

Since 1918



PALMDALE WATER DISTRICT

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August 13, 2015

***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***

Tuesday, August 18, 2015

11:00 a.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

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

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held July 21, 2015.
- 4.2) Presentation on Culture Survey for the District's Organizational Assessment. (Dr. Mathis/General Manager LaMoreaux)
- 4.3) Consideration and possible action on revisions to Organizational Structure. (Assistant General Manager Knudson)
- 4.4) Discussion and review of Human Resources Calendar. (Human Resources Director Emery)
- 5) Project Updates:
 - 5.1) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)
 - 5.2) Status on Wellness Program. (Human Resources Director Emery)
 - 5.3) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: August 12, 2015 **August 18, 2015**
TO: Personnel Committee **Personnel Committee**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.3 - CONSIDERATION AND POSSIBLE ACTION
ON REVISIONS TO ORGANIZATIONAL STRUCTURE.***

Recommendation:

Staff recommends that the Committee approve the attached organization chart as the next step in consolidating our maintenance and facilities functions under the Facilities Department. We are recommending reallocating some of our existing positions to the Facilities Department. The open Treatment Plant Supervisor position would move to the Construction Supervisor position, and we would designate two current staff members as leads who will operate as task coordinators for their specialty areas. Also, we are recommending reallocating a Service Worker I/II position into a Maintenance Worker I position which will create an entry level position allowing a more efficient use of our skilled staff.

Alternative Options:

The alternative is to maintain the current organizational structure.

Background:

Over a year ago, staff and Board Members embarked on a project to create greater efficiencies within the District. One of the areas identified for streamlining was to consolidate the maintenance of our infrastructure and facilities into one department. The success of the efforts so far has enabled the District to coordinate the resources of our maintenance specialties into one department which allows for quicker response times to emergencies along with greater flexibility in cross training staff.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2 – Increased Efficiency

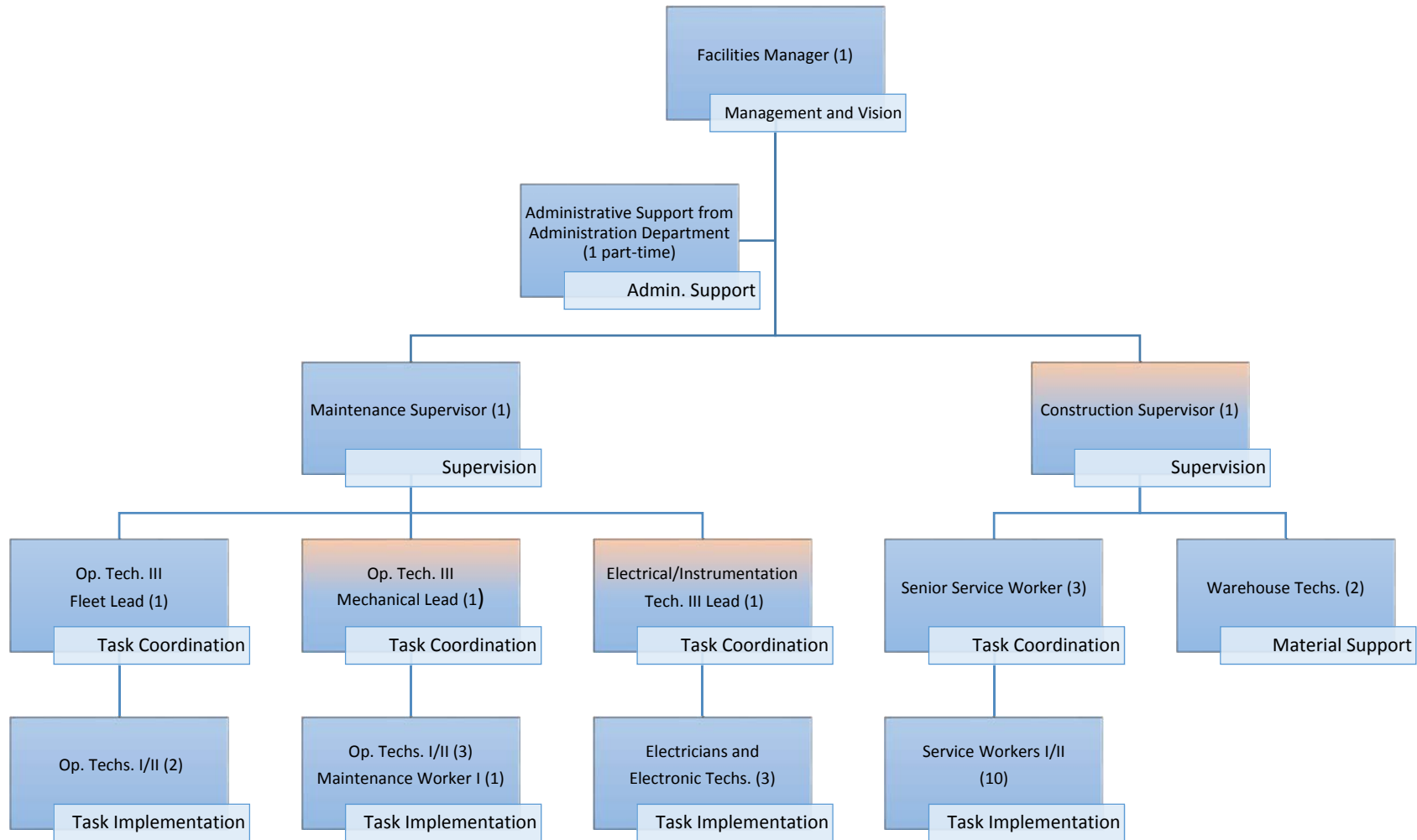
Budget:

There should be no effect to budget this year.

Supporting Documents:

- Organization Chart

Proposed Facilities Department



Vehicles
Heavy Equipment
Small Equipment
Mobile Generators
Fabrication

Wells
Boosters
Tanks
Generators/Engines
Buildings and Grounds
Control Valves

Electrical
SCADA
Instrumentation

Construction
Distribution System PM
Meter Replacement
Large Meter Testing

Inventory Control
Purchasing

Facilities Staffing Ratios

Employees:	27
Managers/Supervisors:	3 (Exempt)
Leads:	6
Employee/Supervisor:	9
Employee/Lead:	3.2

LEGEND

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

TOTAL POSITIONS: 87

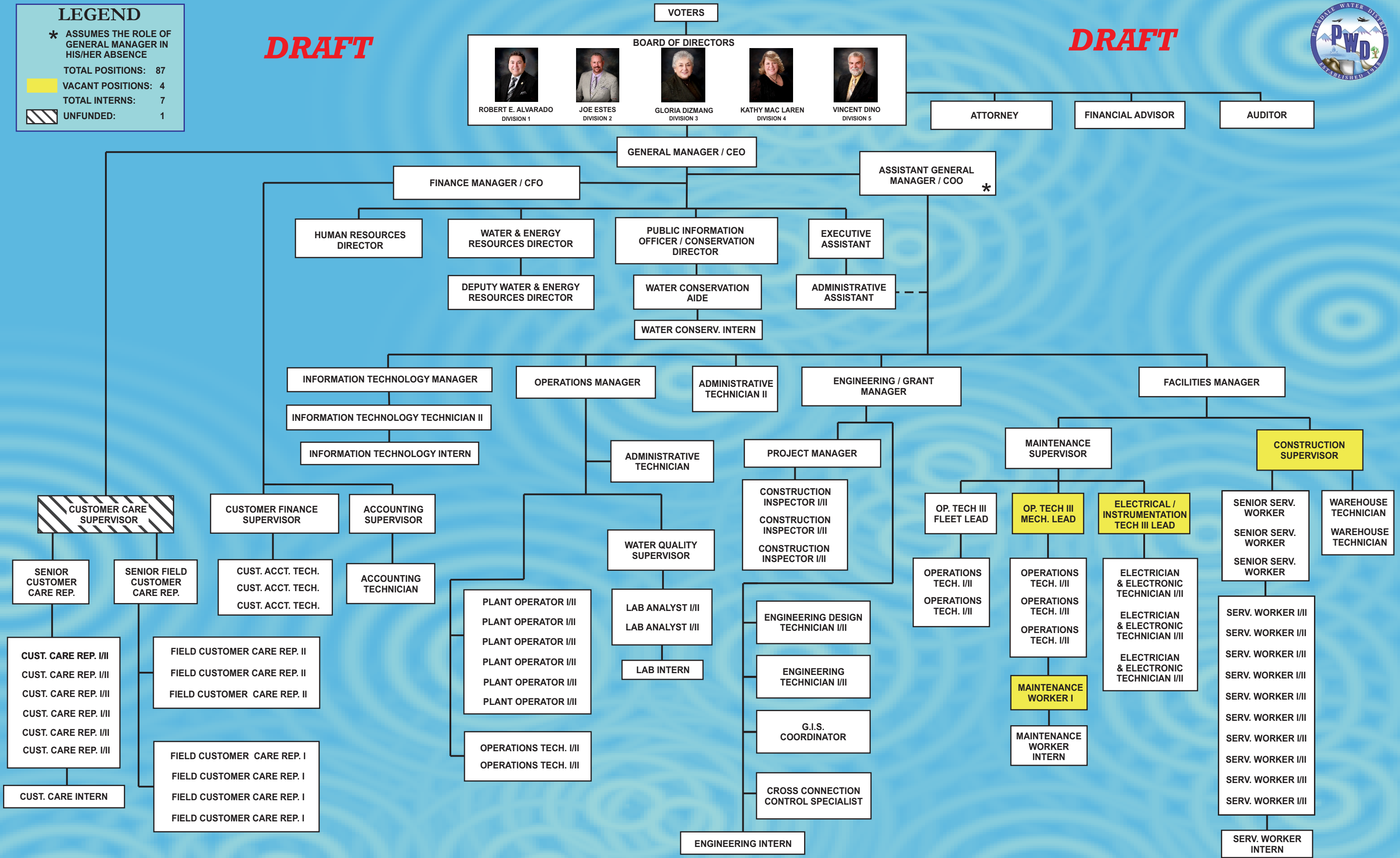
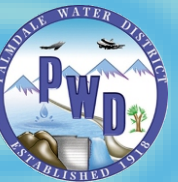
VACANT POSITIONS: 4

TOTAL INTERNS: 7

UNFUNDED: 1

DRAFT

DRAFT



PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

AUGUST 12, 2015

M.W. 8/12/15