

# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111  
Fax (661) 947-8604  
[www.palmdalewater.org](http://www.palmdalewater.org)

## Board of Directors

ROBERT E. ALVARADO  
Division 1

JOE ESTES  
Division 2

GLORIA DIZMANG  
Division 3

KATHY MAC LAREN  
Division 4

VINCENT DINO  
Division 5

LAGERLOF, SENEAL, GOSNEY & KRUSE LLP  
Attorneys



February 20, 2014

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

***Monday, February 24, 2014***

***5:30 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 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.


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

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

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.)

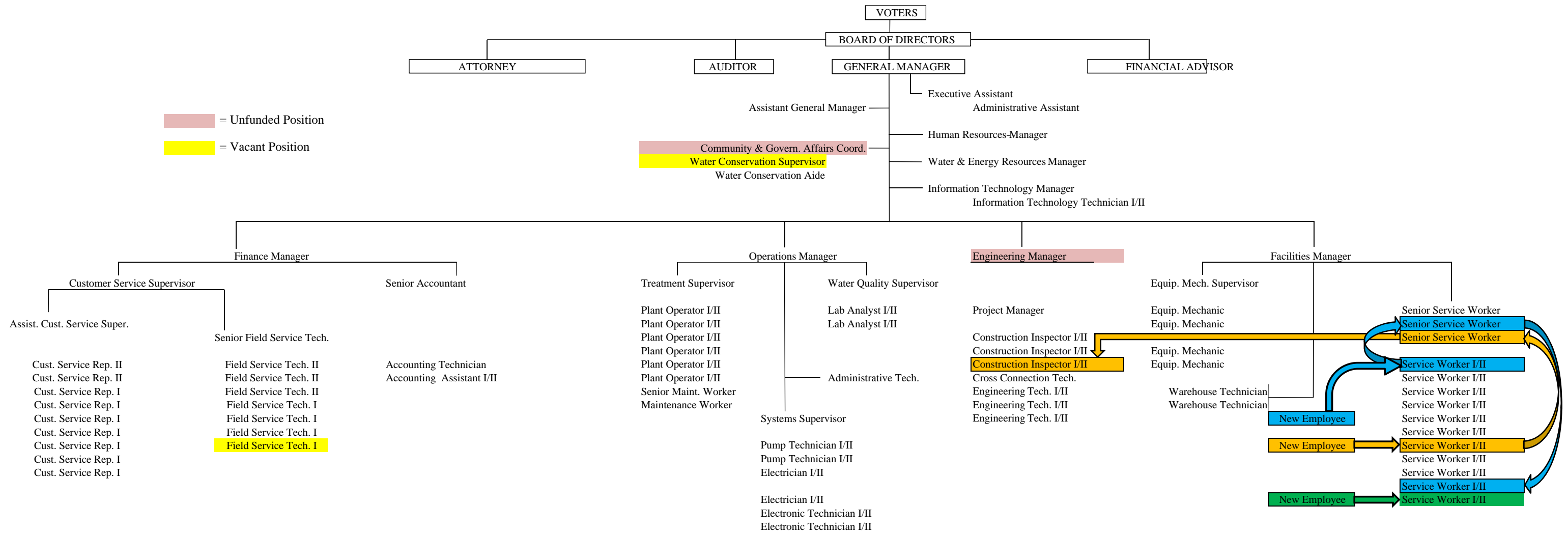
- 4.1) Consideration and possible action on approval of minutes of meeting held November 25, 2013.
- 4.2) Discussion and possible action on:
  - a) Committee goals
  - b) Committee actions in support of the Strategic Plan.
- 4.3) Consideration and possible action on development of an Internship Program. (Human Resources Manager Emery)
- 4.4) Consideration and possible action on recommending filling one vacant District position as follows: Field Service Tech. 1. (Budgeted – Human Resources Manager Emery)
- 4.5) Consideration and possible action on recommending concurrently funding the Community & Government Affairs Coordinator position and defunding the Water Conservation Supervisor position. (Human Resources Manager Emery)
- 4.6) Consideration and possible action on revisions to the Organization Chart. (Human Resources Manager Emery)
- 5) Project Updates:
  - 5.1) Status on Organizational Assessment. (General Manager LaMoreaux)
  - 5.2) Status on Employee Handbook. (Human Resources Manager Emery)
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

## AGENDA ITEM NO. 4.4



## SUMMARY TABLE

Hiring Process Authorization		Filled By			Status
Date	Position				
11/27/2013	Service Worker I/II	New Hire			Complete
11/27/2013	Service Worker I/II	Senior Service Worker	Service Worker I/II	New Hire	Complete
11/27/2013	Construction Inspector I/II	Senior Service Worker	Service Worker I/II	New Hire	Complete

**Palmdale Water District**

### Position Vacancy and Hiring Process Status

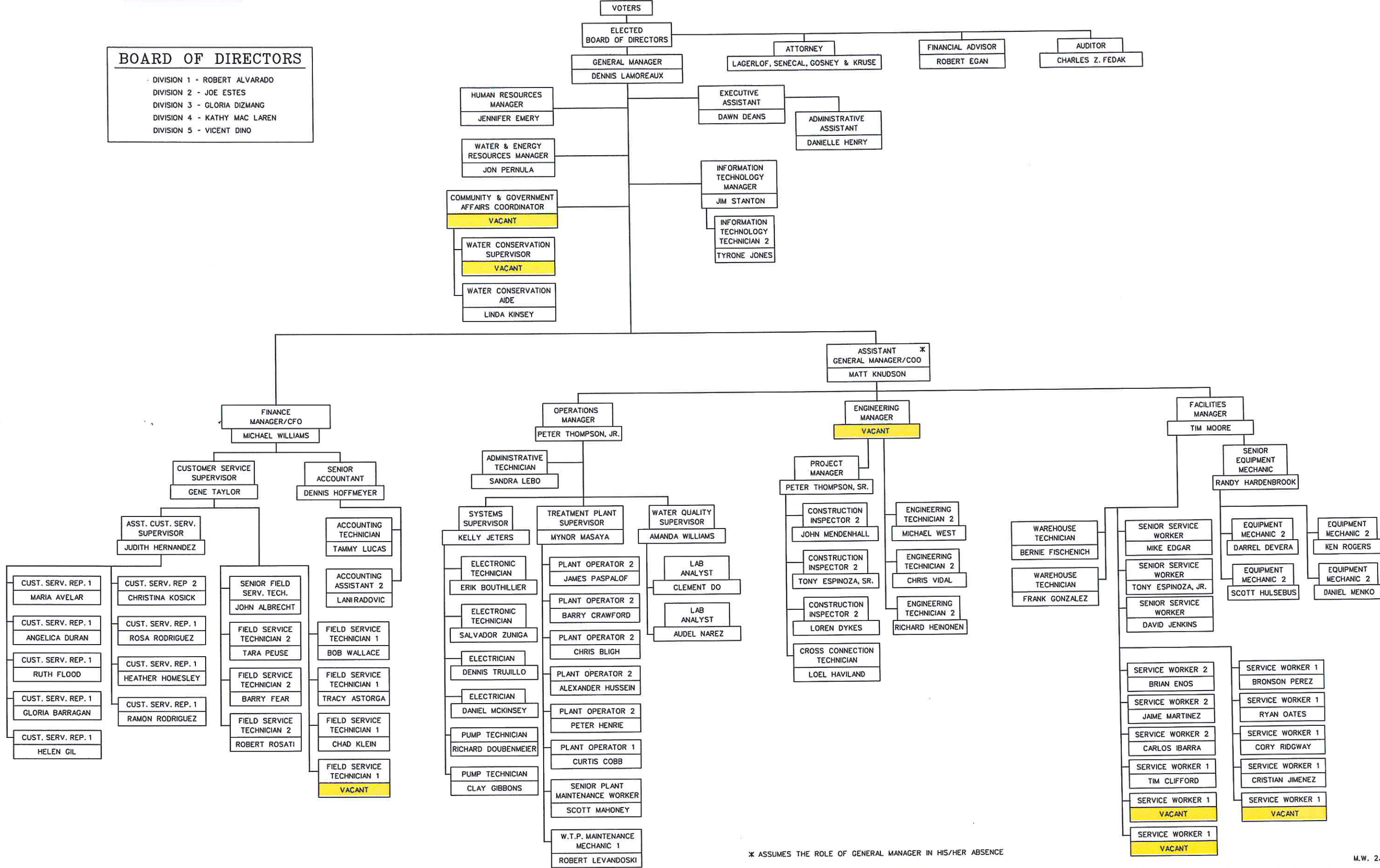
Date: February 19, 2014

DDL

DRAFT- PALMDALE WATER DISTRICT ORGANIZATIONAL CHART -DRAFT

BOARD OF DIRECTORS

- DIVISION 1 - ROBERT ALVARADO
- DIVISION 2 - JOE ESTES
- DIVISION 3 - GLORIA DIZMANG
- DIVISION 4 - KATHY MAC LAREN
- DIVISION 5 - VICENT DINO



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