.91	$9,762.01	$10,000.11	$10,250.11	$10,500.11
37	$9,070.39	$9,297.15	$9,523.91	$9,762.01	$10,000.11	$10,250.11	$10,500.11	$10,762.62	$11,025.12
38	$9,523.91	$9,762.01	$10,000.11	$10,250.11	$10,500.11	$10,762.62	$11,025.12	$11,300.75	$11,576.38
39	$10,000.11	$10,250.11	$10,500.11	$10,762.62	$11,025.12	$11,300.75	$11,576.38	$11,865.78	$12,155.19
40	$10,500.11	$10,762.62	$11,025.12	$11,300.75	$11,576.38	$11,865.78	$12,155.19	$12,459.07	$12,762.95
41	$11,025.12	$11,300.75	$11,576.38	$11,865.78	$12,155.19	$12,459.07	$12,762.95	$13,082.03	$13,401.10
42	$11,576.38	$11,865.78	$12,155.19	$12,459.07	$12,762.95	$13,082.03	$13,401.10	$13,736.13	$14,071.16
43	$12,155.19	$12,459.07	$12,762.95	$13,082.03	$13,401.10	$13,736.13	$14,071.16	$14,422.94	$14,774.71
44	$12,762.95	$13,082.03	$13,401.10	$13,736.13	$14,071.16	$14,422.94	$14,774.71	$15,144.08	$15,513.45
45	$13,401.10	$13,736.13	$14,071.16	$14,422.94	$14,774.71	$15,144.08	$15,513.45	$15,901.29	$16,289.12
46	$14,071.16	$14,422.94	$14,774.71	$15,144.08	$15,513.45	$15,901.29	$16,289.12	$16,696.35	$17,103.58
47	$14,774.71	$15,144.08	$15,513.45	$15,901.29	$16,289.12	$16,696.35	$17,103.58	$17,531.17	$17,958.76
48	$15,513.45	$15,901.29	$16,289.12	$16,696.35	$17,103.58	$17,531.17	$17,958.76	$18,407.73	$18,856.70
49	$16,289.12	$16,696.35	$17,103.58	$17,531.17	$17,958.76	$18,407.73	$18,856.70	$19,328.11	$19,799.53
50	$17,103.58	$17,531.17	$17,958.76	$18,407.73	$18,856.70	$19,328.11	$19,799.53	$20,294.52	$20,789.51
51	$17,958.76	$18,407.73	$18,856.70	$19,328.11	$19,799.53	$20,294.52	$20,789.51	$21,309.24	$21,828.98
52	$18,856.70	$19,328.11	$19,799.53	$20,294.52	$20,789.51	$21,309.24	$21,828.98	$22,374.71	$22,920.43
53	$19,799.53	$20,294.52	$20,789.51	$21,309.24	$21,828.98	$22,374.71	$22,920.43	$23,493.44	$24,066.45
54	$20,789.51	$21,309.24	$21,828.98	$22,374.71	$22,920.43	$23,493.44	$24,066.45	$24,668.11	$25,269.78
55	$21,828.98	$22,374.71	$22,920.43	$23,493.44	$24,066.45	$24,668.11	$25,269.78	$25,901.52	$26,533.26

= 5% Base Steps

Cucamonga Valley Water District

COMPENSATION SCHEDULE

Approved by the Board of Directors on June 14, 2016 per Resolution No. 2016-6-2

Effective July 1, 2016

TITLE	Range #	MONTHLY LOW	MONTHLY HIGH
ACCOUNT CLERK I	21	$3,254	$4,228
ACCOUNT CLERK II	29	$3,812	$4,955
ACCOUNTANT	44	$5,130	$6,669
ACCOUNTING SUPERVISOR	59	$6,904	$8,975
ADMINISTRATIVE AIDE	7	$2,466	$3,205
ADMINISTRATIVE ASSISTANT I	25	$3,522	$4,577
ADMINISTRATIVE ASSISTANT II	33	$4,126	$5,363
AGM/CHIEF FINANCIAL OFFICER	93	$13,537	$17,599
AGM/CHIEF OPERATING OFFICER	93	$13,537	$17,599
ASSISTANT ENGINEER	50	$5,777	$7,511
ASSISTANT GENERAL MANAGER	93	$13,537	$17,599
ASSOCIATE ENGINEER	59	$6,904	$8,975
CADD ANALYST	49	$5,664	$7,362
CAPITAL PROJECTS COORDINATOR	52	$6,010	$7,814
COMMUNICATION & OUTREACH MANAGER	65	$7,774	$10,107
COMMUNITY & OUTREACH REP I	35	$4,293	$5,581
COMMUNITY & OUTREACH REP II	43	$5,029	$6,537
CONSTRUCTION & MAINTENANCE MANAGER	69	$8,416	$10,941
CONTROLS ANALYST	53	$6,131	$7,970
CROSS-CONNECTION COORDINATOR	53	$6,131	$7,970
CUSTOMER SERVICE MANAGER	69	$8,416	$10,941
CUSTOMER SERVICE REPRESENTATIVE I	21	$3,254	$4,228
CUSTOMER SERVICE REPRESENTATIVE II	29	$3,812	$4,955
CUSTOMER SERVICE SUPERVISOR	54	$6,253	$8,130
DESIGN & CONSTRUCTION MANAGER	72	$8,931	$11,611
ENGINEERING ANALYST	53	$6,131	$7,970
ENGINEERING INSPECTOR I	37	$4,466	$5,806
ENGINEERING INSPECTOR II	45	$5,233	$6,814
ENGINEERING TECHNICIAN I	33	$4,126	$5,363
ENGINEERING TECHNICIAN II	41	$4,834	$6,285
EXECUTIVE ASSISTANT	56	$6,507	$8,458

CUCAMONGA VALLEY WATER DISTRICT
COMPENSATION SCHEDULE (continued)

TITLE	Range #	MONTHLY LOW	MONTHLY HIGH
FACILITIES MAINT SPECIALIST I	26	$3,592	$4,669
FACILITIES MAINT SPECIALIST II	34	$4,209	$5,470
FACILITIES MAINTENANCE WORKER	8	$2,515	$3,269
FACILITIES SUPERVISOR	47	$5,445	$7,077
FIELD SERVICE REPRESENTATIVE I	27	$3,664	$4,763
FIELD SERVICE REPRESENTATIVE II	32	$4,045	$5,258
FIELD SERVICE SUPERVISOR	54	$6,253	$8,130
FIELD SERVICE TECHNICIAN I	27	$3,664	$4,763
FIELD SERVICE TECHNICIAN II	35	$4,293	$5,581
FINANCE MANAGER	72	$8,931	$11,611
FLEET & EQUIPMENT MECHANIC I	30	$3,888	$5,054
FLEET & EQUIPMENT MECHANIC II	38	$4,556	$5,923
GENERAL MANAGER/CEO			$22,882
GIS ANALYST	49	$5,664	$7,362
GIS TECHNICIAN I	33	$4,126	$5,363
GIS TECHNICIAN II	41	$4,834	$6,285
HUMAN RESOURCES ANALYST	50	$5,777	$7,511
HUMAN RESOURCES MANAGER	72	$8,900	$11,611
INFORMATION HELPDESK SPECIALIST	33	$4,126	$5,363
INFORMATION TECH SPECIALIST I	42	$4,931	$6,410
INFORMATION TECH SPECIALIST II	50	$5,777	$7,511
INFORMATION TECHNOLOGY MANAGER	72	$8,900	$11,611
INSTRUMENTATION/ELECTRICAL TECHNICIAN I	35	$4,466	$5,806
INSTRUMENTATION/ELECTRICAL TECHNICIAN II	43	$5,233	$6,814
INTERN		$990	$1,313
LEAD COMMUNITY OUTREACH REP	51	$5,893	$7,661
LEAD CUSTOMER SERVICE REPRESENTATIVE	36	$4,379	$5,692
LEAD ENGINEERING INSPECTOR	53	$6,131	$7,970
LEAD ENGINEERING TECHNICIAN	49	$5,664	$7,362
LEAD FACILITIES MAINTENANCE SPECIALIST	42	$4,931	$6,410
LEAD FIELD SERVICE TECHNICIAN	43	$5,029	$6,537
LEAD FLEET & EQUIP MECHANIC	45	$5,233	$6,814
LEAD INSTRUMENTATION/ELECTRICAL TECHNICIAN	51	$6,131	$7,970
LEAD USA REPRESENTATIVE	46	$5,337	$6,938
LEAD WASTEWATER UTILITY WORKER	43	$5,029	$6,537
LEAD WATER SYSTEM OPERATOR	47	$5,445	$7,077
LEAD WATER TREATMENT OPERATOR	52	$6,010	$7,814
LEAD WATER UTILITY WORKER	43	$5,029	$6,537

CUCAMONGA VALLEY WATER DISTRICT
COMPENSATION SCHEDULE (continued)

TITLE	Range #	MONTHLY LOW	MONTHLY HIGH
NETWORK ADMINISTRATOR	58	$6,769	$8,800
PLANNING & DEVELOPMENT MANAGER	72	$8,900	$11,611
PLANT MECHANIC	44	$5,130	$6,669
PRINCIPAL MANAGEMENT ANALYST	65	$7,774	$10,107
PURCHASING & WAREHOUSE SPECIALIST I	24	$3,453	$4,488
PURCHASING & WAREHOUSE SPECIALIST II	32	$4,045	$5,258
RECEPTIONIST	7	$2,466	$3,205
RECYCLED WATER COORDINATOR	53	$6,131	$7,970
RISK MANAGEMENT ANALYST	50	$5,777	$7,511
SAFETY ANALYST	50	$5,777	$7,511
SENIOR ACCOUNTANT	49	$5,664	$7,362
UTILITY SERVICE REPRESENTATIVE I	30	$3,888	$5,054
UTILITY SERVICE REPRESENTATIVE II	38	$4,556	$5,923
WAREHOUSE & SUPPLY COORDINATOR	44	$5,130	$6,669
WASTEWATER UTILITY SUPERVISOR	54	$6,253	$8,130
WASTEWATER UTILITY WORKER I	27	$3,664	$4,763
WASTEWATER UTILITY WORKER II	35	$4,293	$5,581
WATER PRODUCTION & CONTROLS SUPERVISOR	59	$6,904	$8,975
WATER PRODUCTION MANAGER	69	$8,416	$10,941
WATER QUALITY COORDINATOR	49	$5,664	$7,362
WATER SYSTEM OPERATOR I	31	$3,966	$5,155
WATER SYSTEM OPERATOR II	39	$4,646	$6,040
WATER TREATMENT PLANT MANAGER	72	$8,900	$11,611
WATER TREATMENT PLANT OPERATOR I	36	$4,379	$5,692
WATER TREATMENT PLANT OPERATOR II	44	$5,130	$6,669
WATER TREATMENT PLANT SUPERVISOR	59	$6,904	$8,975
WATER UTILITY SUPERVISOR	54	$6,253	$8,130
WATER UTILITY WORKER I	27	$3,664	$4,763
WATER UTILITY WORKER II	35	$4,293	$5,581

CUCAMONGA VALLEY WATER DISTRICT

SAFETY ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a variety of duties in the implementation and coordination of the District's safety and safety training programs in compliance with federal, state and local safety, health and environmental laws and regulations; performs field inspections of all District facilities, equipment, and job sites to ensure compliance with regulations' coordinates loss prevention duties including identifying, evaluating, controlling, and minimizing potential hazards and injuries to District employees and property; administers and coordinates the District's Injury and Illness Prevention Program (IIPP); assists with the District's Emergency Response Programs; maintains and coordinates on-going programs to provide training for employees on safety procedures.

DISTIGUISHING CHARACTERISTICS

The Safety Analyst acts independently and plays an integral role in providing education, ensuring compliance with laws and regulations, and functions as a safety consultant. The incumbent is well-versed in report writing, safety programming, policy and procedure development, and is focused on departmental outreach and engagement.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Human Resources Manager and/or Assistant General Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plans, organizes, and participates in developing and implementing a comprehensive employee health and safety program, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with the District's safety policy and all federal and state laws and regulations for employee occupational health and safety.

2. Develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; advises District management on design and implementation of safety program and ensures compliance through review of accident reports, field visits, and safety committee reports and suggestions.

3. Develops and delivers safety training programs to managers, supervisors, and employees; coordinates and conducts safety meetings with departments and the Safety Committee.

4. Conducts special and periodic inspections of District facilities and operations to identify safety hazards; issues reports of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends.

5. Participates in incident investigation for hazardous materials release.

6. Evaluates employee accident and injury reports, recommends remedial action and follow-ups to ensure action is taken; responds to employee and manager questions regarding safe work practices and environmental hazards.

7. Evaluates operating procedures of high-risk areas; identifies areas and makes recommendations for improvements; implements recommendations and monitors effectiveness; identifies gaps in programs, audit/inspections, and agency performance reviews (e.g., bi-annual risk assessment).

8. Conducts fit testing of respiratory masks for all employees required to wear tight fitting air purifying and air supplying respirators.

9. Prepares or advises on the development of specifications for the purchase of safety equipment; periodically checks the operation or use of safety equipment to ensure conformation with District expectations.

10. Provides technical consultations on safety requirements such as regulations, safety analyses, and recommended actions.

Marginal Functions:

1. Serves as a liaison with safety officials of other governmental agencies and committees.

2. Assists in the development of security procedures, as it relates to employee safety and health.

3. Participates in disaster preparedness planning and coordination.

4. Reviews safety programs of the District's contractors.

5. Performs related duties and responsibilities as required.

KNOWLEDGE & ABILITIES

Knowledge of:

Principles, policies, practices and methods for developing and administering a comprehensive safety program;
Federal, State, and local occupational safety regulations (OSHA, CalOSHA, and other safety related standards);
Workers compensation and general liability issues related to safety;
Methods and practices for conducting accident and work place safety audits and investigations;
District safety policy, rules, and procedures;
District operations and associated safety and chemical/hazardous materials issues;
Standard safety equipment used in public works occupations;
Practices and methods for designing employee training programs and materials;
Principles and practices of sound business communications.

Ability to:

Operate a computer and standard word-processing and spreadsheet software;

Understand, explain, interpret and apply complex federal, state, and District requirements regulating work place health and safety and the use, storage and disposal of chemical and hazardous substances;
Evaluate work place safety and security programs and practices and make sound recommendations for improvement;
Conduct accident and workplace safety investigations;
Conduct effective employee training programs;
Exercise sound independent judgment within policy guidelines;
Communicate effectively, orally and in writing; prepare clear, concise and comprehensive investigative reports and other materials;
Establish effective working relationships with District managers, supervisors, employees, and others encountered in the course of work.
Must maintain confidentiality and must be approachable.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience/Training:
Four (4) years of progressively responsible administrative experience with safety programs and/or safety training, safety inspection, CalOSHA regulations and field training experience.

Experience in construction and water industry operation and safety is required.

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, occupational safety, industrial hygiene, environmental science or related field is desired.

License/Certificate:
Possession of a valid Class C California driver's license and a satisfactory driving record.

Possession of Certified Safety Professional (CSP), Certification as an Associate Safety Professional (ASP), or Occupational Health & Safety Technologist (OHST), or Certified Occupational Safety Specialist (COSS) or ability to obtain within two (2) years.

Certifications issued by AWWA and other recognized industrial safety organizations on topics relevant to conducting specific safety training courses, responding to incidents, or hazardous materials are desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:
While performing the duties of this job, the employee is regularly required to sit, talk to hear, both in person and by telephone; use hands to finger, handle or feel standard office equipment; and reach with hands and arms. While performing the duties of this class, the employee is regularly required to sit, stand and walk.; talk to hear, in person and by telephone; uses hands to finger; handle, feel or operate standard

office equipment or tools; and reach with hands and arms. An employee is occasional required to kneel, stoop, or crouch and lift up to 50 pounds when conducting field investigations and safety audits. The employee is frequently required to stand and walk; and occasionally lift up to 50 pounds.

Mental Demands:
While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations and people; use math and mathematical reasoning; perform work on multiple, concurrent tasks; work with frequent interruptions; and interact with District officials, executives, managers, employees, insurance carriers, vendors, the public and upset, dissatisfied or abusive individuals affected by injury or loss, and representatives o federal or state regulatory agencies on sensitive matters of high District impact.

Work Environment:
The employee works under typical office conditions, and the noise level is usually quiet.

The employee is subject to being called out to the scene of an accident or injury on an around-the-clock basis.

When called out to the site of an employee or vehicle accident, or when conducting safety and security inspections, the employee will be required to work near moving equipment and traffic, walk on uneven or slippery surfaces, lift up to one hundred (100) pounds with assistance and be exposed to outdoor weather conditions involving extreme heat or cold.

Vision:
See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:
Hear in normal audio range with or without correction

JOB STATUS: Non-Exempt
DATE ADOPTED: September 2002
DATE MODIFIED: January 2016

Yorba Linda Water District

Safety and Training Technician

Class Code: SAFTTRAINTECH

Bargaining Unit: Professional and Confidential

YORBA LINDA WATER DISTRICT
Revision Date: Jan 8, 2015

SALARY RANGE

$30.00 - $38.40 Hourly
$2,400.00 - $3,072.00 Biweekly
$5,200.00 - $6,656.00 Monthly
$62,400.00 - $79,872.00 Annually

DESCRIPTION:

Under general supervision, performs a variety of duties in the implementation and coordination of the District's safety and safety training programs in compliance with federal, state and local safety, health and environmental laws and regulations; performs field inspections of all District facilities, equipment, and job sites and ensures compliance with regulations; coordinates loss prevention duties including identifying, evaluating, controlling, and minimizing potential hazards and injuries to District employees and property; administers and coordinates the District's Injury and Illness Prevention Program (IIPP), Globally Harmonized System (GHS) and assists with the District's Emergency Response Programs; maintains and coordinates on-going programs to provide training for employees on safety procedures; performs related work as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

This is the entry level class of the safety and training series that is responsible for the District's safety and training programs, including confined space entry, protective equipment, as well as facilities inspection and security activities. The incumbent is responsible for administering comprehensive safety programs in compliance with federal and state laws.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources/Risk Manager. Exercises no supervision of staff. May provide technical and functional direction to assigned administrative staff.

QUALIFICATIONS:

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Implements and enforces the District's safety policies/procedures in accordance with federal and state safety laws, rules and regulations.
- Coordinates District-wide safety, accident prevention, accident investigation and analysis, operations analysis, and training needs assessment activities to maximize workplace health and safety, and ensures compliance with relevant regulations.
- Performs safety audits, investigates work-related accidents and injuries, and recommends measures to prevent occurrences.
- Develops, implements and maintains a variety of safety and training programs including the District's IIPP.

- Conducts a variety of field safety inspections, including hazard assessments, facility, equipment, and job site inspections, personal protective equipment (PPE) inventory and inspection, Safety Data Sheet (SDS) maintenance and inventory, etc.; ensures compliance with all safety policies and procedures; prepares reports on each inspection conducted and recommends necessary corrections; follows up on actionable items to ensure correction.
- Interprets and explains regulatory guidelines; coordinates the communication of related information to all District staff.
- Recommends the implementation of and coordinates a variety of workplace safety, industrial hygiene, and safety training programs to prevent injury and occupational illness and control-related costs and to provide technical support to District staff.
- Keeps accurate records of employee training, informs employees of training opportunities, and evaluates employee training needs.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains a library of reference materials and training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.
- Performs related duties as assigned.

SUPPLEMENTAL INFORMATION:

The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of work activities as specified under Class Characteristics.

KNOWLEDGE OF:

- Principles, practices and procedures related to employee health and safety.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines related to assigned duties, including Orange County Fire Authority, JPIA, and Cal/OSHA regulations governing workplace health and safety.
- Modern principles and practices, technical and legal issues, and research methods related to safe work practices of a public agency and related training and educational materials.
- Occupational hazards, safety and security devices used in water distribution and wastewater collection facilities.
- Safe work practices, programs, procedures and policies.
- Basic principles and techniques of employee training.
- Basic arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

ABILITY TO:

- Interpret, apply, and explain complex laws, codes, regulations and ordinances.
- Access and inspect all worksite areas where safety concerns may exist.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic calculations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Maintain both manual and automated logs, records, reports and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS:

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

CLASS SPEC TITLE 6:
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:

- Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible administrative experience with safety programs and/or safety training, safety inspection, or a related field. An Associate's degree with major coursework in Occupational Safety, Industrial Hygiene, Environmental Science or a closely related field is desired.

CLASS SPEC TITLE 7:
LICENSES AND CERTIFICATIONS:

- Possession of a valid California Class C driver's license and satisfactory driving record.
- Certified Occupational Safety Specialist (COSS).

Sec. 4.4. revised via Ordinance No. 411 / December 11, 2013
Sec. 4.4. revised via Ordinance No. 409 / July 24, 2013
Sec. 4.4. revised via Ordinance No. 408 / June 12, 2013
Sec. 4.4. revised via Ordinance No. 404 / January 16, 2013

Sec. 4.4. Salary Schedule and Job Classification

OLIVENHAIN MUNICIPAL WATER DISTRICT
RANGES FROM 6/24/2017 THROUGH 6/22/2018
(revised 6/21/2017)

NO.	JOB CLASSIFICATION	GRADE	RANGE	
	EXEMPT CLASSIFICATION		BI-WEEKLY SALARY	
1	GENERAL MANAGER	N/A	actual	9,083.19
1	ASSISTANT GENERAL MANAGER	19	5,884.61	8,238.46
1	ENGINEERING MANAGER	18	4,529.23	7,224.08
1	FINANCE MANAGER	18	4,529.23	7,224.08
1	OPERATIONS MANAGER	18	4,529.23	7,224.08
1	HUMAN RESOURCES MANAGER	17	4,203.18	6,719.31
1	CUSTOMER SERVICES MANAGER	17	4,203.18	6.719.31
0	NO INCUMBENT	16	3,911.20	6,247.95
0	NO INCUMBENT	15	3,534.42	5,297.00
1	WATER TREATMENT FACILITIES SUPERVISOR	14	3,289.21	4,928.96
1	INFORMATION TECHNOLOGY SUPERVISOR	14	3,289.21	4,928.96
1	CUSTOMER SERVICE AND PUBLIC AFFAIRS SUPERVISOR	13	3,057.91	4,584.57
1	SAFETY/RISK COMPLIANCE ADMINISTRATOR	13	3,057.91	4,584.57
1	ACCOUNTING SUPERVISOR	12	2,841.53	4,264.32
1	ENGINEERING SERVICES SUPERVISOR	12	2,841.53	4,264.32
2	OPERATIONS SUPERVISOR	12	2,841.53	4,264.32
1	FIELD SERVICES SUPERVISOR	12	2,841.53	4,264.32
1	ENGINEERING PROJECT ADMINISTRATOR	12	2,841.53	4,264.32
1	WATER RECLAMATION FACILITIES SUPERVISOR	12	2,841.53	4,264.32
1	SENIOR SYSTEMS ADMINISTRATOR	12	2,841.53	4,264.32
1	SYSTEMS ADMINISTRATOR	11	2,643.62	3,963.13
1	PARK SUPERVISOR	11	2,643.62	3,963.13
21	EXEMPT (current approved headcount)			
	NON-EXEMPT CLASSIFICATION		HOURLY WAGE	
1	WATER TREATMENT PLANT OPERATOR LEVEL IV	6	33.53	46.95
2	INSTRUMENT CONTROL TECHNICIAN II	6	33.53	46.95
1	WATER RECLAMATION OPERATOR LEVEL IV	6	33.53	46.95
2	PUMP/MOTOR TECHNICIAN II	6	33.53	46.95
1	HUMAN RESOURCES ANALYST	6	33.53	46.95
1	EXECUTIVE SECRETARY	6	33.53	46.95
1	FACILITIES COORDINATOR	6	33.53	46.95

1 or 0	FINANCIAL ANALYST**	5	28.91	40.48
2	INSPECTOR	5	28.91	40.48
1 or 0	PROJECT ACCOUNTANT II**	5	28.91	40.48
1	STAFF ANALYST	5	28.91	40.48
3	SYSTEMS OPERATOR II	5	28.91	40.48
4	WATER TREATMENT PLANT OPERATOR LEVEL III	5	28.91	40.48
3	WATER RECLAMATION OPERATOR LEVEL III	5	28.91	40.48
0	BACKFLOW AND CROSS CONNECTION COORDINATOR II	5	28.91	40.48
1	EDUCATION AND CONSERVATION COORDINATOR	5	28.91	40.48
1	INFORMATION TECHNOLOGY COORDINATOR	5	28.91	40.48
1 or 0	GENERAL LEDGER ACCOUNTANT II**	5	28.91	40.48
0	PUMP/MOTOR TECHNICIAN I	4	25.14	35.18
1	CATHODIC PROTECTION TECHNICIAN	4	25.14	35.18
1	ENGINEERING AND RIGHT OF WAY COORDINATOR	4	25.14	35.18
2	FIELD SERVICES TECHNICIAN III	4	25.14	35.18
2	INSTRUMENT CONTROL TECHNICIAN I	4	25.14	35.18
1	LINE LOCATOR/INSPECTOR	4	25.14	35.18
1	OPERATIONS COORDINATOR	4	25.14	35.18
1	RECORDS AND CONTRACTS COORDINATOR	4	25.14	35.18
1	SYSTEMS OPERATOR I	4	25.14	35.18
3	UTILITY III	4	25.14	35.18
1	EQUIPMENT TECHNICIAN	4	25.14	35.18
0	WATER TREATMENT PLANT OPERATOR LEVEL II	4	25.14	35.18
1	WATER RECLAMATION OPERATOR LEVEL II	4	25.14	35.18
0	VALVE MAINTENANCE TECHNICIAN LEVEL II	4	25.14	35.18
2	BACKFLOW AND CROSS CONNECTION COORDINATOR I	4	25.14	35.18
3	ACCOUNTANT I**	4	25.14	35.18
0	DEPARTMENT ASSISTANT II	3	22.06	30.88
1	CUSTOMER SERVICE REPRESENTATIVE II	3	22.06	30.88
1	FIELD SERVICES TECHNICIAN II	3	22.06	30.88
1	PARK RANGER II	3	22.06	30.88
1	PURCHASING/WAREHOUSE CLERK	3	22.06	30.88
2	VALVE MAINTENANCE TECHNICIAN LEVEL I	3	22.06	30.88
4	UTILITY II	3	22.06	30.88
0	WATER TREATMENT PLANT OPERATOR LEVEL I	3	22.06	30.88
0	WATER RECLAMATION OPERATOR LEVEL I	3	22.06	30.88
2	DEPARTMENT ASSISTANT I	2	19.53	27.32
2	CUSTOMER SERVICE REPRESENTATIVE I	2	19.53	27.32
4	FIELD SERVICES TECHNICIAN I	2	19.53	27.32
1	PARK RANGER I	2	19.53	27.32
4	UTILITY I	2	19.53	27.32
0	UTILITY I - Limited term	2	19.53	27.32
0	NO INCUMBENT	1	17.42	24.38
69	NON-EXEMPT (current approved headcount)			
90	TOTAL EXEMPT AND NON-EXEMPT (current approved headcount)			
90	TOTAL APPROVED POSITIONS			

**Elimination of one of the following positions will result once the Accounting Supervisor position is filled; Financial Analyst, Project Accountant, General Ledger Accountant II. With approval of the General Manager, classifications may be flexibly staffed according to the "Grow Your Own" (GYO) program and department need. GYO does not add to the employee total headcount; it is an in-house promotional opportunity.

OLIVENHAIN
Municipal Water District

POSITION DESCRIPTION

TITLE: SAFETY/RISK COMPLIANCE ADMINISTRATOR
REPORTS TO: Human Resources Manager
GRADE: 13
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES
DIRECT: None
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Associate's degree with an emphasis in environmental health, occupational safety, loss reduction and control or related field, or high school diploma or equivalent and four years experience in administering safety compliance programs. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

EXPERIENCE: Two years of increasingly responsible experience administering an occupational safety or related program. A State of California Water Distribution Operator D1 is preferred. Experience in water treatment or wastewater treatment preferred. Ability to effectively utilize a personal computer and peripherals, along with related word processing, database and spreadsheet programs. Knowledge of safety principles, practices and terminology. Knowledge of current applicable local, California and Federal safety codes and regulations.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general work assignments, review results and address administrative and safety issues; District employees to discuss and resolve safety issues; all other District personnel as required.

EXTERNAL: Interaction with regulatory agencies, vendors and emergency service personnel.

PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate repeated bending and stooping; ability to tolerate exposure to a computer screen; good hearing, eyesight and speech. Ability to effectively utilize a personal computer, keyboard and peripherals. Excellent verbal and written communication skills are required.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include planning, developing, and coordinating the implementation and maintenance of the District's regulatory programs including: permits, occupational health and safety, workers' compensation, disaster and emergency preparedness, and risk management programs. Oversee administration of the District's safety training programs to minimize losses resulting from accidents, natural causes, regulatory or non-compliance, legal insurance claims against the District, and maintains a database for all related programs. Participates in the development and administration of departmental goals, objectives and procedures. Collects facts regarding claims against the District including property, liability and vehicle accidents and conducts investigations. Responds to emergency situations and exercises sound judgment. An expert knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Develops effective resolutions to conflicts. Performs successfully within a team environment; supports the District Strategic Plan and Mission Statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Must effectively utilize District resources. Acts as a positive role model. Ensures safety operations are within budgetary guidelines. Professionally represent the District in a variety of meetings. Stable, reliable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
70%	Organizes and maintains District Safety Programs by: • Assisting supervisors with safety training and ensuring all departments are in compliance with pertinent local, California and Federal rules and regulations. • Preparing and distributing Safety Committee agendas and conducting regular Safety Committee meetings. • Providing new hire safety orientations including an updated and concise employee safety manual to all employees. • Organizing and maintaining the department's record retention requirements for data management. • Working in unison with professional safety agencies and other public agencies to obtain and exchange current developments in providing a safe work environment pertinent to District operations. • Coordinating and maintaining employee health and wellness programs. • Leading the training and coordination for the Emergency Response Programs.
20%	Supports various aspects of risk management by: • Administering loss prevention programs and addressing problem areas for both workers' compensation and general liability; staying abreast of new trends and innovations in the field of risk management and safety. • Making policy recommendations regarding safety and risk operations and procedures. • Monitoring programs for compliance with existing and new laws; analyzing and reviewing policies and programs and coordinating changes with Management. • Investigating and following up on workers' compensation issues including auto

accidents and customer property incidents.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.

Safety Officer

Class Code: 61104

Bargaining Unit: Confirmation of Understanding

WESTERN MUNICIPAL WATER DISTRICT
Established Date: Jan 1, 2014
Revision Date: Jul 1, 2016

SALARY RANGE

$40.17 - $55.24 Hourly
$3,213.96 - $4,419.35 Biweekly
$6,963.58 - $9,575.25 Monthly
$83,563.00 - $114,903.00 Annually

POSITION OVERVIEW:

POSITION OVERVIEW
Under minimal direction, the incumbent manages the District's safety, safety training, risk management, disaster preparedness, and other administrative programs as assigned. In addition, the incumbent will provide technical expertise to other District staff regarding other administrative programs as necessary. This includes providing leadership within the organization, coordinating assigned activities with other departments and outside agencies, and providing consultation to executives, management and staff relative to the assigned duties. Focus will be on the development and oversight of implementation of programs, plans, and procedures in the subject areas.

DISTINCTIVE ATTRIBUTES:

DISTINCTIVE ATTRIBUTES
This single position classification is responsible for administrative, technical, managerial, and highly complex related duties. The incumbent provides professional advice and guidance to District managers, supervisors and employees, and identifies and enables both process improvements and compliance in complex, cross-departmental issues. The incumbent requires a high degree of knowledge and professional, organizational, and interpersonal skills to communicate effectively.

Incumbents within this classification provide direction to assigned staff as well as collaboration/coordination within the department and with other departments on relevant administrative programs.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Leadership exercised:

- Leads, plans, organizes, integrates, and evaluates the work of the designated functions through assigned staff by establishing goals and performance measures. Manages in accordance with District Strategic Plan, Business Plan, Safety Plan, Emergency Preparedness/Emergency Operations Plans, and other plans as appropriate.
- Participates in both short and long range planning activities. Provides leadership to development, updating, and implementation of plans within area of responsibility, including (but not limited to) the Safety Plan and Emergency Preparedness/Emergency Operations Plans.
- Applies best management practices and techniques in reducing risk to the District

- Leads through collaboration and coordination to all Departments in the District in terms of Safety and Emergency Preparedness, which are cross-departmental in nature.
- Ensures all federal and state regulatory requirements for safety and disaster preparedness programs are met.
- Recommends corrective action to address performance deficiencies in accordance with federal, state and local laws and regulations, District policies and procedures, and labor agreements.
- Monitors and establishes performance requirements while providing coaching for performance enhancement.
- Represents the District effectively with other agencies, organizations and individuals.

Support provided:

- Determines appropriate policies and procedures
- Assists in development and implementation of division business plans, programs, processes, procedures and policies required to achieve strategic initiatives and overall division results in alignment with District objectives and priorities related to the District's safety, risk management, and disaster preparedness.
- Coordinate, track and monitor safety-related training for District staff.
- Support District physical security related to access control and alarm monitoring.
- Conduct safety and workplace injury inspections, provide recommendations to correct deficiencies, and ensure implementation of corrective actions.
- Participate in analysis of proposed legislation, regulation, industry and intergovernmental activities to influence legislative and regulatory change consistent with District interests.
- Develop, implement, and coordinate emergency preparedness/operations planning activities and training.
-

QUALIFICATIONS:

QUALIFICATIONS

- Knowledge of laws, legal codes, building codes, OSHA regulations, DOT regulations, fire code, and District policies as they apply to functional areas of responsibility.
- Plan and direct the principles, practices, and techniques utilized in safety programs.
- Understand principles and practices of budgeting, purchasing, and maintenance of public records.
- Utilize research methods and analysis techniques to prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with the District's record retention policy.
- Analyze and make sound recommendations on complex management and administrative issues.
- Adherence to District personnel rules, policies and labor contract provisions with the ability to exercise sound independent judgment within general policy guidelines.
- Provide transparent, high quality and fiscally responsible services, while meeting the needs of the District and its customers.
- Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.
- Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to management and policy makers.
- Use modern office equipment including computer software applications related to the field of work.
- Define and explain key processes and business requirements within the department.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Utilize successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm, and creativity coupled with a positive attitude.

EXPERIENCE, EDUCATION AND LICENSING/CERTIFICATION:

EXPERIENCE, EDUCATION, AND LICENSING/CERTIFICATION
Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

Education
Experience

~Equivalent to Bachelors in Public Administration, Business Administration, Occupational Safety & Health, Facilities Management or related field
~ Master's degree in a related field may substitute for one year of experience
~ Minimum 7 years of related work experience in Safety and Emergency Preparedness and Risk Management
~ Including 3 years in supervisory capacity

Required License / Certification
Desired Licenses/Certifications

~ CA Class C Driver's License
~ Certified Safety Professional (CSP)/Associate Safety Professional (ASP)
~ Certified Occupational Safety Specialist (COSS)
~Certified Risk Manager (CRM)
~Associates' Degree in Risk Management for Public Agencies (ARM-P)
~Project Management Institute (PMI) ~Risk Management Professional Certification

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS
The characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Employees in this position may be required to work in both an office and outside environment. Depending on department responsibilities, employees are required to use repetitive motion for keyboard use and writing; frequently grasp, reach/work overhead, hold and reach; sit for long periods of time; frequently walk, stand, squat, twist and bend; balance, stoop, kneel, crouch and crawl; occasionally climb stairs and ladders; occasionally lift and carry up to 25 pounds or 60 pounds with assistance; employees may be required to operate equipment, machinery, controls and tools; perform manual labor; constantly use overall color vision plus hand, eye, and feet coordination; and frequently hear and talk, in person and on the phone. Employees may be required and medically able to wear respiratory, fall, hearing, eye and other personal protective equipment.

Mental: Employees should possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

Environmental: Employees primarily work in a temperature controlled office environment subject to typical office noise and settings. The employee will occasionally work outside with exposure to various weather

conditions and regularly work near moving mechanical parts. The noise level is typically loud. Employees may work in confined spaces and may be exposed to fumes, vapors, dust, sewage, toxic or caustic chemicals. Employees may work in areas with poisonous plants and/or venomous or threatening animals or insects. Incumbents are expected to use principles of effective safety practices including the use of personal protective equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.

CASTAIC LAKE WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE March 22, 2017

Position	Range	Monthly Salary Range* Bottom	Top
Financial Analyst	32	6,819	8,289
Safety Officer	32	6,819	8,289
Water Quality Scientist II	32	6,819	8,289
Assistant Engineer	31	6,493	7,894
Buildings and Grounds Supervisor	31	6,493	7,894
Public Affairs Specialist II	31	6,493	7,894
Senior Accountant	31	6,493	7,894
Senior Distribution/Mechanical Technician	31	6,493	7,894
Senior Electrical Technician	31	6,493	7,894
Senior Instrumentation Technician	31	6,493	7,894
Senior Treatment Plant Operator-80 hour shift	31	6,493	7,894
Senior Treatment Plant Operator-84 hour shift	31	6,818	8,288
Administrative Analyst	30	6,185	7,517
Customer Service Supervisor	30	6,185	7,517
Human Resources Analyst	30	6,185	7,517
Senior Engineering Technician	30	6,185	7,517
Senior Information Technology Technician	30	6,185	7,517
Water Conservation Specialist II	30	6,185	7,517
Executive Assistant	29	5,892	7,160
Inspector	29	5,892	7,160
Senior Production Operator	29	5,892	7,160
Water Quality Scientist I	29	5,892	7,160
Accountant	28	5,609	6,819
Distribution/Mechanical Technician II	28	5,609	6,819
Electrical/Instrumentation Technician	28	5,609	6,819
Lead Water Conservation Education Specialist	28	5,609	6,819
Public Affairs Specialist I	28	5,609	6,819
Treatment Plant Operator-80 hour shift	28	5,609	6,819
Treatment Plant Operator-84 hour shift	28	5,890	7,160
Assistant Customer Service Supervisor	27	5,342	6,493
Engineering Technician II	27	5,342	6,493
Information Technology Technician	27	5,342	6,493
Senior Facilities Maintenance Technician	27	5,342	6,493
Senior Field Customer Service Representative	27	5,342	6,493
Senior Utility Worker	27	5,342	6,493
Water Conservation Specialist I	27	5,342	6,493
Event Coordinator	26	5,089	6,185
Production Operator II	26	5,089	6,185
Purchasing Coordinator	26	5,089	6,185
Senior Accounting Technician	26	5,089	6,185
Water Conservation Education Specialist	26	5,089	6,185

Safety Officer

Class Code: SO32

Bargaining Unit: Non-represented

CASTAIC LAKE WATER AGENCY
Revision Date: Oct 3, 2015

SALARY RANGE

$6,819.00 - $8,289.00 Monthly

THE POSITION:

DEFINITION

To oversee and coordinate the Agency's safety programs and ensure that all Agency safety efforts are in compliance with state, local, and federal laws; to serve as a resource and provide quality control to safety program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources / Risk Management Supervisor.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

- Develops and evaluates the Agency's safety goals and standards; promotes overall safety awareness and participation in an occupation injury prevention program.
- Inspects offices, work sites, buildings, grounds, equipment, vehicles, and tools for compliance with safety standards and recommends necessary corrective action to eliminate unsafe working conditions.
- Identifies ergonomic issues and implements appropriate solutions to ergonomic problems.
- Investigates and analyzes accidents, determines their cause, and the means of preventing their recurrence.
- Assists in the planning of safety education programs; assists in the preparation of or develops preventive injury and accident instructional training materials; assists in administering all Health and Safety programs.
- Provides training on safety issues and unsafe working condition prevention.
- Researches and compiles reports for management on the impact of the Occupational Safety and Health Act.
- Maintains accident records, training records, and OSHA required records; maintains OSHA Log 300 at main office and other facilities as appropriate.
- Works with contractors to assure they meet OSHA safety standards; assists with OSHA inspections and other Health and Safety related inspections.

- Assists with the evaluation of physician protocol; assists with the processing of workers' compensation claims.
- Serves on safety committee; posts meeting information and takes meeting notes.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and techniques involved in organizing and conducting a safety program.
- State, local, and federal laws pertaining to maintaining a safe working environment.
- Principles and techniques of accident prevention.
- Ergonomic issues, safety education, and training methods and techniques.
- Instructional methods, training aids, and materials necessary for developing, coordinating, and implementing safety education and training programs.
- Preparation and presentation of oral and written inspection or investigative reports and research projects related to safety and accident prevention programs.

Ability to:

- Identify and recommend solutions regarding a safe working environment.
- Investigate and analyze accidents and safety hazards, determine proper course of action, and effectively communicate and implement recommendations.
- Introduce and effectively carry out campaigns for the prevention and reduction of accidents.
- Prepare technical reports clearly and concisely.
- Evaluate ergonomic issues and recommend appropriate equipment; detect unsafe conditions and practices.
- Effectively operate a personal computer and software.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with Agency staff, outside organizations, and the public.

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 experience engaged in industrial engineering, safety engineering, or occupational safety and health inspection.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in industrial engineering, safety engineering, occupational safety and health, or a related field.

License or Certificate:

Possession of a valid Certified Safety Professional or Certified Safety Engineer certificate from the National Safety Council is desirable. Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

SELECTION PROCESS:

Effective: 12/25/16

EASTERN MUNICIPAL WATER DISTRICT
SALARY SCHEDULE OF RANGES

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Control Point
Range 82	$46,404.80	$47,569.60	$48,713.60	$49,940.80	$51,168.00	$52,436.80	$53,705.60	$55,057.60	$56,388.80	$57,824.00
	$3,867.07	$3,964.13	$4,059.47	$4,161.73	$4,264.00	$4,369.73	$4,475.47	$4,588.13	$4,699.07	$4,818.67
	$1,784.80	$1,829.60	$1,873.60	$1,920.80	$1,968.00	$2,016.80	$2,065.60	$2,117.60	$2,168.80	$2,224.00
	$22.31	$22.87	$23.42	$24.01	$24.60	$25.21	$25.82	$26.47	$27.11	$27.80
Range 83	$48,713.60	$49,940.80	$51,168.00	$52,436.80	$53,705.60	$55,057.60	$56,388.80	$57,824.00	$59,196.80	$60,694.40
	$4,059.47	$4,161.73	$4,264.00	$4,369.73	$4,475.47	$4,588.13	$4,699.07	$4,818.67	$4,933.07	$5,057.87
	$1,873.60	$1,920.80	$1,968.00	$2,016.80	$2,065.60	$2,117.60	$2,168.80	$2,224.00	$2,276.80	$2,334.40
	$23.42	$24.01	$24.60	$25.21	$25.82	$26.47	$27.11	$27.80	$28.46	$29.18
Range 84	$51,168.00	$52,436.80	$53,705.60	$55,057.60	$56,388.80	$57,824.00	$59,196.80	$60,694.40	$62,150.40	$63,710.40
	$4,264.00	$4,369.73	$4,475.47	$4,588.13	$4,699.07	$4,818.67	$4,933.07	$5,057.87	$5,179.20	$5,309.20
	$1,968.00	$2,016.80	$2,065.60	$2,117.60	$2,168.80	$2,224.00	$2,276.80	$2,334.40	$2,390.40	$2,450.40
	$24.60	$25.21	$25.82	$26.47	$27.11	$27.80	$28.46	$29.18	$29.88	$30.63
Range 85	$53,705.60	$55,057.60	$56,388.80	$57,824.00	$59,196.80	$60,694.40	$62,150.40	$63,710.40	$65,270.40	$66,892.80
	$4,475.47	$4,588.13	$4,699.07	$4,818.67	$4,933.07	$5,057.87	$5,179.20	$5,309.20	$5,439.20	$5,574.40
	$2,065.60	$2,117.60	$2,168.80	$2,224.00	$2,276.80	$2,334.40	$2,390.40	$2,450.40	$2,510.40	$2,572.80
	$25.82	$26.47	$27.11	$27.80	$28.46	$29.18	$29.88	$30.63	$31.38	$32.16
Range 86	$56,388.80	$57,824.00	$59,196.80	$60,694.40	$62,150.40	$63,710.40	$65,270.40	$66,892.80	$68,494.40	$70,241.60
	$4,699.07	$4,818.67	$4,933.07	$5,057.87	$5,179.20	$5,309.20	$5,439.20	$5,574.40	$5,707.87	$5,853.47
	$2,168.80	$2,224.00	$2,276.80	$2,334.40	$2,390.40	$2,450.40	$2,510.40	$2,572.80	$2,634.40	$2,701.60
	$27.11	$27.80	$28.46	$29.18	$29.88	$30.63	$31.38	$32.16	$32.93	$33.77
Range 87	$60,694.40	$62,150.40	$63,710.40	$65,270.40	$66,892.80	$68,494.40	$70,241.60	$71,843.20	$73,694.40	$75,524.80
	$5,057.87	$5,179.20	$5,309.20	$5,439.20	$5,574.40	$5,707.87	$5,853.47	$5,986.93	$6,141.20	$6,293.73
	$2,334.40	$2,390.40	$2,450.40	$2,510.40	$2,572.80	$2,634.40	$2,701.60	$2,763.20	$2,834.40	$2,904.80
	$29.18	$29.88	$30.63	$31.38	$32.16	$32.93	$33.77	$34.54	$35.43	$36.31
Range 88	$65,270.40	$66,892.80	$68,494.40	$70,241.60	$71,843.20	$73,694.40	$75,524.80	$77,251.20	$79,185.60	$81,182.40
	$5,439.20	$5,574.40	$5,707.87	$5,853.47	$5,986.93	$6,141.20	$6,293.73	$6,437.60	$6,598.80	$6,765.20
	$2,510.40	$2,572.80	$2,634.40	$2,701.60	$2,763.20	$2,834.40	$2,904.80	$2,971.20	$3,045.60	$3,122.40
	$31.38	$32.16	$32.93	$33.77	$34.54	$35.43	$36.31	$37.14	$38.07	$39.03
Range 89	$70,241.60	$71,843.20	$73,694.40	$75,524.80	$77,251.20	$79,185.60	$81,182.40	$83,033.60	$85,113.60	$87,214.40
	$5,853.47	$5,986.93	$6,141.20	$6,293.73	$6,437.60	$6,598.80	$6,765.20	$6,919.47	$7,092.80	$7,267.87
	$2,701.60	$2,763.20	$2,834.40	$2,904.80	$2,971.20	$3,045.60	$3,122.40	$3,193.60	$3,273.60	$3,354.40
	$33.77	$34.54	$35.43	$36.31	$37.14	$38.07	$39.03	$39.92	$40.92	$41.93

EMWD Job Descriptions

Safety and Claims Technician

Type: Human Resources
Salary/Pay Rate: Range 87
Posted Date: 11/01/2015

Date Adopted: 04/16/97
Date Revised: 11/2015

JOB DESCRIPTION
Safety and Claims Technician
Code Number: _08009

GENERAL PURPOSE

Under direction, coordinates the District's Worker's Compensation and injury management processes, including light duty and return to work evaluations, with outside professionals and District management; supports the administration of the District's safety and general liability claims programs; performs complex and highly responsible administrative support work requiring independence, initiative, and discretion; interprets District policy and administrative regulations; assists executive and management staff; relieving them of routine office, technical, procurement, and administrative detail; coordinates all safety, risk and emergency management training; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

A Safety and Claims Technician is expected to work independently and exercise sound judgment and discretion in dealing with all interested parties in the resolution of cases.

The incumbent of this class serves as a liaison with external and internal managers, administrators, medical personnel, employees, and others to monitor and gather relevant information necessary to help resolve or settle Workers' Compensation claims and other related employee benefit matters. This class is also expected to perform a full range of technical and administrative assignments in support of programs within the Safety, Risk and Emergency Management Department. While the focus of this position involves Workers' Compensation, claims administration and vendor management, this

class is fully cross trained with other department staff and may provide training as needed.

This position is distinguished from the Safety and Emergency Management Officer class in that the latter class is responsible for developing and implementing a wide variety of safety related programs and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Administers and coordinates the adjudication of claims filed under the District's Workers' Compensation Program; notifies employees of their rights and responsibilities under the program; provides information and answers questions from District managers and supervisors and from injured employees regarding employment statuses, return to duty, work limitations, and Workers' Compensation claims adjudication issues.
- Conducts investigations to secure essential facts from injured workers, District management, and medical providers regarding employee injuries.
- Works with and serves as liaison between District managers, Human Resources staff, third party administrators, medical personnel and others to resolve questions regarding employees' medical conditions, work limitations and their accommodation and ability to return to work on a full- or light-duty basis; maintains on-going contact with injured employees regarding the status of their medical conditions.
- Receives general liability claims filed against the District; sets up and maintains case files; contacts involved departments to obtain information relevant to adjudicating claims; arranges for the repair of property when the District is clearly responsible for damage; recommends action on claims involving District liability above a specified level or questionable District responsibility; drafts board letters regarding the resolution of claims for review and approval.
- Provides assistance to employees and department heads on ergonomic related issues; collects data on work environments for analysis and reviews the purchase of ergonomic related equipment.

- Maintains the District's Department of Transportation Driver Qualification files, coordinates the receipt and update of required documentation to ensure that the District remains in compliance with applicable State and Federal Regulations.
- Assists in coordinating, scheduling and entering documentation associated with required District safety training. Develops requests for proposals to select outside instructors and vendor-provided training courses; participates in evaluating and selecting training consultants and vendors; coordinates the delivery of training with outside instructors and through local educational institutions and training program vendors; personally conducts classroom training courses.
- Performs research projects of limited scope; compiles results and drafts reports and recommendations; generates and compiles statistical reports.
- With guidance, interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.
- Verifies the accuracy of employee transactions processed through the HR information systems and payroll interface; generates regular and ad hoc reports.
- Assists in maintaining employee personnel files and confidential health and medical records. Arranges for and notifies employees of annual medical appointments; maintains specialized computer medical records for District employees.
- Composes routine correspondence to plan administrators and providers.
- Assists with office and administrative support duties and provides back up for other department office staff when required.
- Supports the District's CalStar/VPP certification and ongoing compliance.
- Ensures confidentiality at all times and performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Methods and practices of public personnel administration; benefit program principles and practices, including Workers' Compensation claims processing, benefits reporting and insurance/benefit plan recordkeeping; standard employee benefit plans, coverage, and insurance recordkeeping requirements; state law and regulations governing the administration of Workers' Compensation programs and the determination of benefits; principles,

practices and terminology used in employee benefit programs including Workers' Compensation; common terminology, procedures and protocols used in industrial and occupational medicine; common medical and physical diagnoses and their related work restrictions and limitations; basic methods, procedures and requirements for employee retraining programs; District personnel rules, policies and labor contract provisions; principles and practices of sound business communication; standard business software, including word processing, spreadsheets, database management and graphics; legal and District requirements applicable to the acceptance and settlement of general liability claims; office practices and procedures commonly used in administering claims.

Ability to:
Operate a computer using word processing and other business software; operate other standard office equipment; organize, set priorities and make sound independent judgment within established guidelines; interpret, apply, explain and reach sound decisions in accordance with District and department rules, policies, procedures, benefit plan provisions and labor contract provisions; establish and maintain effective working relationships with those encountered in the course of the work; understand, follow and apply written and oral instructions; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations; organize and maintain specialized files.

Training and Experience:
A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a G.E.D equivalent supplemented by college-level course work in workers compensation, risk management, occupational safety and health, or related field (bachelor's degree is desirable); and three years of increasingly responsible experience in Worker's Compensation, safety, emergency response, and claims administration; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
Possession of a Specialization in Workers' Compensation certificate and/or a

Occupational Health and Safety Technologist certificate is desirable but not required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with managers, employees, retirees, benefit plan administrators and carriers, employee association representatives, applicants and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.

Return to full list >>

Rancho California Water District
MPCEA Exempt Salary Ranges
Fiscal Year 2016- 2017
3.81% Range Movement

Title	Grade	Hourly				Monthly				Annual			
		Minimum	Control	Maximum	MOU Article 7 Provision	Minimum	Control	Maximum	MOU Article 7 Provision	Minimum	Control	Maximum	MOU Article 7 Provision
Engineering Manager - CIP & Design	1	$ 57.743	$ 69.292	$ 76.221	$ 77.364	$ 10,008.79	$ 12,010.61	$ 13,211.64	$ 13,409.76	$ 120,105.44	$ 144,127.36	$ 158,539.68	$ 160,917.12
Engineering Manager -Operations													
Field Services Manager													
Water Operations Manager													
Water Reclamation Manager													
Accounting Manager	2	$ 54.994	$ 65.993	$ 72.592	$ 73.680	$ 9,532.29	$ 11,438.79	$ 12,582.61	$ 12,771.20	$ 114,387.52	$ 137,265.44	$ 150,991.36	$ 153,254.40
Construction Contracts Manager													
Finance Manager													
Information Tech./Cust. Svc. Manager													
Operations Project Manager													
Water Resources Manager													
Vacant	3	$ 52.377	$ 62.852	$ 69.137	$ 70.173	$ 9,078.68	$ 10,894.35	$ 11,983.75	$ 12,163.32	$ 108,944.16	$ 130,732.16	$ 143,804.96	$ 145,959.84
Vacant	4	$ 49.881	$ 59.857	$ 65.843	$ 66.829	$ 8,646.04	$ 10,375.21	$ 11,412.79	$ 11,583.69	$ 103,752.48	$ 124,502.56	$ 136,953.44	$ 139,004.32
Principal Engineer	5	$ 47.504	$ 57.005	$ 62.706	$ 63.645	$ 8,234.03	$ 9,880.87	$ 10,869.04	$ 11,031.80	$ 98,808.32	$ 118,570.40	$ 130,428.48	$ 132,381.60
Senior Water Resource Planner	6	$ 45.248	$ 54.297	$ 59.727	$ 60.621	$ 7,842.99	$ 9,411.48	$ 10,352.68	$ 10,507.64	$ 94,115.84	$ 112,937.76	$ 124,232.16	$ 126,091.68
Accounting Supervisor	7	$ 43.091	$ 51.709	$ 56.880	$ 57.732	$ 7,469.11	$ 8,962.89	$ 9,859.20	$ 10,006.88	$ 89,629.28	$ 107,554.72	$ 118,310.40	$ 120,082.56
Associate Engineer													
Budget/Debt Administrator													
ERP Business Analyst													
Sr. Public Information Officer													
Safety/Risk Officer	8	$ 41.037	$ 49.244	$ 54.168	$ 54.981	$ 7,113.08	$ 8,535.63	$ 9,389.12	$ 9,530.04	$ 85,356.96	$ 102,427.52	$ 112,669.44	$ 114,360.48
Financial Analyst													
Operations Analyst													
Water Resources Planner													
Assistant Engineer	9	$ 39.083	$ 46.899	$ 51.589	$ 52.363	$ 6,774.39	$ 8,129.16	$ 8,942.09	$ 9,076.25	$ 81,292.64	$ 97,549.92	$ 107,305.12	$ 108,915.04
Public Information Officer II	10	$ 37.224	$ 44.669	$ 49.136	$ 49.872	$ 6,452.16	$ 7,742.63	$ 8,516.91	$ 8,644.48	$ 77,425.92	$ 92,911.52	$ 102,202.88	$ 103,733.76
District Secretary	11	$ 35.451	$ 42.541	$ 46.795	$ 47.496	$ 6,144.84	$ 7,373.77	$ 8,111.13	$ 8,232.64	$ 73,738.08	$ 88,485.28	$ 97,333.60	$ 98,791.68
Vacant	12	$ 33.765	$ 40.518	$ 44.570	$ 45.238	$ 5,852.60	$ 7,023.12	$ 7,725.47	$ 7,841.25	$ 70,231.20	$ 84,277.44	$ 92,705.60	$ 94,095.04
Accountant	13	$ 32.075	$ 38.490	$ 42.339	$ 42.973	$ 5,559.67	$ 6,671.60	$ 7,338.76	$ 7,448.65	$ 66,716.00	$ 80,059.20	$ 88,065.12	$ 89,383.84
Administrative Analyst													
Public Information Officer I													

Note: Minimum to Control Point is a 20% Increase. Control Point to Maximum is a 10% Increase, Plus 3% Which Reflects the "Salary Range Buffer" for Topped Out Employees agreed to in MOUs Section 7.

Board Approved 10/13/2016

RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION

DATE:	April 19, 2017	
POSITION TITLE:	**SAFETY/RISK OFFICER**	
GRADE LEVEL:	8	
SUPERVISOR TITLE:	Human Resources Manager	
FLSA Status:	[X] Exempt	[ ] Non-Exempt
BARGAINING UNIT:	[ ] RCWDEA	[X] RCWD MPCEA

DEFINITION

Under general direction, plans, organizes, administers and coordinates a wide variety of professional level duties in support of safety and risk management programs for Rancho California Water District (District).

CLASS CHARACTERISTICS

This is a professional classification with responsibility for performing a full range of duties related to the District's safety and risk management programs. Because employees at this level are expected to be fully trained and competent, positions assigned to this classification require significant previous work experience and training in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following):

- Plan, develop, coordinate, and implement the safety, health, and security programs, policies and procedures (including RCWD's safety manual and Injury and Illness Prevention Program SB198)
- Applies technical and professional expertise in the review and evaluation of safety and health legislation and regulations which may impact operations, and manages recommendations for appropriate responses to industry and regulatory agencies.
- Assist with RCWD's risk programs (including risk management and loss control; risk assessment; risk transfer compliance; workers compensation; property and liability insurance programs); work with the Association of Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) regarding risk management visit and inspection reports and process insurance premiums
- Manage the District's workers' compensation program; develop and recommend program design and oversee the investigation of accidents and injuries and the

evaluation of claims; coordinate workers' compensation injury management and programs to minimize lost time injuries

- Develop and administer the District's safety and health program to include emergency management, disaster preparedness and hazardous material management programs
- Develop, recommend and administer the safety and risk management budget
- Assist with processing and investigation of District claims; collaborate with necessary departments to assess liability and property claims
- Respond to the scene of serious accidents or injuries; participate in conducting a thorough investigation and analysis of the conditions and circumstances surrounding the accident or injury; review and evaluate employee accident and injury reports, recommend remedial action and follow up to ensure appropriate action is taken
- Perform periodic audits and inspections and monitor worksites and workplace for exposure to potential health and safety hazards
- Develop and coordinate mutual aid agreements with other agencies and adjacent counties; organize and coordinate local training for public safety first responders; ensure the Emergency Operations Center (EOC) is staffed with knowledgeable qualified personnel and make training and exercises available to these personnel
- Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services
- Conduct emergency management training within District departments and outside agencies; write and revise emergency plans; apply technical and professional expertise in the review and evaluation of safety and health legislation, and regulations which may impact operations and manages recommendations for appropriate responses to industry and regulatory agencies.
- Coordinate District-wide health and safety training program and activities including CPR, AED and First Aid Training; trouble shoot safety concerns; manage all aspects of the District's Safety and Human Resources on-line training program
- When warranted, coordinate with contract security, vendors, and others to ensure adequate, safe, and cost effective security forces are provided
- Coordinate assigned activities and services with other District staff, and outside agencies
- Research and remain knowledgeable on laws, legal issues, and legislation in order to update, develop and create new codes, regulations, policies and procedures
- Respond to difficult and/or sensitive citizen and employee safety complaints and inquiries
- Develop and maintain an OSHA compliant record keeping system, and documentation for work related injury or illness, safety training, and complete related reports and track pertinent certifications
- Chair the Safety (Loss Prevention) Committee; facilitate and coordinate meetings and minutes
- Recommend goals, objectives, policies, procedures and evaluate programs that identify major areas of risk
- Function as liaison and coordinator between claimants, staff, insurance companies, third party administrators, etc.
- Review vulnerability studies and recommend appropriate action or implementation of findings

- Act as contact person and liaison for Riverside County Emergency Management Department; coordinate with appropriate management preparedness agencies such as the California Office of Emergency Services (CAL- OES), California Water/Wastewater Agency Response Network (CALWARN), and Emergency Response Network of the Inland Empire (ERNIE)
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- State, federal and local occupational, environmental safety and health laws applicable to public agency/waterworks
- Risk management and loss prevention principles, practices, theories, laws and regulations
- Injury and Illness Prevention Program (SB 198)
- Workers' Compensation administration, policies, procedures & regulations
- Property and liability insurance administration
- Training techniques
- Principles of modern business practices, including budgeting, contract administration, analysis methods, and report research and writing
- Principles, practices, and methods of supervision and staff development
- Methods and techniques for research and report presentation
- Cal-OSHA Regulations
- English usage, including grammar, spelling & punctuation
- Basic knowledge of photography is required

Ability to:

- Provide administrative and professional leadership in risk management and loss prevention programs
- Develop and conduct training sessions
- Develop and implement risk and safety programs, including goals, objectives, policies and procedures
- Operate a personal computer including word processing, graphic presentation, spreadsheet, and desktop publishing programs and related software applications
- Coordinate and monitor third party contracts
- Prepare, review and process claims
- Review and analyze insurance policies
- Maintain records and reports
- Communicate and possess effective interpersonal skills to interact with coworkers, supervisor, the general public, etc., to exchange or convey information and to receive work direction; Establish and maintain effective working relationships with others
- Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines
- Prepare clear and concise reports (both orally and in writing) including memoranda and correspondence

- Establish and maintain effective working relationships with others
- Exercise independent judgment and function effectively in a variety of difficult situations
- Offer helpful information in order to create and maintain a favorable public image for the District
- Comply with the District's Safety, Health and Environmental policies
- Use audio/visual equipment

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: A minimum of four years' experience in administering risk and safety/security programs.

Training: Bachelor's Degree in Occupational Safety and Health, Public Administration, or a related field, and four years' experience in administering risk and/or safety/security programs, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licenses and Certificates:

- Valid California Class C Driver's License, required
- First Aid & CPR Certified Instructor is desirable
- Certified Safety Professional (CPS) is desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings
- Travel by airplane and automobile in conducting District business
- Regularly use a telephone for communication
- Sit and stand for extended time periods
- Regular attendance
- Hearing and vision within normal ranges
- Carry, push, reach and lift up to 20 lbs. routinely; up to 50 lbs. with assistance
- Reaching at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%)
- Occasionally stoop, kneel or crouch
- Sufficient manual dexterity to operate equipment

The essential functions of this position may expose the employee to:

- Inclement weather
- Heights
- Fumes or airborne particles

- Toxic or gas hazards
- Work near mechanical moving parts

OTHER REQUIREMENTS

- This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position may be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

Employee Signature	Date
Supervisor/Manager Signature	Date

PADRE DAM MUNICIPAL WATER DISTRICT

Fiscal Year Budget 2017-2018

Job Classification Schedule for All Employees

CLASSIFICATION	Salary Grade	HOURLY PAY RANGE*			MONTHLY PAY RANGE			ANNUAL PAY RANGE		
		Min.	Mid.	Max.	Min.	Mid.	Max.	Min.	Mid.	Max.
Laboratory Analyst	14	$19.83	$25.34	$30.86	$3,437	$4,392	$5,349	$41,246	$52,707	$64,189
Laboratory Analyst	20	$25.66	$32.80	$39.91	$4,448	$5,685	$6,918	$53,373	$68,224	$83,013
Laboratory Analyst	22	$26.72	$34.15	$41.58	$4,631	$5,919	$7,207	$55,578	$71,032	$86,486
Laboratory Analyst, Senior	31	$35.31	$45.14	$54.95	$6,120	$7,824	$9,525	$73,445	$93,891	$114,296
Laboratory Analyst, Senior	31L	$37.08	$47.39	$57.71	$6,427	$8,214	$10,003	$77,126	$98,571	$120,037
Meter Services Administrator	29	$33.66	$43.02	$52.37	$5,834	$7,457	$9,077	$70,013	$89,482	$108,930
Meter Shop Supervisor	25	$30.10	$38.49	$46.85	$5,217	$6,672	$8,121	$62,608	$80,059	$97,448
Operations Manager	45	$48.58	$62.08	$75.59	$8,421	$10,761	$13,102	$101,046	$129,126	$157,227
Park & Recreation Aide	5	$11.48	$14.67	$17.85	$1,990	$2,543	$3,094	$23,878	$30,514	$37,128
Park & Recreation Coordinator	10	$15.93	$20.37	$24.79	$2,761	$3,531	$4,297	$33,134	$42,370	$51,563
Park & Recreation Coordinator	12	$18.05	$23.07	$28.08	$3,129	$3,999	$4,867	$37,544	$47,986	$58,406
Park & Recreation Coordinator	14	$19.83	$25.34	$30.86	$3,437	$4,392	$5,349	$41,246	$52,707	$64,189
Park & Recreation Coordinator	14L	$20.82	$26.61	$32.39	$3,609	$4,612	$5,614	$43,306	$55,349	$67,371
Park & Recreation Supervisor (Inside & Outside Operations)	19	$24.33	$31.10	$37.86	$4,217	$5,391	$6,562	$50,606	$64,688	$78,749
Park Operations Manager	30	$34.82	$44.51	$54.19	$6,035	$7,715	$9,393	$72,426	$92,581	$112,715
Park Recreation Manager	30	$34.82	$44.51	$54.19	$6,035	$7,715	$9,393	$72,426	$92,581	$112,715
Plant Manager	35	$39.17	$50.06	$60.95	$6,789	$8,677	$10,565	$81,474	$104,125	$126,776
Recycled Water Operations Supervisor	27	$32.07	$40.98	$49.92	$5,559	$7,103	$8,653	$66,706	$85,238	$103,834
Recycled Water Operator	14	$19.83	$25.34	$30.86	$3,437	$4,392	$5,349	$41,246	$52,707	$64,189
Recycled Water Operator	17	$22.75	$29.08	$35.42	$3,943	$5,041	$6,139	$47,320	$60,486	$73,674
Recycled Water Operator	20	$25.66	$32.80	$39.91	$4,448	$5,685	$6,918	$53,373	$68,224	$83,013
Recycled Water Operator	23	$28.19	$36.02	$43.85	$4,886	$6,243	$7,601	$58,635	$74,922	$91,208
Recycled Water Operator	23L	$29.59	$37.82	$46.04	$5,129	$6,555	$7,980	$61,547	$78,666	$95,763
Recycled Water Operator/Instrumentation Technician	25	$30.10	$38.49	$46.85	$5,217	$6,672	$8,121	$62,608	$80,059	$97,448
Recycled Water Technician	20	$25.66	$32.80	$39.91	$4,448	$5,685	$6,918	$53,373	$68,224	$83,013
Right of Way Agent	25	$30.10	$38.49	$46.85	$5,217	$6,672	$8,121	$62,608	$80,059	$97,448
Right of Way Agent	27	$32.07	$40.98	$49.92	$5,559	$7,103	$8,653	$66,706	$85,238	$103,834
Right of Way Agent	30	$34.82	$44.51	$54.19	$6,035	$7,715	$9,393	$72,426	$92,581	$112,715
Safety & Risk Manager	31	$35.31	$45.14	$54.95	$6,120	$7,824	$9,525	$73,445	$93,891	$114,296
Safety & Risk Manager	40	$43.25	$55.26	$67.27	$7,497	$9,578	$11,660	$89,960	$114,941	$139,922
SCADA: Administrator	32	$36.23	$46.31	$56.39	$6,280	$8,027	$9,774	$75,358	$96,325	$117,291
SCADA: Technician	28	$32.42	$41.44	$50.45	$5,619	$7,183	$8,745	$67,434	$86,195	$104,936
Staff Support (Minimum Wage)	N/A	$10.50	*	*	$1,820	*	*	$21,840	*	*
Systems Operator/Technician	18	$23.76	$30.38	$36.98	$4,118	$5,266	$6,410	$49,421	$63,190	$76,918
Systems Operator/Technician	19	$24.33	$31.10	$37.86	$4,217	$5,391	$6,562	$50,606	$64,688	$78,749
Systems Operator/Technician	21	$26.22	$33.50	$40.78	$4,545	$5,807	$7,069	$54,538	$69,680	$84,822
Systems Operator/Technician	23	$28.19	$36.02	$43.85	$4,886	$6,243	$7,601	$58,635	$74,922	$91,208
Systems Operator/Technician	23L	$29.59	$37.82	$46.04	$5,129	$6,555	$7,980	$61,547	$78,666	$95,763
Utility Worker	14	$19.83	$25.34	$30.86	$3,437	$4,392	$5,349	$41,246	$52,707	$64,189
Utility Worker	17	$22.75	$29.08	$35.42	$3,943	$5,041	$6,139	$47,320	$60,486	$73,674
Utility Worker	17 (Y-Rated)	$22.75	$31.02	$39.28	$3,943	$5,377	$6,809	$47,320	$64,522	$81,702
Warehouse Specialist	18	$23.76	$30.38	$36.98	$4,118	$5,266	$6,410	$49,421	$63,190	$76,918
Warehouse Specialist	20	$25.66	$32.80	$39.91	$4,448	$5,685	$6,918	$53,373	$68,224	$83,013
Warehouse Specialist	20L	$26.93	$34.44	$41.91	$4,668	$5,970	$7,264	$56,014	$71,635	$87,173

PADRE DAM MUNICIPAL WATER DISTRICT
CLASS SPECIFICATION

CLASS TITLE: Safety & Risk Manager

DEPARTMENT: Human Resources	ACCOUNTABLE TO: Director of Human Resources	FLSA STATUS: Exempt
SALARY RANGE:	31, 40	

CLASS SUMMARY: Under administrative direction from the Director of Human Resources, Incumbent is responsible for planning, organizing, coordinating and administering the District's comprehensive safety, security and risk management programs including property, liability and workers compensation insurance. Duties include: Preparing, investigating and adjusting claims,, obtaining property, liability and workers' compensation insurance; investigating claims and inspecting sites; developing and administering the safety and health programs to include emergency management and disaster preparedness;; developing, implementing and administering the District's security programs including vulnerability assessments, site assessments and remote site security monitors workplace for exposure to potential health and safety hazards; coordinates, plans, develops and conducts specialized safety and health education programs; develops and administers the ADA Self-Evaluation and Transition plans; develops and implements a comprehensive wellness program; develops regulations, policies, and procedures as needed for various plans; plans for the development and implementation of new risk management and safety programs; ensures compliance with OSHA and related local, state, and federal regulations; reviews and updates all OSHA related programs and policies as necessary; conducts safety inspections and responds to complaints of safety hazards and other duties as may be required. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is a stand alone classification which is distinguished from other classes by its responsibility for implementing Padre Dam's safety and risk management program.

Grade 31	Grade 40	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
C	P	1.	Assumes management responsibility for and develops, implements and evaluates Padre Dam's Risk Management program including insurance, safety, and property/liability claims by performing inspections and preparing, adjusting and investigating claims. This includes budgeting, training, forecasting, and making recommendations for improvements.
C	P	2.	Develops, implements and evaluates Padre Dam's safety, health, disaster preparedness and environmental hazards programs. Monitors workplaces for exposure to potential health hazards.
C	P	3.	Assists with development, implements, administers and evaluates Padre Dam's security program including vulnerability assessments of Padre Dam facilities; employee training, employee and community education. Chairs the Security Team and periodically reports to the board.
C	P	4.	Develops, implements, evaluates and updates Padre Dam's emergency response program to include the Emergency Response Plan, critical incident planning, regular training exercises, crisis management and communication. Includes taking proactive steps in preventing disasters including terrorism. Manages the WebEOC program for the District and coordinates and administers annual training exercises accordingly. Chairs the Emergency Response Team. Reports to the board periodically.
C	P	5.	Develops, implements and evaluates Padre Dam's wellness program

PADRE DAM MUNICIPAL WATER DISTRICT
CLASS SPECIFICATION

CLASS TITLE: Safety & Risk Manager

Grade 31	Grade 40	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
C	P	6.	Develops, interprets and implements risk reduction, health and safety policies and procedures. This includes ongoing monitoring and evaluation of the efficiency and effectiveness of service delivery methods and procedures.
C	P	7.	Oversees all internal and external ADA issues and programs. Develops, interprets and implements the ADA Self-Evaluation and Transition Plans.
C	P	8.	Represents the department at meetings with other departments and the general public. Maintains a professional demeanor at all times.
C	P	9.	Reviews and administers Padre Dam's D.O.T. Drug & Alcohol Policy. Oversees, coordinates and tracks all medical examination and programs associated. Maintains confidentiality of all information gathered during these processes.
C	P	10.	Plans, develops and conducts safety and health education programs, training activities and an annual training calendar. Coordinates and oversees monthly meetings of Safety Committee.
C	P	11.	Conducts new hire safety orientations, ensures new hires are safety compliant and completes all safety training within the probationary period.
C	P	12.	Oversees and participates in the development and administration of the Safety and Risk annual budget.
C	P	13.	Researches legislation by reviewing legal journals and publications to anticipate what effects changes will have on Padre Dam and to develop new codes, regulations and operating procedures. Participates in the development and implementation of goals, objectives, policies and priorities for the district. Stays abreast of new trends and innovations in the field of Risk Management and Safety.
C	P	14.	Assumes management responsibility for all of Padre Dam's property, liability and Workers' Compensation insurance programs. Makes recommendations for cost efficiencies and improvements as needed.
	P	15.	Responsible for oversight, training and development of the Confined Space Rescue Team.
C	P	16.	Oversees and maintains all certificates of insurance for the District.
C	P	17.	Monitors and administers all insurance issues for the District. Selects and works with contractors, brokers, and insurance carriers. Performs market/cost benefit analysis, prepares and reviews requests for proposal, agreements and selects vendors to work with.
C	P	18.	Ensures compliance with OSHA and related local, state and federal regulations and updates all related policies and programs as necessary. Works with departments as needed to ensure OSHA compliance at all times.

C = Competent - Having requisite or adequate ability or qualities.
P = Proficient - A through competence derived from training and practice.

PADRE DAM MUNICIPAL WATER DISTRICT
CLASS SPECIFICATION

CLASS TITLE: Safety & Risk Manager

Knowledge (position requirements at entry):
- Organizational characteristics, services and activities of a comprehensive risk mgmt and safety program
- Applicable laws and regulations;
- Worker's Compensation, liability and property claim management;
- Current training methods and techniques;
- Crisis management and communication;
- Vulnerability assessments for security issues;
- Emergency Response procedures and protocols;
- Americans with Disabilities Act
- General and specialized industry safety rules.
- Principles and practices of customer service
- Project Management
- Federal, OSHA and other required training.
- National Incident Management System (NIMS) Standardized Emergency Management System (SEMS).

Skills (position requirements at entry):
- Oversee and manage a comprehensive risk and safety program.
- Developing and conducting training sessions.
- Coordinating and monitoring third party contracts;
- Preparing and reviewing claims;
- Reviewing and analyzing insurance policies;
- Maintaining records and reports;
- Developing and implementing risk, security and safety programs;
- Budget preparation and administration
- Analyze and interpret laws, legal documents, contracts and insurance language.
- Ability to use audio/visual equipment;
- Ability to use computers and related software applications;
- Ability to Communicate with and establish relationships using interpersonal skills with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Project Management: collect, compile, research, analyze, evaluate and implement programs.

Training and Experience (position requirements at entry):
Bachelor's Degree in Safety, Public Administration or a related field and four years experience in administering risk and safety programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):
- Valid California Driver's License.
- Associate of Risk Management is highly desired.

PADRE DAM MUNICIPAL WATER DISTRICT
CLASS SPECIFICATION

CLASS TITLE: Safety & Risk Manager

Physical Requirements:
Positions in this class typically require: sitting, standing, walking, fingering, talking, hearing and seeing and repetitive motion.

Incumbents may be subjected to moving mechanical parts, electrical currents, odors, dusts, poor ventilation, chemicals, oils and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:
Date: 4/98; 1/02; 1/05; 1/12, 10/14

Palmdale Water District
Departmental Staffing Budget

POSITION	Mar-17	Budget 2017	Budget 2016	Budget 2015	Budget 2014	Budget 2013	Budget 2012	Budget 2011
ADMINISTRATION:								
General Manager/CEO	1	1	1	1	1	1	1	1
Assistant General Manager/COO	1	1	1	1	1	1	1	1
Water & Energy Resources Manager	1	1	1	1	1	1	1	1
Deputy Water & Energy Resources Manager	1	1	1	1	0	0	0	0
Public Affairs Director	1	1	0.5	0	0	0	0	0
Public Affairs Specialist	1	0	0	0	0	0	0	0
Executive Assistant	1	1	1	1	1	1	1	1
Administrative Assistant	1	2	1	1	1	1	1	1
Management Analyst	2	2	1	1	0	0	0	0
SUBTOTAL:	10	10	7.5	7	5	5	5	5
ENGINEERING:								
Engineering/Grant Manager	1	1	1	1	0	1	1	1
Project Manager	1	1	1	1	1	1	1	1
Engineering Analyst	1	1	0	0	0	0	0	0
Construction Inspector	3	3	3	3	3	3	3	3
Cross Connection Control Specialist	1	1	1	1	1	1	1	1
G.I.S. Coordinator	1	1	1	0	0	0	0	0
Engineering Technician	2	1	1	3	3	3	3	3
Engineering Design Technician	1	1	1	0	0	0	0	0
SUBTOTAL:	11	10	9	9	8	9	9	9
FACILITIES:								
Facilities Manager	1	1	1	1	1	1	1	1
Construction Supervisor	1	1	1	0	0	0	1	1
Senior Service Worker	2	3	3	3	3	3	3	3
Service Workers	9	9	10	11	11	11	11	11
Warehouse Technician	2	2	2	2	2	2	2	2
Operations Technician - Fleet Lead	1	1	0	0	0	0	0	0
Operations Technician - Mechanical Lead	1	1	0	0	0	0	0	0
Operations Technician	6	6	0	0	0	0	0	0
Equipment Mechanic Supervisor	0	0	1	1	1	1	1	1
Equipment Mechanic	0	0	4	4	4	4	4	3
Maintenance Worker	1	1	1	0	0	0	0	0
Systems Supervisor	0	0	1	1	0	0	0	0
Pump Operator	0	0	2	2	0	0	0	0
Electrical/Instrumentation Technician - Lead	1	1	0	0	0	0	0	0
Electrician	1	1	2	2	0	0	0	0
Electronic Technician	2	2	2	2	0	0	0	0
SUBTOTAL:	28	29	30	29	22	22	23	22
OPERATIONS:								
Operations Manager	1	1	1	1	1	1	1	1
Treatment Plant Supervisor	0	0	0	0	1	1	1	1
Plant Operator - Lead	1	0	0	0	0	0	0	0
Plant Operators	5	6	6	6	6	6	6	6
Senior Maintenance Mechanic	0	0	0	1	1	1	1	1

Maintenance Mechanic	0	0	0	1	1	1	1	1
Administrative Technician	0	0	1	1	1	1	1	1
Operations Technician	0	0	2	0	0	0	0	0
Water Quality / Regulatory Affairs Supervisor	1	1	1	1	1	1	1	1
Laboratory Analyst	2	2	2	2	2	2	2	2
Systems Supervisor	0	0	0	0	1	1	1	1
Pump Operator	0	0	0	0	2	2	2	2
Electrician	0	0	0	0	2	2	2	2
Electronic Technician	0	0	0	0	2	2	2	2
SUBTOTAL:	10	10	13	13	21	21	21	21
FINANCE:								
Finance Manager/CFO	1	1	1	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1	1	1	1
Accounting Technician	1	1	1	0	1	1	1	1
Accounting Assistant	0	0	0	1	1	1	1	1
Customer Finance Supervisor	1	1	1	1	1	1	1	1
Assistant Customer Service Supervisor	0	0	0	1	1	1	1	1
Customer Account Technician	3	3	3	0	0	0	0	0
Customer Service Representative	0	0	0	9	9	9	9	9
Part time Customer Service Representative	0	0	0	0	0	0	2	2
Field Service Supervisor	0	0	0	0	0	0	1	1
Senior Field Service Technician	0	0	0	1	1	1	1	1
Field Service Technician	0	0	0	7	7	7	6	6
SUBTOTAL:	7	7	7	22	23	23	25	25
WATER CONSERVATION:								
Public Information Officer/Conservation Director	0	0	0.5	1	1	1	1	1
Water Conservation Supervisor	0	0	0	0	1	1	1	1
Water Conservation Aide	1	1	1	1	1	1	1	1
Field Customer Care Representative (Water Cons)	1	1	0	0	0	0	0	0
SUBTOTAL	2	2	1.5	2	3	3	3	3
HUMAN RESOURCES:								
Safety and Training Technician	1	0	0	0	0	0	0	0
Human Resources Manager	1	1	1	1	1	1	1	1
SUBTOTAL:	2	1	1	1	1	1	1	1
INFORMATION TECHNOLOGY:								
Information Technology Manager	1	1	1	1	1	1	1	1
Information Technology Technician	0	0	1	1	1	1	1	1
Information Technology Help Desk Technician	1	1	0	0	0	0	0	0
SUBTOTAL:	2	2	2	2	2	2	2	2
CUSTOMER CARE:								
Customer Care Supervisor	1	1	0	0	0	0	0	0
Senior Customer Care Representative	1	1	1	0	0	0	0	0
Customer Care Representative	6	6	7	0	0	0	0	0
Senior Field Customer Care Representative	1	1	1	0	0	0	0	0
Field Customer Care Representative	4	4	6	0	0	0	0	0
SUBTOTAL:	13	13	15	0	0	0	0	0
DISTRICT TOTAL:	85	84	86	85	85	86	89	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:	August 9, 2017	**August 16, 2017**
TO:	PERSONNEL COMMITTEE	**Committee Meeting**
FROM:	Jennifer Emery, Human Resources Director	
VIA:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 4.6 – CONSIDERATION AND POSSIBLE ACTION ON INTERNSHIP PROGRAM***	

Recommendation:

Staff recommends that the District approve creating and filling four internship positions for the Fall, 2017 semester.

Alternative Options:

The alternative is to not create the positions.

Background:

The District has had significant success with our Internship Program, and this semester we have been able to obtain funding through South Central Coast Region Colleges for four positions – Plant Operator Intern, Service Worker Intern, Laboratory Analyst Intern, and Field/Customer Care Intern. These positions will be for full time students at either College of the Canyons or Antelope Valley College, and they are approved for 320 hours of work during the semester.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

Budget:

The cost to the District will be for incidentals such as training, uniforms, etc. The hourly pay and workers' compensation will be funded through the Foundation for Community Colleges, and the interns will be employees of the Foundation for Community Colleges.

Supporting Documents:

- Job Descriptions

PALMDALE WATER DISTRICT

FIELD/CUSTOMER CARE REPRESENTATIVE INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform a variety of field customer care activities including installation, repair of water meters and radio transmitting devices; to read, collect, and record water consumption from meters; and to interact with the public in the course of field activities.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Field Customer Care Series. Positions in this class typically have little or no directly related work experience and 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 Senior Field Customer Care Representative; receives technical and functional supervision from the Field Customer Care Representative I/II.

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

Read consumption based water meters on assigned routes; record readings via automated devices or manually, as necessary.

Identify meter equipment problems, stuck or non-functioning, replacing as needed.

Identify radio transmitter problems; Install/repair/replace transmitting devices, as necessary.

Re-read meters in cases of unusual billings or consumption patterns. Review consistency and accuracy of meter readings; document and report unusual readings and/or circumstances for follow up; perform leak detection checks as requested or according to observation.

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

Perform related duties as assigned.

EDUCATIONAL OPPORTUNITY:

This intern position will provide the following educational experiences:

Knowledge of:

Basic principles of arithmetic, including addition, subtraction, multiplication, division, and percentages.

Basic practices and methods of record keeping.

Basic practices of customer interaction.

Ability to:

Perform a variety of field customer care activities related to the installation, repair, and reading of water meters.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and locate site locations; interpret work orders, remember equipment location, and explain job to others.

Intermittently, sit while studying or preparing reports and/or driving; bend, squat, kneel, twist, and walk long distances when performing field duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn geography and street/road locations within the District's jurisdiction.

Learn to use a computer to enter and retrieve data.

Learn to use manual methods and electronic equipment used in collecting and recording meter readings.

Learn to identify and repair minor problems with water meters and data collection/recording devices.

Deal tactfully with customers encountered in the field.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Must be enrolled in college work experience program during the semester of employment to qualify.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a Distribution Operator Grade 1 Certificate as issued by the State of California Department of Public Health.

Approved: 3/11/2015

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

LABORATORY ANALYST INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform educational level duties related to a variety of chemical, biochemical, and bacteriological water testing and analysis activities.

DISTINGUISHING CHARACTERISTICS

This is the entry level internship in the Laboratory Analyst series. This internship is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this internship is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Quality Supervisor; may receive technical and functional supervision from a Laboratory Analyst 1/2.

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

Prepare glassware and media.

Prepare Quality Control on media and containers.

Perform instrument calibrations.

Set up, calibrate, and operate a variety of laboratory equipment and instruments.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter laboratory data into a computer system for further analysis and reporting purposes; maintain laboratory records and prepare required reports.

Assist in maintaining adequate laboratory supplies and inventory; order supplies as assigned.

Work with consultants or vendors as required.

Test, analyze, and collect various granular activated carbon samples.

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 chemistry, bacteriology and the chemical sciences, including methods and techniques of laboratory testing and analysis.

Modern laboratory procedures and equipment, including computer uses and applications used in laboratory testing and analysis.

Sample collection/monitoring procedures and sample preservation methods related to water treatment processes.

Modern office procedures, methods and computer equipment including word processing, database and spreadsheet applications.

Ability to:

Perform educational level duties related to a variety of chemical, biochemical, and bacteriological water testing and analysis activities.

On a continuous basis, learn and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently bend, squat, climb, kneel or twist while performing field sampling work; intermittently twist to reach equipment surrounding desk; perform simple grasping 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.

Prepare reagents; assemble and operate testing apparatus and equipment

Perform tests accurately and precisely and maintain associated records.

Learn pertinent local, State, and Federal codes, regulations, and laws.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

College student with science major: (Ex, Biology, Chemistry, Environmental Science, etc.

Completed coursework of general chemistry & laboratory with grade “C” or better.

Completed coursework of general biology & laboratory with grade “C” or better.

General knowledge of laboratory safety procedures.

License and Certificate:

Possession of, or ability to obtain, a valid California Drivers’ License.

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

PLANT OPERATOR INTERN

FLSA Status: Non-Exempt

DEFINITION

To learn a variety of skilled duties related to the continuous maintenance and operation of the water treatment plant.

DISTINGUISHING CHARACTERISTICS

This is the intern level class in the Plant Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. 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 task supervision from the Plant Operator I/II or III; receives general supervision from the Operations Manager.

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

Learn to manually and/or remotely operate SCADA (Supervisory Control and Data Acquisition) computer equipment to control and monitor flow of water treatment and processing of chemicals through the treatment plant and water distribution system; monitor gauges and meters and record instrument readings; maintain daily and other logs.

Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize and calibrate instruments, analyzers and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.

Learn to perform basic maintenance and repair of treatment plant equipment.

Learn to perform standardized water quality control tests.

Follow procedures for receiving, recording, and store all deliveries, including chemical deliveries in accordance with accepted safety standards and requirements.

Learn to inspect mechanical equipment for proper working order and prepare/submit work orders for mechanical and/or electrical maintenance attention; perform routine maintenance work as necessary.

Participate in preparation of reports to various external regulatory agencies and District divisions and departments.

Maintain records and documentation; respond to customer questions and complaints regarding water quality.

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.

EDUCATIONAL OPPORTUNITY:

The intern position will provide the following educational experiences:

Knowledge of:

Basic computer techniques.

Basic building and equipment maintenance techniques and methods.

Basic water treatment techniques and methods.

Ability to:

Perform a variety of skilled duties related to the continuous operation of a water treatment plant.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem processes and equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when reviewing operation of treatment plant and performing basic maintenance; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.

Use a computer to maintain required records and documentation; respond to customer questions and complaints.

Use various hand and power tools to perform basic mechanical maintenance.

Operate light mechanical equipment such as skip loaders, backhoes and front end loaders, as needed.

Work assigned shift schedules; be available for call back.

Work outdoors in a variety of weather conditions.

Communicate clearly and concisely, both orally and in writing.

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

REQUIREMENTS:

Must be enrolled in Water Treatment/Distribution classes/program with an accredited college.

Must be enrolled in college work experience program during the semester of employment to qualify.

Experience:

Completion or concurrent enrollment in Water Treatment class.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Ability to obtain a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Ability to obtain a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

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

SERVICE WORKER INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled work in the construction, installation, building maintenance, and repair of a water service distribution system; and to perform a variety of customer service duties in the field.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Service Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. 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 immediate supervision from the Facilities Manager; receives technical and functional supervision from an assigned Service Worker II.

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

Install, maintain, and repair components of a water service distribution system, including valves and a variety of meters, gauges, and flow monitoring devices.

Perform a variety of maintenance and construction tasks.

Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; report to supervisor, as appropriate.

Operate, maintain, repair and paint air operated vacuum valves and fire hydrants.

Perform building and grounds maintenance, as assigned.

Clean work vehicles; stock vehicles with parts and materials according to service order needs.

Perform maintenance and repair of angle stops.

Respond as needed to customer concerns in the field or refer to other District staff as appropriate.

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.

EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

Knowledge of:

Basic construction methods, materials, and equipment.

Basic building and grounds maintenance techniques and methods.

Ability to:

Construct, install, maintain, and repair components of a water service distribution system.

Know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Use various hand and power tools and equipment, including digging bar, push broom and drills.

Read and understand distribution system maps and related drawings.

Complete required reports and daily logs related to work activities.

Perform building and grounds maintenance work.

Perform heavy manual labor and work in traffic situations.

Work outdoors in a variety of weather conditions.

Communicate clearly and concisely, both orally and in writing.

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

Ability to intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

REQUIREMENTS:

Must be enrolled in college work experience program during the semester of employment to qualify.

License and Certificate

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

Ability to obtain a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Ability to obtain a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

Approved: 4/4/14

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.

Management & Supervisory Leadership Program

BOZEMAN MT

Hosted by City of Bozeman Public Works for Mayor's Office, City and County Government Officials, City and County Council Members, Board Members, and Leaders of all City and County Departments

October 5 – 7, 2015

EXAMPLE

Hone your leadership skills at the Leadership & Management Institute

Learn how to put effective management and supervisory skills to work for you and your leadership team at the Leadership & Management Institute being offered in Bozeman, MT, October 5 - 7, 2015.

The management institute is for anyone in a leadership position. You'll learn to make better leadership decisions, communicate more effectively, avoid costly mistakes and get the results you want. Plan on attending yourself or sending other managers and supervisors who will benefit from this important program.

The three-day course includes: (Classes meet each day from 8:00 A.M. to 5:00 P.M.)

- **Section 1 – Foundations of Leadership.** Provides participants with knowledge of contemporary leadership principles, essential skills and general functions of management and the role of the manager.

- **Section 2 – The Leader's Role in Performance Management.** Models of communication and giving and receiving feedback. Practice clarifying expectations, establishing standards, rewarding outstanding performance, and correcting unacceptable output while overcoming resistance.

- **Section 3 - Collaboration and Teams.** Effectively working with others is essential to maintaining a good work environment and efficient operations. How we communicate can either promote an effective team or cause barriers and conflict. This segment will provide training in tools proven to enhance communication skills. It will show participants how to communicate effectively with different personalities, how to diffuse emotional issues, and how to communicate in ways that build confidence and promote

cooperation. The strengths and weaknesses of four communication styles will be examined. Practical exercises will be used to help participants learn to communicate more effectively in either a management or staff role.

- **Section 4 – Managing Conflict.** This workshop emphasizes skills needed in purposely and appropriately managing conflict, understanding and benefiting from emotions, converting mind-body integration principles into powerful tools, recognizing and expanding perceptions, operating from purpose and developing powerful conflict resolution communication methods.

- **Section 5 – The Leadership of Change**. Designed to help managers fully understand the nature and necessity of change, its impact on people, and how to meet the challenge it presents. Participants learn strategies that help speed up the process and minimize the productivity decline. Emphasis is placed on coaching and leading a team through a complex change situation.

EXAMPLE

Fees, Location & Registration Form

Fee: The fee for the three-day course is **$499.00**, which includes all instruction, workbook, and handout materials.

Certification: A formal certificate will be prepared for participants who successfully complete the required course objective. An optional university certification is also available for the extra fee of **$50** per participant and is presented by Utah State University. This Management/Leadership certificate is primarily for those needing university certification to meet training requirements for various professional affiliations. However, any participant desiring to receive a university certificate may do so by paying the **$50** fee.

Location: **City Shops Complex – Training Room**
814 N. Bozeman Ave.
Bozeman, MT 59715 **(Driving directions will be provided)**

For further information, contact Chuck Christensen at 208-957-5350 or chuck@puwwmi.org

*****To reserve your seat, complete the registration form below and send it along with your payment information to Education & Training Services.*****

REGISTRATION FORM

Management & Supervisory Leadership Program
October 5 - 7, 2015 (Bozeman, MT)

Name_____

Business Name_____

Business Address_____

City/State/Zip_____

Business Phone_____ **Email Add.**_____

Payment Fee: $499.00 per student (Do you want the optional university certification? Yes_____ No_____)
If yes to optional university certification, the total fee is $549.00

Please Remit By Check To:

EDUCATION & TRAINING SERVICES
PUBLIC UTILITIES & WATERWORKS MANAGEMENT INSTITUTE
P.O. BOX 495
SALT LAKE CITY, UTAH 84110
ATTN: CHUCK CHRISTENSEN

***Call or email Chuck Christensen (see above) to make sure class is not full.**

EXAMPLE