



PALMDALE WATER DISTRICT

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April 19, 2012

*Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Gloria Dizmang
to be held at the District's office at 2029 East Avenue Q, Palmdale*

Monday, April 23, 2012

6:30 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x103 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. Please call Dawn Deans at 661-947-4111 x103 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.

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.
- 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 26, 2012.

- 4.2) Presentation on department operations and staffing. (Operations Manager Thompson II - Operations Department)
- 4.3) Discussion and possible action on changing the District's medical coverage from the Association of California Water Agencies/Health Benefits Authority (ACWA/HBA) plans to the CalPERS medical plan. (Human Resources Manager Burns)
- 4.4) Discussion and possible action on employee benefit cost savings measures. (Human Resources Manager Burns)
- 4.5) Review of the Palmdale Water District's Employee Assistance Program. (Committee Member Dizmang)
- 4.6) Consideration and possible action on development of a fraternization policy. (Committee Member Dizmang)
- 4.7) Consideration and possible action on a hiring freeze for management positions. (Committee Member Dizmang)
- 4.8) Review and possible action on Palmdale Water District grievance policy. (Chair Mac Laren)
- 5) Information items.
- 6) Board members' requests for future agenda items.
- 7) Adjournment.


DENNIS D. LaMOREAUX,
General Manager

DDL/dd

[illegible]

PALMDALE WATER DISTRICT

PLANT OPERATOR 1 PLANT OPERATOR 2

FLSA Status: Non-Exempt

DEFINITION

To perform a variety of skilled duties related to the continuous operation of a water treatment plant on an assigned shift.

DISTINGUISHING CHARACTERISTICS

Plant Operator 1 - This is the entry 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. The Plant Operator 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

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

SUPERVISION RECEIVED AND EXERCISED

Plant Operator 1

Receives immediate supervision from the Treatment Plant Supervisor; may receive technical and functional supervision from a Plant Operator 1.

Plant Operator 1

Receives general supervision from the Treatment Plant Supervisor; may exercise technical and functional supervision over Plant Operator 1.

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

Plant Operator 1/2

- 2 -

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; may operate control systems manually, as needed; monitor gauges and meters and record meter readings; maintain shift log.

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.

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

Oversee sludge pond operation including monitoring of removal and transfer of sludge, as assigned.

Receive delivery of materials, parts, and supplies; store in accordance with accepted safety standards and requirements.

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.

MINIMUM QUALIFICATIONS

Plant Operator 1

Knowledge of:

Operating characteristics of a water treatment plant facility including SCADA automated control system, and use of pumps, gauges, and chemical feeds.

Principles, practices, and regulations related to operating a water treatment plant and related facilities.

Pertinent local, State, and Federal laws, rules and regulations.

Safety practices and procedures related to area of assignment.

Computer use in record keeping and reporting methods.

Arithmetic computations including calculation of percentages, decimals, and fractions.

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.

Plant Operator 1/2

- 4 -

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

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:

Two years of responsible experience in a water utility performing maintenance and repair of mechanical equipment.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Plant Operator 2

In addition to the qualifications for the Plant Operator 1:

Knowledge of:

Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Plant Operator Grade 3.

Ability to:

Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade 3.

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:

Two years of responsible journey experience performing duties similar to a Plant Operator 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of a Water Treatment Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health is desired.

Approved: 12/16/2009

PALMDALE WATER DISTRICT

TREATMENT PLANT SUPERVISOR

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise water treatment plant operations and related maintenance within the Operations Department; and to perform a variety of technical tasks relative to assigned area of responsibility. To function as the Chief Plant Operator, and fill in for the Operations Manager when needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager.

Exercises direct supervision over assigned technical and maintenance staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water treatment plant operations/maintenance activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water treatment plant operations and related maintenance activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review treatment plant operations and logs/reports to ensure compliance with regulatory requirements; take corrective action as necessary and prepare related reports.

Provide trouble shooting expertise relative to difficult mechanical, hydraulic, and chemical operation of the treatment plant and related facilities.

Treatment Plant Supervisor

- 2 -

Develop and recommend operating protocols for additional/new plant equipment and processes.

Monitor treatment plant capacity and review related reservoir and well production; make adjustments as needed to meet daily demands.

Ensure that regular and special reports are prepared and submitted to management to meet a variety of regulatory requirements.

Authorize purchase of and ensure safe storage of materials, supplies, and parts needed to perform treatment plant/maintenance operations.

Work closely with water quality laboratory staff relative to raw water and finished water samples; modify sampling and treatment plant testing procedures as needed.

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 water treatment plant operations and maintenance.

Equipment, tools and materials used in water treatment operations and maintenance activities.

Current and emerging water issues and regulations.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct water treatment plant and related maintenance operations/activities.

On a continuous basis, know 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; explain regulations, policies, and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Interpret and explain pertinent District and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

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

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

Experience:

Three years of increasingly responsible experience in water treatment plant operations and maintenance; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in environmental practices, chemistry, biology or a related field.

License and Certificate

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

Treatment Plant Supervisor

- 4 -

Possession of a Water Treatment Operator Grade 4 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 5 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health is desired.

Approved: 12/16/2009

12/16/09

PALMDALE WATER DISTRICT

LABORATORY ANALYST 1 LABORATORY ANALYST 2

FLSA Status: Non-Exempt

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Laboratory Analyst 1 – This is the entry level class in the Laboratory Analyst series. This class 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 class 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.

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

SUPERVISION RECEIVED AND EXERCISED

Laboratory Analyst 1

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

Laboratory Analyst 2

Receives direction assigned the Water Quality Supervisor; may exercise technical and functional supervision over a Laboratory Analyst 1.

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

Test, analyze, and collect water samples from various sources, including raw ground and surface water, residential tap water; and treatment plant process control product.

Assess chemical, biochemical, and bacteriological characteristics of samples to ensure compliance with State and Federal requirements.

Recognize problems that may occur in an analytical procedure; trouble shoot known procedures; identify possible problems affecting test results; recommend changes to procedures, as appropriate.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform routine servicing and preventive maintenance of laboratory equipment 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.

Respond to questions and complaints from the public 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.

MINIMUM QUALIFICATIONS

Laboratory Analyst 1

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

On a continuous basis, know 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

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:

Laboratory Analyst 1/2

- 4 -

Experience:

No professional experience is required; one year of water treatment testing and analysis is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, bacteriology, biology or a related field.

License and Certificate:

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

Laboratory Analyst 2

In addition to the qualifications for the Laboratory Analyst 1:

Knowledge of:

Principles and practices of quality assurance and quality control and their applications to a wide variety of testing and analytical procedures;

Pertinent local, State, and Federal codes, regulations, and laws.

Ability to:

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

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:

Two years of responsible journey experience performing duties similar to a Laboratory Analyst 1 with the Palmdale Water District.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, bacteriology, biology or a related field.

License and Certificate

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

Possession of a Water Quality Lab Analyst 1 Certificate as issued by the American Water Works Association is desired.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Approved: 12/16/2009

PALMDALE WATER DISTRICT

PUMP TECHNICIAN 1
PUMP TECHNICIAN 2

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled work in the installation, maintenance, and repair of pumps, motors, engines, and related water facilities; to adjust pump control systems; and to take regularly assigned readings of pump and well instruments and gauges.

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED AND EXERCISED

Pump Technician 1

Receives immediate supervision from the Systems Supervisor; may receive technical and functional supervision from a Pump Technician 2, as appropriate.

Pump Technician 2

Receives general supervision from the Systems Supervisor.

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

Inspect and monitor well sites, reservoirs, and tanks; check pumps/pump structures and motor operations, and make adjustments/repairs as needed; check well levels and measure tank and reservoir levels, including collection of water production and related data.

Adjust and maintain chlorine feed rates at reservoirs and wells, as needed; maintain sodium hypochlorite generators; collect samples for water quality analysis; flush and disinfect wells, pumps, and tanks.

Maintain and repair pumps and related control systems related to liquid level controls, and a variety of automatic, check, globe, gate, and pressure relief valves; check and maintain seismic valves.

Inspect, service, and maintain oil and air filters, magnetic starters, fuses, circuit breakers, probes, circuits, time delays, coils, switches, bearings, mechanical packings, seals, oil lines, drippers, and gages.

Perform a variety of preventive maintenance on pump engines and equipment; perform maintenance and repair related to a variety of water distribution facilities and systems, and pump buildings.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Conduct periodic inspection and perform maintenance work at reservoirs, including checking inlet control valves; conduct inspection and perform repair and maintenance on pressure relief stations and altitude valves.

Keep and maintain computerized and written work-related records.

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

Pump Technician 1

Knowledge of:

Practices, methods, techniques, and tools/equipment used in the installation, maintenance and repair of mechanical equipment.

Machine shop procedures and practices.

Safe work practices.

Ability to:

Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, and related water facilities.

On a continuous basis, 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.

Intermittently, sit while studying or preparing reports or driving vehicles or equipment; bend, squat, climb, kneel and twist when performing installation, maintenance or repair activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, and related equipment.

Learn to operate forklifts, backhoes, loaders, and small cranes.

Disassemble and reassemble pumps, motors, and valves.

Read and interpret pump and reservoir charts and gauges.

Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.

Keep and maintain records related to work activities, including well sounding, production, flows and volume; available capacity of storage tanks and reservoirs, and chemical usage.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back emergencies.

Communicate clearly and concisely, both orally and in writing.

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

Pump Technician 1/2

- 4 -

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:

One year of responsible experience repairing and maintaining pumps, motors, and engines.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License. Possession of, or ability to obtain, a Class A license may be required by position.

Possession of, or ability to obtain, a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Pump Technician 2

In addition to the qualifications for the Pump Technician 1:

Knowledge of:

Motors, pumps, compressors, electrical panels, automatic controls, valves, and timers used in operating and controlling a water distribution system.

Ability to:

Independently perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, and related water facilities.

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:

Two years of responsible journey experience performing duties similar to a Pump Technician 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License. Possession of, or ability to obtain, a Class A license may be required by position.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Health Services.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Health Services is desired.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Approved: 12/16/2009

PALMDALE WATER DISTRICT

SYSTEMS SUPERVISOR

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise water distribution system operations, motor equipment repair and maintenance, and installation and maintenance of electronic and electrical systems within the Operations Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager.

Exercises direct supervision over assigned technical and maintenance staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintenance work including motor equipment repair/maintenance, and electronic and electrical systems; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in motor equipment repair/maintenance, and electronic and electrical systems.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee daily operation of water pumping and storage operations, including functioning of pumps, motors, and proper field disinfection of the distribution system

Review daily production reports; make decisions regarding availability of water to meet immediate production demands; shift water sources as needed to meet demand.

Systems Supervisor

- 2 -

Oversee and/or prepare various assigned preventive maintenance schedules; maintain related records.

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 mechanized/automated water treatment and distribution systems.

General knowledge of electrical systems, and electronic monitoring and automated control systems.

Current and emerging water issues and regulations.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct repair/maintenance of a variety of mechanical, electrical, electronic equipment.

On a continuous basis, know 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; explain regulations, policies, and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Interpret and explain pertinent District and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

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

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

Experience:

Three years of increasingly responsible experience in water treatment operations and maintenance, including one year providing technical and functional supervision over assigned personnel.

Training:

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

License and Certificate

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

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

PALMDALE WATER DISTRICT

WATER QUALITY SUPERVISOR

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise water quality laboratory operations and related regulatory compliance activities within the Operations Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager.

Exercises direct supervision over assigned professional and technical staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water quality laboratory operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water quality laboratory operations and regulatory compliance activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop, implement, and maintain laboratory quality assurance and quality control programs; maintain required laboratory certification.

Prepare and/or oversee preparation of required internal and external reports regarding water quality; ensure reports are accurate and submitted in a timely fashion.

Plan and implement sampling, data gathering, and special testing programs to evaluate and solve water quality problems; assign and/or participate in special water quality monitoring investigations.

Evaluate and interpret water quality data related to water treatment and distribution systems and watershed water quality studies.

Participate in development of improved water treatment processes and review monitoring programs related to water supply, distribution and storage; recommend changes in monitoring programs, treatment methods or process control.

Work with commercial laboratories and requisition specialized testing as appropriate.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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 chemical and microbiological laboratory analysis as applied to water quality sampling.

Principles and practices of water treatment processes and distribution systems.

Equipment, tools, and materials used in chemical and microbiological laboratory analysis.

Computer applications used in laboratory testing and analysis and water treatment processing problems.

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

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct water quality laboratory operations and related regulatory compliance activities.

On a continuous basis, know 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; explain District regulations and policies and requirements of regulatory agencies related to water quality.

On a continuous basis, sit at desk for long periods of time; intermittently walk, bend, or twist while performing field sampling work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Interpret and explain pertinent District and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

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

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

Experience:

Three years of increasingly responsible professional work in water quality chemical or microbiological testing and analysis; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, bacteriology, biology or a related field.

License and Certificate

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

Possession of, or ability to obtain within six months, a Water Treatment Operator 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Quality Lab Analyst 1 Certificate as issued by the American Water Works Association.

Possession of a Water Quality Lab Analyst 2 Certificate as issued by the American Water Works Association is desired.

Approved: 12/16/2009

PALMDALE WATER DISTRICT

ADMINISTRATIVE TECHNICIAN

FLSA Status: Non-Exempt

DEFINITION

To perform technical level administrative and/or program related duties in assistance to a District department or division; to research, collect, and analyze data and prepare draft reports; to perform administrative and technical work of assigned program area; to provide some highly responsible administrative duties in support of a department or division head; and to provide technical assistance to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff.

May exercise direct supervision over administrative support staff.

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

Develop, coordinate, and implement program activities of a technical area of assignment related to department or division activities; prepare technical documents related to program activities.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.

May plan, prioritize, assign, supervise and review the work of assigned administrative support staff involved in duties related to area of assignment.

Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Review, verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, and other specialized documents based on area of assignment.

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

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Assist with maintenance and implementation of new software technologies and systems.

Assist supervisor with a variety of administrative operations and prepare or recommend procedural modifications.

Coordinate and assist in the development and administration of a department or division budget; prepare budget reports; compile annual budget requests; monitor and control expenditures; and, track and reconcile invoices.

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

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Principles and practices of intermediate analytical research methods, project coordination, and report writing techniques.

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

Techniques and principles of effective written and oral communication.

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

General functions and objectives of governmental utility services.

English usage, basic mathematical calculations and statistical methods.

Ability to:

Perform technical level administrative and/or program related duties.

Intermittently review documents related to department or division operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at a desk; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight up to 20 pounds.

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

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

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

Develop and implement various data collection and reporting systems.

Review budget submissions and revisions for mathematical and accounting accuracy.

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

Supervise, train and evaluate assigned administrative support staff.

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

Obtain information through interview; handle multiple project assignments; deal firmly and courteously with the public.

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

Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.

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

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

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

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

Education:

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

License and Certificate

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

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

Approved: 12/16/2009

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

Administrative Technician

- 5 -

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

ELECTRICIAN 1 ELECTRICIAN 2

FLSA Status: Non-Exempt

DEFINITION

To install, repair and maintain electrical systems and devices, including motors and a variety of motor controls.

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED AND EXERCISED

Electrician 1

Receives immediate supervision from the Systems Supervisor; may receive technical and functional supervision from an Electrician 2.

Electrician II

Receives general supervision from the Systems Supervisor.

May exercise technical and functional supervision over an Electronic Technician 1.

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

Install, maintain, and repair electrical circuits, transformers, switches, lighting fixtures, motor starters, motors, generators, control panels, electrical components of electronic regulatory systems, and high voltage systems and equipment.

Perform troubleshooting and diagnostic work on problems related to electrical systems and equipment; conduct repairs, recommend replacement of equipment, or referral to outside electrical contractors.

Perform inspections and perform periodic preventive maintenance on electrical systems and equipment; make recommendations for necessary repairs.

Install, test and maintain components and equipment including analyzers, and switchgear.

Install above ground and below ground conduit and pull wire for motors, control panels, lighting fixtures, and outlets.

Read, interpret, and update electrical and electronic system drawings of District facilities; prepare, revise, and maintain as-built and shop drawings of electrical installations.

Estimate labor, materials and materials necessary to perform assignments.

Inspect the work of electrical contractors for compliance with contract documents involving electrical and electronic systems.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Assist in the engineering, design and approval of electrical systems for new and existing facilities.

Keep and maintain accurate logs and records of work performed or recommended; prepare required reports.

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

Electrician 1

Knowledge of:

Electrical theory and practices.

Operational characteristics of electrical equipment and systems.

Tools, equipment, and materials used in the electric trade.

Ability to:

Install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.

On a continuous basis, 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.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing or maintaining equipment and electrical systems; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 25 pounds.

Learn to troubleshoot and diagnose problems related to problems with electrical systems and equipment.

Learn pertinent local, State, and Federal laws, rules and regulations related to electrical system installation, repair, and maintenance.

Read and interpret wiring schematics, mechanical drawings and specifications.

Keep and maintain logs and records of work activities; prepare required reports.

Work assigned shift schedules; be available for call back emergencies.

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

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:

One year of construction or maintenance work with emphasis on electrical installation, maintenance, and repair experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by industrial or vocational training in electrical theory or practices.

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 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.

Electrician 2

In addition to the qualifications for the Electrician 1:

Knowledge of:

Operational characteristics, services, and activities of electrical installation, maintenance and repair.

Methods and techniques of installation, maintenance, and repair of low and high voltage electrical circuit and distribution systems.

Methods and techniques of troubleshooting and diagnosing problems related to electrical systems and equipment.

Pertinent local, State, and Federal Pertinent laws, rules and regulations related to electrical installation and maintenance.

Ability to:

Independently install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.

Assist in the engineering, design and approval of electrical systems for new and existing facilities.

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:

Two years of responsible journey experience performing duties similar to an Electrician 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade supplemented by industrial or vocational course work in electrical installation, repair, and maintenance.

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Certified General Electrician license as issued by the State of California Department of Industrial Relations.

Approved: 12/16/2009

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 Maintenance Mechanic 1
Plant Maintenance Mechanic 2

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled and skilled work in a variety of maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities associated with the District's Treatment Plant and Lake Palmdale.

DISTINGUISHING CHARACTERISTICS

Plant Maintenance Mechanic 1 - This is the entry level class in the Plant Maintenance Mechanic series. Positions in this class typically have limited directly related experience and work under immediate supervision while learning job tasks. The Plant Maintenance Mechanic 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Plant Maintenance Mechanic 2 - This is a journey level class in the Plant Maintenance Mechanic series that involves exercising journey level skill in constructing, maintaining, repairing, operating, and troubleshooting plant equipment and processes. This class is distinguished from the Plant Maintenance Mechanic 1 position in that this person requires more advanced skill in performing the tasks of this class.

This class is distinguished from the Senior Maintenance Mechanic in that the latter performs difficult and complex work in the maintenance and repair of Treatment Plant equipment, pumps, motors, grounds and facilities, and provides technical and functional supervision to lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Plant Maintenance Mechanic 1
Plant Maintenance Mechanic 2

Receives general supervision from Treatment Plant Supervisor and, or Operations Manager.

Receives technical and functional supervision from the Senior Plant Maintenance Worker.

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

Performs preventative and corrective maintenance of plant equipment and facilities.

Inspects, maintains, repairs, and operates aqueduct valves, dams, outlet structure, and other lake facilities.

Installs, maintains, and repairs fences, gates, sprinkler systems, sprays, cuts, mulches, and burns brush and weeds; removes debris, maintains poisons and pest controls.

Inspect, repair, maintain, and test various pumps, motors, and equipment used in water treatment processes; remove such equipment as needed from site; re-install and follow procedures for disinfection/ safety to the District's water supply.

Assists in servicing, maintaining, troubleshooting, and repairing varied and complex plant equipment and structures.

Operates a variety of construction equipment, compressors, hand and power tools in a safe and effective manner.

Performs a variety of lake management tasks; including but not limited to; application of herbicides and algaecides.

Plan and /or perform rigging for moving and/ or placing heavy machinery and equipment.

Builds and maintains 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

Plant Maintenance Mechanic 1

Knowledge of:

Basic practices relating to buildings, grounds, equipment maintenance, and repairs.

Basic computer usage to enter and retrieve data and maintain records.

Standard safety practices..

Ability To:

Perform semi-skilled and skilled work in maintaining and repairing a variety of equipment, pumps, engines, and motors.

On a continuous basis, 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.

Learn to use welding equipment to perform repairs and fabricate parts.

Learn operational characteristics of the treatment plant equipment; learn to use various chemicals and disinfection agents.

Learn and understand the treatment process to aid in maintenance and repairs.

Learn to diagnose and repair pump, motor, and engine problems.

Learn to understand plant processes and characteristics.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back emergencies.

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

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:

Two years of basic experience in mechanical, maintenance and repair.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate:

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

Possession, or ability to obtain, a Distribution operator Grade D1 Certificate as issued by the State of California Department of Public Health.

Possession of, or ability to obtain, a Treatment Operator Grade T1 Certificate as issued by the State of California Department of Public Health.

Plant Maintenance Mechanic 2

In addition to the qualifications for the Plant Maintenance Mechanic 1:

Knowledge of:

Operational characteristics of the treatment plant process.

Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.

Ability to:

Independently perform skilled work in the repair and maintenance of buildings, grounds, landscaping, pumps, motors, and equipment.

Operate a variety of mechanized equipment including; but not limited to; backhoes, forklifts, small cranes, loaders, skidsteers, and sprayers.

Weld at journey level.

Exercise resourcefulness in the field and work without immediate supervision.

Experience and Training

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

Experience:

Two years of responsible journey experience performing duties similar to a Plant Maintenance Mechanic 2 with the Palmdale Water District.

Three years of journey level experience in mechanical, structural, and or construction work.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of a valid California Class A drivers license is desired.

Possession of a Distribution Operator Grade D2 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Treatment Operator Grade T2 Certificate as issued by the State of California Department of Public Health is desired.

PALMDALE WATER DISTRICT

OPERATIONS MANAGER

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and review the activities and operations of the Operations Department (Systems, Treatment Plant and Water Quality divisions) including facility operations, water quality laboratory testing/analysis and treatment plant processing operations; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager/CEO and Assistant General Manager/COO.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager/CEO and Assistant General Manager/COO.

Exercises direct supervision over assigned supervisory and technical staff.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Board of Directors, General Manager/CEO, and Assistant General Manager/COO; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Operations Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Operations Manager

- 2 -

Ensure regulatory compliance with State and Federal agencies regarding water quality testing, analysis, and production.

Oversee operation of the water distribution system relative to water quality issues and monitor water production from a variety of sources, including groundwater, surface water, and the State water project.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

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 water utility operations and related facilities, including water treatment and distribution systems.

Principles and practices of water quality assurance and control testing and analysis.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Operations Manager

- 3 -

Ability to:

Plan, direct and control the administration and operations of all facilities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

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

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District and department policies, procedures, rules and regulations.

May occasionally perform field site visits.

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

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:

Seven years of increasingly responsible experience in water utility laboratory testing and/or treatment plant processing operations including three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, chemistry, biology or a related field.

License and Certificate

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

Possession of a Water Treatment Operator Grade 5 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Distribution Operator Grade 5 Certificate as issued by the State of California Department of Public Health is highly desired.

Approved: 12/16/2009

SENIOR PLANT MAINTENANCE WORKER

FLSA Status: Non-Exempt

DEFINITION

To plan, organize, direct and assist in a variety of maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities associated with the District's Treatment Plant and Lake Palmdale.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plant Maintenance Worker series that involves planning, directing, implementing, and inspecting the work of employees engaged in skilled and semi-skilled maintenance and repair of treatment plant facilities and equipment. This class is distinguished from the Plant Maintenance Worker position in that this person is responsible for planning, organizing, and directing the work of this class. Also this position requires more advanced skill in performing the tasks of this class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Treatment Plant Supervisor and/or Operations Manager.

Exercises technical and functional supervision over Plant Maintenance Worker I/II, other allied staff, and community service workers as needed.

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

Plans, assigns, directs, and performs operation, construction, repair and maintenance activities, and arranges for needed materials, supplies, and equipment.

Co-ordinates and prepares for repairs, maintenance work, and special projects with other departments, sub-contractors, and fire camp crews.

Develops and reviews procedures and schedules for routine maintenance of plant equipment, tracks work orders, operates and maintains CMMS, and analyzes equipment reports to predict and plan for special maintenance.

Assists in the development of the annual budget for maintenance accounts and special projects.

Inspects projects and determines work to be done; estimates labor, equipment, and materials needed.

Services, maintains, troubleshoots, and repairs varied and complex plant equipment and structures with a high degree of skill.

Provides training to the Plant Maintenance Worker I/II and other allied staff as needed.

Inspects, maintains, repairs and operates aqueducts, valves, dams, outlet structure, and other lake facilities.

Installs, maintains, and repairs fences, gates, sprinkler systems; sprays, cuts, mulches, and burns brush and weeds; removes debris, maintains poisons and pest control.

Makes oral and written reports of work performed, unusual incidents, equipment inspections, and dangerous conditions; prepares shop drawings and field sketches; maintains logs; prepares material requisitions, and other forms as required.

Operates and directs others in the operation of construction equipment, compressors, and hand and power tools in a safe and skillful manner.

Performs a variety of lake management tasks including, but not limited to, coordinating maintenance with the Fin and Feather Club Staff.

Builds and maintains 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:

Performance and practices relating to the construction, maintenance and repair of water production facilities and equipment.

Grounds maintenance methods and practices, including landscaping, pest, and weed control.

The use and operation of common construction tools and general work equipment, such as: tractors, trucks, power boats, portable air compressors, welding equipment, and spray equipment.

The operation, maintenance, and repair of pumps, valves, and motors.

The construction and repairs of facilities.

SCADA and CMMS software.

Welding and fabrication techniques.

Installation and repair of plumbing and piping system including chemical feed systems.

Safe work practices.

Ability To:

Plan, assign, direct, and inspect the work of others.

Independently perform skilled work in the repair and maintenance of buildings, grounds, landscaping, pumps, motors, and equipment.

Operate a variety of mechanized equipment including; but not limited to; backhoes, forklifts, small cranes, loaders, skidsteers, and sprayers.

Weld at journey level.

Intermittently, sit while studying and preparing reports; bend, squat, climb, kneel and twist when performing repair or installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift and carry weight of 50 lbs or less.

Train others.

Make verbal and written reports and keep accurate records.

Read and understand blueprints and related mechanical drawings.

Exercise resourcefulness in the field and work without immediate supervision.

Utilize computer programs for data entry/retrieval, maintenance schedule development, and report generation.

Follow verbal and written instructions.

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:

Two years of responsible journey experience performing duties similar to a Plant Maintenance Worker 2 with the Palmdale Water District.

Four years of journey level experience in mechanical, structural, and or construction work.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class A Driver's License.

Possession of a Distribution Operator Grade D2 Certificate as issued by the State of California Department of Public Health.

Possession of a Treatment Operator Grade T2 Certificate as issued by the State of California Department of Public Health.

PALMDALE WATER DISTRICT

ELECTRONIC TECHNICIAN 1
ELECTRONIC TECHNICIAN 2

FLSA Status: Non-Exempt

DEFINITION

To install, maintain, calibrate, and repair micro computer based supervisory data acquisition and control (SCADA) systems, and programmable logic controllers (PLC), and hydraulic and mechanical process controls in support of the District's water distribution system and treatment plant operations.

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED AND EXERCISED

Electronic Technician 1

Receives immediate supervision from the Systems Supervisor; may receive technical and functional supervision from an Electronic Technician 2.

Electronic Technician 2

Receives general supervision from the Systems Supervisor.

May exercise technical and functional supervision over an Electronic Technician 1.

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

Install, maintain, calibrate, and repair SCADA systems, PLCs, and other telemetry, monitoring and process control equipment and instrumentation.

Make inspections and perform periodic preventative maintenance on various control, metering, recording, and display equipment; clean, lubricate, calibrate and/or adjust equipment.

Troubleshoot and diagnose electronic, electromechanical and pneumatic instrumentation malfunctions; complete component level repairs or notify system contractors of other repair requirements as appropriate.

Use software diagnostic routines and test equipment to verify and/or adjust control system equipment according to manufacturer's recommendations.

Monitor communication links of the telemetry system to ensure sustained functioning of signals; install test points and conduct field tests.

Install, test, maintain, and replace telemetry instruments, components and equipment, including receivers, transmitters, analyzers, and switchgear.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Read and interpret wiring schematics, mechanical drawings and specifications related to installation, service, or repair of equipment.

Prepare specifications for computer software and hardware related to SCADA system.

Repair and maintain computers and peripherals related to the SCADA system.

Estimate labor, materials and supplies necessary to perform assignments.

Review and inspect work performed by contractors installing or repairing electronic equipment in District facilities.

Keep and maintain accurate logs, records, schematics, flow charts and ladder logic; prepare required reports.

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

Electronic Technician 1

Knowledge of:

Applied principles of electronic and electrical theory.

Common equipment, tools, and materials used in electronic instrument installation, maintenance, and repair.

Ability to:

Learn to install, maintain, calibrate, repair, and program SCADA systems, PLCs, and other telemetry, monitoring and process control equipment and instrumentation.

On a continuous basis, 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.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing or maintaining equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 25 pounds.

Learn to troubleshoot and diagnose electronic and electromechanical instrumentation malfunctions.

Learn operational characteristics of hydraulic systems as related to use of electronic signaling, communication, and control systems.

Learn pertinent local, State, and Federal laws, rules and regulations related to electronic systems/equipment installation and maintenance.

Read and interpret wiring schematics, mechanical drawings and specifications.

Keep and maintain logs and records of work activities; prepare required reports.

Work assigned shift schedules; be available for call back emergencies.

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

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:

One year of electronics equipment/component installation, maintenance, repair, and programming is desirable.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in electronics, computer science or a related field.

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Electronic Technician 2

In addition to the qualifications for the Electronic Technician 1:

Knowledge of:

Instrumentation, computer input system facilities and telemetry, including computer based data acquisition and control systems.

Methods and techniques of troubleshooting and diagnosing electronic systems monitoring and control systems problems.

Pertinent local, State, and Federal laws, rules and regulations related to electronic systems/equipment installation and maintenance.

Ability to:

Independently install, maintain, calibrate, repair, and program SCADA systems, PLCs, and other telemetry, monitoring and process control equipment and instrumentation.

Recommend and prepare specifications for new/modified control/monitoring systems.

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:

Two years of responsible journey experience performing duties similar to an Electronic Technician 1 with the Palmdale Water District.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in electronics, computer science or a related field.

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Approved: 12/16/2009

12/16/09

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

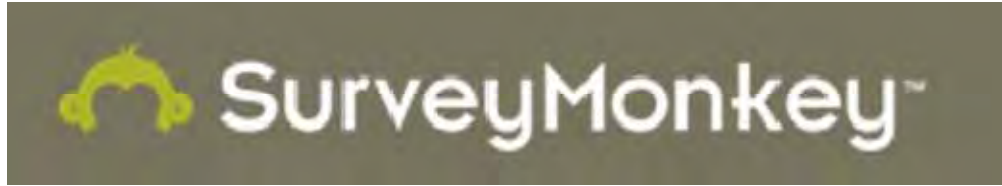
DATE: April 18, 2012 April 23, 2012
TO: PERSONNEL COMMITTEE Personnel Committee Meeting
FROM: Mrs. Jeannie Burns, Human Resources Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 4.3 – DISCUSSION AND POSSIBLE ACTION ON
CHANGING THE DISTRICT’S MEDICAL COVERAGE FROM THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES/HEALTH
BENEFITS AUTHORITY (ACWA/HBA) PLANS TO THE CALPERS
MEDICAL PLAN*
*AGENDA ITEM NO. 4.4 - DISCUSSION AND POSSIBLE ACTION ON
EMPLOYEE BENEFIT COST SAVINGS MEASURES.*

Recommendation:

Staff recommends any cost saving measures, including changing health care plans from ACWA to CALPERS, be postponed until the final outcome of the Two-Year Additional Service Credit Program has been determined. At that time, staff recommends the District’s financial position be re-evaluated to determine the need for any additional cost saving measures.

Supporting Documents:

- Employee survey results conducted at the All-Hands meeting.



PALMDALE WATER DISTRICT

EMPLOYEE BENEFITS SURVEY SUMMARY

A total of 68 employees participated in the Employee Benefits Survey at, or soon after the Staff All Hands Meeting on Wednesday, March 28, 2012. The results of the survey are as follows:

Are you satisfied with your Health plan options?

70.8% of employees responded "strongly agree"

27.9% of employees responded "agree"

1.5% of employees responded "neutral"

0.0% of employees responded "disagree"

0.0% of employees responded "strongly disagree"

98.7% of employees report being satisfied with Health plan options.

Are you satisfied with your Dental plan options?

48.5% of employees responded "strongly agree"

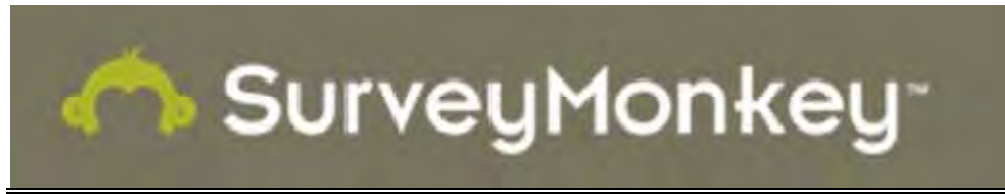
22.1% of employees responded "agree"

11.8% of employees responded "neutral"

13.2% of employees responded "disagree"

4.4% of employees responded "strongly disagree"

70.6% of employees report being satisfied with Dental plan options.



Are you satisfied with your Vision plan options?

51.5% of employees responded "strongly agree"

23.5% of employees responded "agree"

16.2% of employees responded "neutral"

5.9% of employees responded "disagree"

2.9% of employees responded "strongly disagree"

75.0% of employees report they are satisfied with Vision plan options.

Are you satisfied with your options for Life Insurance?

35.3% of employees responded "strongly agree"

30.9% of employees responded "agree"

22.1% of employees responded "neutral"

1.5% of employees responded "disagree"

10.3% of employees responded "strongly disagree"

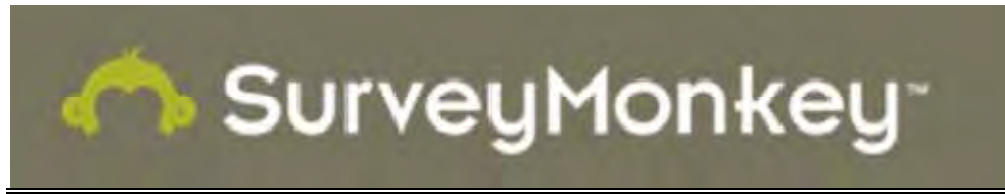
66.2% of employees report they are satisfied with options for Life Insurance.

However, it is noted that 11.8% of employees are not satisfied with Life Insurance options.

Overall, I am satisfied with my health benefits.

52.9% of employees responded "strongly agree"

39.7% of employees responded "agree"



4.4% of employees responded "neutral"

1.5% of employees responded "disagree"

1.5% of employees responded "strongly disagree"

92.6% of employees report overall, they are satisfied with health benefits.

Are you satisfied with the number of vacation, sick, and personal days that you receive?

45.6% of employees responded "strongly agree"

30.9% of employees responded "agree"

11.8% of employees responded "neutral"

11.8% of employees responded "disagree"

0.0% of employees responded "strongly disagree"

76.5% of employees report they are satisfied with the number of vacations, sick, and personal days that they receive.

Overall, I am satisfied with my paid time off.

45.6% of employees responded "strongly agree"

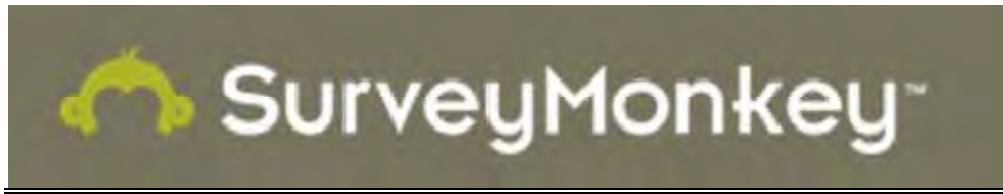
33.8% of employees responded "agree"

14.7% of employees responded "neutral"

5.9% of employees responded "disagree"

0.0% of employees responded "strongly disagree"

79.4% of employees report they are satisfied with their paid time off.



I am satisfied with my continuing education and training opportunities.

31.3% of employees responded "strongly agree"

35.8% of employees responded "agree"

17.9% of employees responded "neutral"

10.4% of employees responded "disagree"

4.5% of employees responded "strongly disagree"

67.1% of employees report they are satisfied with continuing education and training opportunities.

I am satisfied with my tuition reimbursement options.

32.8% of employees responded "strongly agree"

40.3% of employees responded "agree"

17.9% of employees responded "neutral"

4.5% of employees responded "disagree"

6.0% of employees responded "strongly disagree"

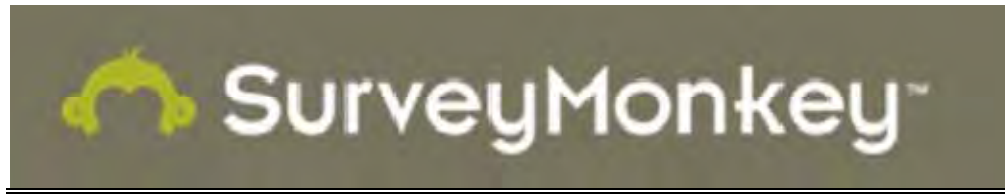
73.1% of employees report they are satisfied with tuition reimbursement options.

Overall, I am satisfied with my additional benefits.

34.3% of employees responded "strongly agree"

46.3% of employees responded "agree"

13.4% of employees responded "neutral"



4.5% of employees responded "disagree"

1.5% of employees responded "strongly disagree"

80.6% of employees report they satisfied with their additional benefits.

New Benefit Considerations: I am interested in receiving a waiver for having dual health insurance coverage.

20.3% of employees responded "strongly agree"

9.4% of employees responded "agree"

53.1% of employees responded "neutral"

6.3% of employees responded "disagree"

10.9% of employees responded "strongly disagree"

29.7% of employees report they are interested in receiving a waiver for having dual health insurance coverage. However, 53.1% of employees report they feel neutral about this potential benefit.

New Benefit Considerations: I would be satisfied with a \$450 waiver per month since I do not pay medical premiums out-of-pocket.

25.0% of employees responded "strongly agree"

6.3% of employees responded "agree"

51.6% of employees responded "neutral"

4.7% of employees responded "disagree"

12.5% of employees responded "strongly disagree"

31.3% of employees report they would be satisfied with a \$450 waiver per month. However, 51.6% of employees report they feel neutral about this potential benefit.

New Benefit Considerations: I am interested in the personal day/vacation purchase option, if offered by the District.

29.4% of employees responded "strongly agree"

19.1% of employees responded "agree"

38.2% of employees responded "neutral"

7.4% of employees responded "disagree"


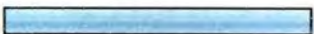

5.9% of employees responded "strongly disagree"

48.5% of employees report they are interested in the personal day/vacation purchase option, if offered by the district. And, 38.2% of employees report they feel neutral about the potential benefit.

Employee Benefits Survey




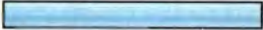



Are you satisfied with your health plan options?

		Response Percent	Response Count
Strongly agree		70.6%	48
Agree		27.9%	19
Neutral		1.5%	1
Disagree		0.0%	0
Strongly Disagree		0.0%	0
answered question			68
skipped question			0

Employee Benefits Survey




Are you satisfied with your Vision plan options?

		Response Percent	Response Count
Strongly Agree		51.5%	35
Agree		23.5%	16
Neutral		16.2%	11
Disagree		5.9%	4
Strongly Disagree		2.9%	2
answered question			68
skipped question			0

Employee Benefits Survey




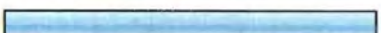


Overall, I am satisfied with my health benefits.

		Response Percent	Response Count
Strongly Agree		52.9%	36
Agree		39.7%	27
Neutral		4.4%	3
Disagree		1.5%	1
Strongly Disagree		1.5%	1
answered question			68
skipped question			0

Employee Benefits Survey



Overall, I am satisfied with my paid time off.

		Response Percent	Response Count
Strongly Agree		45.6%	31
Agree		33.8%	23
Neutral		14.7%	10
Disagree		5.9%	4
Strongly Disagree		0.0%	0
answered question			68
skipped question			0

Employee Benefits Survey








I am satisfied with my tuition reimbursement options.

		Response Percent	Response Count
Strongly Agree	<div></div>	32.8%	22
Agree	<div></div>	40.3%	27
Neutral	<div></div>	17.9%	12
Disagree	<div></div>	4.5%	3
Strongly Disagree	<div></div>	6.0%	4
answered question			67
skipped question			1

Employee Benefits Survey








New Benefit Considerations: I am interested in receiving a waiver for having dual health insurance coverage.

		Response Percent	Response Count
Strongly Agree		20.3%	13
Agree		9.4%	6
Neutral		53.1%	34
Disagree		6.3%	4
Strongly Disagree		10.9%	7
answered question			64
skipped question			4

Employee Benefits Survey



New Benefit Considerations: I am interested in the personal day/vacation purchase option, if offered by the District.

		Response Percent	Response Count
Strongly Agree		29.4%	20
Agree		19.1%	13
Neutral		38.2%	26
Disagree		7.4%	5
Strongly Disagree		5.9%	4
answered question			68
skipped question			0

PALMDALE WATER DISTRICT

Employee Assistance Program

Introduction

Palmdale Water District cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. Serious personal or family problems are usually amenable to treatment and rehabilitation. For instance, alcoholism is a treatable disease that has devastating effects on one's personal health, family, and work life. Drugs, gambling, family problems, and emotional distress can have similar effects. Most people solve their problems either on their own or with the advice of family and friends; however, people sometimes need professional advice. Palmdale Water District, through its Employee Assistance Program, provides access to professional counseling services for its employees, and those in need of professional assistance are encouraged to use the program.

Purpose of the Employee Assistance Program

The purpose of the Employee Assistance Program is to offer confidential assistance to employees who have the potential to be adversely affected by personal or work problems.

Basic Principles

- Early intervention is desirable in dealing with any personal, family or work problems.
- Human Resources, working co-operatively through the Employee Assistance Program, helps employees deal with personal and work problems.
- In formal referrals, the employer's concern with employee problems is limited to efforts to address deteriorating work performance. The supervisor or manager is responsible for identifying with the employee when job performance is below standard. The supervisor is not responsible for diagnosing the nature of a personal problem, and the Employee Assistance Program is not designed to interfere with an employee's private and social life.
- The Employee Assistance Program applies equally to all employees, dependents, and Significant others.
- The Employee Assistance Program encourages employees to voluntarily seek help (self-referral) for personal or work problems. The Employee Assistance Program is strictly voluntary; mandatory referrals are sometimes used for disciplinary issues.

- Confidentiality is the cornerstone of the Employee Assistance Program. Employees' access to the program is voluntary and will not be conditional on consent to release information to management. Information is not released to anyone without the employee's written consent. Legally, "confidentiality" refers to the obligation to refrain from willingly disclosing information that has been received in confidence and not to situations in which a court or statute compels a person to disclose information.
- An employee's current job and opportunity for promotion or advancement will not be jeopardized by using the services of the Employee Assistance Program.
- The Employee Assistance Program recognizes the need for granting of leave for the purpose of counseling and/or treatment.
- The Employee Assistance Program does not alter management's responsibility to maintain discipline or the right to take disciplinary measures within the framework of the progressive discipline process.

To be included in the category of family members for the purpose of inclusion in the Employee Assistance Program is the following:

- spouses (including common law spouse and significant others)
- dependent children, as defined under the benefits plan.

Areas of Assistance

The Employee Assistance Program provides assistance with a broad range of personal concerns, including, but not limited to:

- marital, family and relationship problems
- substance abuse (alcohol, drugs, prescription medication) and other addictive behaviors such as gambling
- personal debt and financial management problems
- stress (family, social, job)
- family violence
- psychological problems
- sexual harassment
- work-related conflicts.

Eligibility for the Program

The program is available to all Palmdale Water District employees.

Program Operation

- The Employee Assistance Program acts as an intake and referral system, using agencies and services in the community to provide ongoing assistance as appropriate and required. Early recognition of a problem is an important objective, to enable an employee to receive help before a crisis develops. Whenever

possible, public community services will be used initially.

- Participation in the Employee Assistance Program is sometimes used in disciplinary procedures. Mandatory referral is used in the Employee Assistance Program to help resolve conflicts or address issues affecting job performance. The intent is to allow employees the chance to seek help with personal or work-related problems.
- Any employee can consult, on a confidential basis, with the Employee Assistance Program Coordinator concerning access to the program or to ask general information.

MANAGER'S RESPONSIBILITIES

- Address work performance problems through normal supervisory procedures.
- Be consistent and treat employees fairly.
- Make employees aware of the Employee Assistance Program in instances where declining job performance has been determined, if appropriate.
- Do not attempt to diagnose personal problems of the employee or offer a personal opinion.
- Provide follow-up and support to employees upon return to work, if appropriate.
- Do not require the employee to divulge the nature of the problem when requesting leave for an appointment with the service providers under the Employee Assistance Program. If necessary, the employee can provide verification of attendance through the Employee Assistance Program Coordinator.
- Maintain a strict level of confidentiality with all cases.

Access, Referral, and Offers of Assistance

Access to the Employee Assistance Program can be either self-initiated or employer-initiated. The decision to seek assistance through the Employee Assistance Program is always voluntary, unless it is work related.

Referral by the Employee Assistance Program Coordinator

ASSESSMENT

The employee is responsible for making contact with the Employee Assistance Program staff. During the initial contact, the Employee Assistance Program staff will explain the Employee Assistance Program, including confidentiality of the program and the exceptions, the employee's rights and responsibilities, and full information about participation in the program.

The employee assistance professional and the employee will conduct a preliminary assessment of the problem. The coordinator will provide information and, if appropriate, encourage the employee to accept referral for counseling and treatment. Upon completion of the preliminary assessment, the coordinator and the employee will discuss the options that appear to be most realistic and attainable for the employee in resolving the problem. The employee will choose the treatment service, and a referral will be facilitated.

Human Resources Department

REFERRAL

The employee assistance professional will conduct a preliminary assessment of the problem with the employee. The employee assistance professional will be knowledgeable about the appropriate services in the community and will assist the employee with making referral arrangements.

COORDINATION AND FOLLOW-UP

The employee assistance professional will maintain an informal but planned follow-up procedure. The employee assistance professional will work with the employee to ensure appropriate services are received in a timely manner. Contact with any treatment agency or the employer will only be at the request of the employee.

Confidentiality

A primary principle of the Employee Assistance Program is to maintain confidentiality throughout every level of the program. An employee accessing the Employee Assistance Program needs confidence in the privacy of this relationship.

Legally, “confidentiality” refers to the obligation to refrain from willingly disclosing information that has been received in confidence and not to situations in which a court or statute compels a person to disclose information.

An Employee Assistance Program worker who is subpoenaed to surrender records or to testify in court is not in breach of his or her confidentiality obligations.

An Employee Assistance Program worker would not be in breach of confidentiality obligations by complying with the mandatory reporting provisions of the provincial child abuse legislation or the obligation to warn intended victims of violence.

The Employee Assistance Program Staff will maintain the minimum amount of information required to assist the employee. Files will be available for review by the employee at any reasonable time. Employee Assistance Program files shall be destroyed after seven years following closure of the case.

Summary

The Employee Assistance Program can benefit everyone. Employees obtain help with personal problems that may be affecting their well-being, family life, or work performance. The employer benefits by retaining employees with valuable skills and knowledge. Early use of the program can contribute to the prevention of serious problems for the individual employee, family, and employer.

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

<p>DATE: April 18, 2012</p> <p>TO: PERSONNEL COMMITTEE</p> <p>VIA: Mr. Dennis LaMoreaux, General Manager</p> <p>FROM: Mrs. Jeannie Burns, Human Resources Manager</p> <p>RE: <i>AGENDA ITEM NO. 4.6 – CONSIDERATION AND POSSIBLE ACTION ON DEVELOPMENT OF A FRATERNIZATION POLICY</i></p>	<p>April 23, 2012</p> <p>Personnel Committee meeting</p>
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Recommendation:

As requested by the Personnel Committee, staff recommends review and consideration of a “draft” fraternization (policy on employee relationships) as shown below. Based on research of such policies, a draft was developed based on the compilation of policies attached to this Board memorandum.

DRAFT Fraternization Policy/Policy on Employee Relationships:

Development of Involved Personal Relationships While Employed

Relationships between managers and/or supervisors and employees may create issues of equality, fairness and favoritism, whether perceived or real. Therefore, managers or supervisors may not hire, promote or directly supervise any person with whom they have a personal relationship; nor may they engage in any personal relationship with their subordinates. There are special risks in any relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. Accordingly, managers and supervisors are discouraged from fraternizing or becoming romantically involved with any subordinate.

The provisions of this paragraph also apply to employees who establish a personal relationship, which in the District’s judgment, have become sufficiently involved to the point where it has become unduly likely that one or both of the partners will improperly make organizational decisions in favor of the other.

The District has no absolute prohibition against the employment of relatives or spouses of employees or persons with whom they are romantically involved. However, the District reserves the right to refuse to employ a person in such a relationship with a current employee in a capacity that would result in there being a Supervisor-employee relationship or, to the extent allowed by law, a sensitive employment-related position with regard to that person.

If two (2) existing employees enter into such a relationship and, as a consequence, an employee becomes the Supervisor of the other party to the relationship, the District reserves the right to reassign one (1) or both of the employees to another position or dismiss one (1) or both of the employees.

Such relationships can result in disruptions in the workplace, harassment, conflict of interest or other performance problems to which the parties must be sensitive. These disruptions may subject the parties to disciplinary action, up to and including termination.

During the employee's employment with XYZ company and after termination (whether voluntary or involuntary) of the employee's employment with XYZ company or any of its affiliates, the employee shall keep secret and retain in strictest confidence all such Confidential and Proprietary Information. Nothing contained in this paragraph shall be deemed to prevent the employee from utilizing his or her general knowledge, intellect, experience, and skills for gainful employment after termination of employment with XYZ company.

§ 5:37 Papers are company property

All memoranda, notes, lists, records and other documents (and all copies thereof) made or compiled by the employee or made available to the employee concerning the business of XYZ company or any of its affiliates shall be XYZ company's property and shall be delivered to XYZ company promptly upon the termination of the employee's employment with XYZ company or any of its affiliates or at any other time on request.

H. POLICY STATEMENTS ON OUTSIDE EMPLOYMENT

§ 5:38 Outside employment

Policy on outside employment

No employee may serve as an employee, director, or officer of any supplier or customer without the prior written approval of the manager in charge of human resources or the general counsel. An employee may never serve as an employee, director, or officer of a competitor but may serve as an adviser or consultant to a supplier or customer if that employee conducts business as a representative of this company. Officers of XYZ company may not engage in any outside employment other than work as a volunteer.

Any employee who does perform outside work has a special responsibility to avoid any conflict with XYZ company's business interests. Outside work cannot be performed on this company's time.

I. POLICY STATEMENTS ON NEPOTISM (FAMILY AND PERSONAL RELATIONSHIPS)

§ 5:39 Family and personal relationships within the company and among businesses

Policy on doing business with family members

If an employee wishes to do business on behalf of XYZ company with a member of that employee's immediate family or other relative or with a company of which a relative is an officer, director, or principal, the employee must first disclose the relationship and obtain the prior written approval of the manager in charge of human resources or the general counsel.

Policy on employment of relatives and personal relationships among coworkers

Employment of relatives. The employment of relatives of employees is permitted by XYZ company, as long as qualifications for the position are met and, in the opinion of XYZ company, employing the relative will not create an actual or perceived conflict of interest. Employees will not be permitted to work in positions where relatives will influence, or be influenced by, decisions affecting work assignments, responsibilities, salary, promotion or other career matters. Managers who seek to hire, transfer or promote their own relatives must obtain prior written approval from their manager or the human resources department.

Relative defined: Relatives include: spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister/brother-in-law, aunt/uncle, niece/nephew, and any individual with whom an employee has a personal relationship.

Personal relationships: Because personal relationships may create an actual or perceived conflict of interest, supervisors may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

Personal relationship defined: A personal relationship includes, but is not limited to the following activities: dating, sharing the same household or living together.

DRAFT

EMPLOYMENT OF RELATIVES

The JPIA's policy is to hire, promote and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions. Even if favoritism or discrimination is not shown, the existence of the situation may precipitate questions difficult to answer or may cause some discomfort for the individuals involved.

The JPIA may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety or morale or if doing so could create potential conflicts of interest. The JPIA defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

The employment of relatives or spouses is regarded as a potential violation of this policy, and will be discouraged in general for regular employees. It will be considered for temporary, short-term positions.

This policy also applies to persons who are not legally married, but in the JPIA's judgment, because of their involved personal relationship may be unduly likely to improperly alter their organizational decisions in favor of their partner.

Marriage or Development of Involved Personal Relationships While Employed

If two persons should marry while both are employed by the JPIA, they may continue their employment in the same job provided that such employment does not adversely affect safety, morale, security, internal financial control or supervision; and such spouses or relatives neither initiate nor participate in making institutional recommendations or decisions which would directly affect employment status of their relatives.

If the criteria are not met, one of the spouses must change jobs, change JPIA locations or leave the JPIA. The couple will make a decision within thirty (30) days of the marriage as to which of the two of them will change positions. If this decision is not made within 30 days, based upon its business needs the JPIA reserves the right to determine which employee will be transferred or whose employment will be terminated.

The provisions of this paragraph also apply to employees who establish a personal relationship, which in the JPIA's judgment, has become sufficiently involved to the point where it has become unduly likely that one or both of the partners will improperly make organizational decisions in favor of the other.

DRAFT

Exceptions

The CEO may make an exception to this policy if it is found that:

1. The position to be filled requires a person with specialized training and experience not generally available in the employment market;
2. There is a vital agency need to fill the position;
3. Substantial bona fide efforts have been made to locate and employ such a person who is not a relative of any employee; and
4. The relationship between the relative and the applicant or employee is unlikely to materially affect his or her employment by the JPIA.

APPENDIX A

Non-Fraternization

[Employer] desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial and supervisory employees in the firm or certain other employees in the firm.

Accordingly, managers and supervisors are prohibited from fraternizing or becoming romantically involved with one another or with any other employee [employer]. Additionally, all employees, both managerial and non-managerial, may be prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of the firm, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee involved with a supervisor or fellow employee should immediately and fully disclose the relevant circumstances to your supervisor or the Vice President so that a determination can be made as to whether the relationship violates this policy. If a violation is found, the [employer] may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose facts may lead to disciplinary action, up to and including termination.

(Anonymous, 2006).

APPENDIX B

Consensual Relationships

It is in the interest of the University to provide clear direction and educational opportunities to the University community regarding the professional risks associated with consensual romantic and/or sexual relationships where a definite power differential exists between the parties. These relationships are of concern for two primary reasons:

- **Conflict of Interest.** Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate, or prospective employee.
- **Abuse of Power Differential.** Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving power differential, the potential for serious consequences remains. Individuals entering into such relationships must recognize that:
 - Reasons for entering such a relationship may be a function of the power differential;
 - Even in a seemingly consensual relationship where power differentials exists, there are limited after-the-fact defenses against charges of sexual harassment; and,
 - The individual with the power in the relationship will bear the burden of accountability.
 - Such a relationship, whether in a class or work situation, may affect the educational or employment environment for others by creating an appearance of improper, unprofessional, or discriminatory conduct.

(WIU, 2006).

APPENDIX C

Consensual Sexual or Romantic Relationships

a. In General - There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) teacher and student, supervisor and employee, senior faculty and junior faculty, mentor and trainee, adviser and advisee, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment and student residents. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the teacher-student context. They may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Where such a relationship exists, the person in the position of greater power will bear the primary burden of accountability, and must ensure that he or she -- and this is particularly important for teachers -- does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor, department chair or dean, so that such chair, dean or supervisor can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline.

b. With Students - At a university, the role of the teacher is multifaceted, including serving as intellectual guide, counselor, mentor and advisor; the teacher's influence and authority extend far beyond the classroom. Consequently and as a general proposition, the University believes that a sexual or romantic relationship between a teacher and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation by the teacher, is inconsistent with the proper role of the teacher, and should be avoided. The University therefore very strongly discourages such relationships.

(Stanford, 2006).

APPENDIX D

"Love Contract" in the form of a letter:

Dear [Name of Object of Affection]:

As we discussed, I know that this may seem silly or unnecessary to you, but I really want you to give serious consideration to the matter as it is very important to me...

I very much value our relationship and I certainly view it as voluntary, consensual and welcome. And I have always felt that you feel the same. However, I know that sometimes an individual may feel compelled to engage in or continue a relationship against their will out of concern that it may affect the job or working relationships.

It is very important to me that our relationship be on an equal footing and that you be fully comfortable that our relationship is at all times fully voluntary and welcome. I want to assure you that under no circumstances will I allow our relationship or, should it happen, the end of our relationship, to impact on your job or our working relationship. Though I know you have received a copy of our company's sexual harassment policy, I am enclosing a copy so that you can read and review it again. Once you have done so, I would greatly appreciate your signing this letter below, if you are in agreement with me.

[add personal closing]

Very truly yours,

/s/

[Name]

I have read this letter and the accompanying sexual harassment policy and I understand and agree with what is stated in both this letter and the sexual harassment policy. My relationship with [NAME] has been, and is, voluntary, consensual and welcome. I also understand that I am free to end this relationship at any time and, in doing so, it will not adversely impact on my job.

(Kuntz, 1998).

APPENDIX E

“Love Stipulation” – Acknowledge and Agreement

STIPULATION

The Parties stipulate that:

- A. Male employee is presently employed by [the Company] in the position of [position];
- B. Female employee is presently employed by [the Company] in the position of [position];
- C. Female employee is not presently, and has never been, under the direct supervision of male employee. Although the professional obligations and work responsibilities of male employee and female employee occasionally involve interaction on a professional level, the regular assignments and job tasks of male employee and female employee do not require, necessitate or provide occasion for such interaction;
- D. Male employee and female employee each, independently and collectively, desire to undertake and pursue a mutually consensual social and/or amorous relationship (“Social Relationship”) with the other;
- E. Male employee’s desire to undertake, pursue and participate in said Social Relationship is completely and entirely welcome, voluntary and consensual and is unrelated to the Company, male employee’s professional or work-related responsibilities or duties, or male employee’s and female employee’s respective positions in the Company or business relationship to each other. As of the date of this Acknowledgment and Agreement is executed by male employee, male employee agrees that nothing in any way related to, stemming from, or arising out of his relationship with female employee, be it their business-related interaction or their Social Relationship, constitutes, has resulted in, or has caused a violation of the Company’s Sexual Harassment Policy or any law or regulation;
- F. Female employee’s desire to undertake, pursue and participate in said Social Relationship [repeat paragraph E above, vice versa, to cover female employee];
- G. Male employee has entered into said Social Relationship after having discussed in depth with female employee the ramifications and implications of entering into a Social Relationship with a co-worker of female employee’s professional position and after having the opportunity to discuss such matters with counsel of choice or any other person of his choosing;
- H. [repeat paragraph G above, vice versa, to cover female employee];

[APPENDIX E continued]

AGREEMENT

1. Male employee and female employee have, after reading this Acknowledgment and Agreement, carefully reviewed the Company's Sexual Harassment Policy, a copy of which is attached hereto. Male employee and female employee understand and agree to abide by and be bound by said Policy.

[The agreement then requires then requires the signers to notify the company representative witnessing the agreement of any violations of the sexual harassment policy or related laws, or if the relationship is "negatively affecting in any way the terms and conditions" of their employment. But there are other options:]

2. If, for any reason, either employee does not believe that reporting said violation, suspected violation or incident to Company representative would result in a full and fair investigation and remedy, either employee may instead report said violation, suspected violation or incident to the Director of Human Resources of the Company. Said report may be written or verbal and should include details of the incident and names of witnesses.
3. The Company shall immediately and impartially investigate said violation, suspected violation or incident and take any and all appropriate remedial action, up to and including termination, pursuant to established Company policy and law. Remedial action will be commensurate with the circumstances. Appropriate steps will also be taken to deter any future violations or incidents.
4. Male employee and female employee understand and agree that conduct or speech in the workplace which is sexual or amorous may be objectionable or offensive to others. Therefore, male employee and female employee agree not to engage in such conduct on Company property or when performing work-related tasks in public areas. Such prohibited conduct includes, but is not limited to, the following: holding hands or touching in an affectionate or sexually suggestive manner; kissing or hugging; romantic or sexually suggestive gestures; romantic or sexually suggestive speech or communications, whether oral or written; and display of sexually suggestive objects or pictures.
5. Male employee and female employee acknowledge and agree that he and she, respectively, has the right and ability to end said Social Relationship at any time without repercussion of any work-related nature, and without retaliation of any form by the other.
6. While the Social Relationship continues male employee and/or female employee will not request, apply for, seek in any way, or accept a direct supervisor or reporting relationship by or between female employee and male employee.

[APPENDIX E continued]

7. Male employee and female employee have executed and agree to be bound by the Company's Agreement to Abide by Arbitration Procedure which shall set forth the exclusive remedy for, and shall constitute the exclusive forum for resolution of, any and all disputes which arise or may arise out of the Social Relationship and any claims of harassment, discrimination or retaliation by or between male employee and female employee;
8. The Parties, having read all the foregoing, including attachments, and having been notified of the right to seek the advice of counsel and having understood and agreed to the terms and conditions of the Acknowledgment and Agreement, do hereby execute said Acknowledgment and Agreement by affixing their signatures hereto.

(Kuntz, 1998).

