

Since 1918



PALMDALE WATER DISTRICT

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ALESHIRE & WYNDER LLP
Attorneys

June 9, 2016

***Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Vincent Dino
to be held at the District's office at 2029 East Avenue Q, Palmdale
Tuesday, June 14, 2016
10:00 a.m.***

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

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

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

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

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments.
- 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.)



Providing high quality water to our current and future customers at a reasonable cost.



- 4.1) Consideration and possible action on approval of minutes of meeting held September 28, 2015.
- 4.2) Consideration and possible action on approval of organizational changes. (Human Resources Director Emery)
- 5) Project Updates:
 - 5.1) Other.
- 6) Information items.
- 7) Public comments on closed session agenda matters.
- 8) Closed session under:
 - 8.1) Conference with Committee – Public Employee Appointment/Employment Performance Evaluation: A closed session will be held, pursuant to Government Code §54957, to conduct an employee evaluation for the position of General Manager.
- 9) Public report of any action taken in closed session.
- 10) Board members' requests for future agenda items.
- 11) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: June 2, 2016 **June 14, 2016**
TO: BOARD OF DIRECTORS **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
Matthew Knudson, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 - CONSIDERATION AND POSSIBLE ACTION
ON APPROVAL OF ORGANIZATIONAL CHANGES.***

Recommendation:

Staff recommends that the Board approve the attached organization chart which allows the District to place its resources where they are most needed. The following is a summary of the proposed changes that will allow the District to remain neutral in the number of staff for 2016.

- 1) One Field Customer Care Rep II to report to the Deputy Water and Energy Resources Director. This position will continue to function as the resource for responding to leak reports and water conservation enforcement.
- 2) The Water Conservation Aide would also report to the Deputy Water and Energy Resources Director thereby allowing the District to better coordinate our rebate/water conservation policies with our water demand/supply needs.
- 3) The PIO/Conservation Manager title will change to Public Affairs and Sustainability Director. This position will focus on the messaging of our water sustainability policies. We are entering into a period where the District's focus is shifting from the present drought into the future sustainability of our water supply for generations to come. The Public Affairs and Sustainability Director will focus on networking and messaging for the District's projects including the recharge project, sediment removal at Littlerock Reservoir, and other District infrastructure improvement projects.
- 4) The staff recommends that the District create a new position that will be twenty hours a week as a Customer Care Representative and twenty hours a week as an Administrative Assistant for the Public Affairs and Sustainability Director.
- 5) One Field Customer Care Rep I will move to a Service Worker I position and report to the Construction Supervisor. This position was originally created to work on the meter maintenance program and will continue doing so.

- 6) The Administrative Technician position formally within the Operations Department would be reclassified as a Management Analyst position, and this would allow this person to continue the support of the Operations Department but also give analytical support and recommendations to the Water and Energy Resources and Customer Care Departments. This position would report to the Deputy Water and Energy Resources Director.
- 7) Staff recommends making permanent the temporary “out of class” assignment for the Project Manager, which would move the reporting structure of the Engineering Department to the Project Manager. This would allow the Engineering/Grant Manager to maintain his focus on obtaining grants for the District.
- 8) Staff recommends creating a new Plant Operator III – Lead position that will be filled by an existing Plant Operator. The new position will focus on coordinating maintenance activity needs at the Water Treatment Plant and create an opportunity for succession planning within the Operations Department.
- 9) The Operations Tech II position within the Operations Department would move and report to the Maintenance Supervisor within the Facilities Department. This will move all District maintenance activity under the Facilities Department.
- 10) The existing Warehouse Technician positions will be reclassified to Purchasing Technician and changes to their job description are proposed.
- 11) The attached Proposed Organizational Chart also shows future positions that are not recommended to be filled at this time, but staff wanted to show the Board that these positions are recommended as the needs of the District changes and succession planning is developed. By showing these future positions, the Board and staff know where future needs of the District are and employees can strive to gain the knowledge and skills needed for these positions.

If the Committee approves the concept of the recommended changes, staff will make changes to the effected job descriptions and present said job descriptions and supporting salary range recommendations to the full Board for consideration and possible approval.

Alternative Options:

The alternative is to maintain the current individual job descriptions and organizational chart.

Background:

The Board of Directors expressed interest in consolidating the maintenance work of the District in order to gain efficiencies. By mailing door tags and other efficiency improvements, we will be able to move meter maintenance completely into the Facilities Department along with moving Water Conservation Field activities into the Water and Energy Resources Department.

The Board of Directors has asked the District to pursue creating a premier Customer Care Department. The position of Management Analyst will allow our Customer Care Department to obtain the metrics necessary to measure our success in this area.

The Board of Directors has expressed interest in the pursuit of grants and low interest loans whenever possible in order to finance the infrastructure of the District. The Engineering/Grant Manager position has been greatly successful in the pursuit of funding for our major infrastructure projects. Our Project Manager has stepped up to handle many of the day-to-day management tasks of the Engineering Department in order to facilitate this.

Staff is confident that the proposed organizational changes and defined areas of responsibility will allow the District to continue improving our operations and efficiencies.

Strategic Plan Initiative:

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

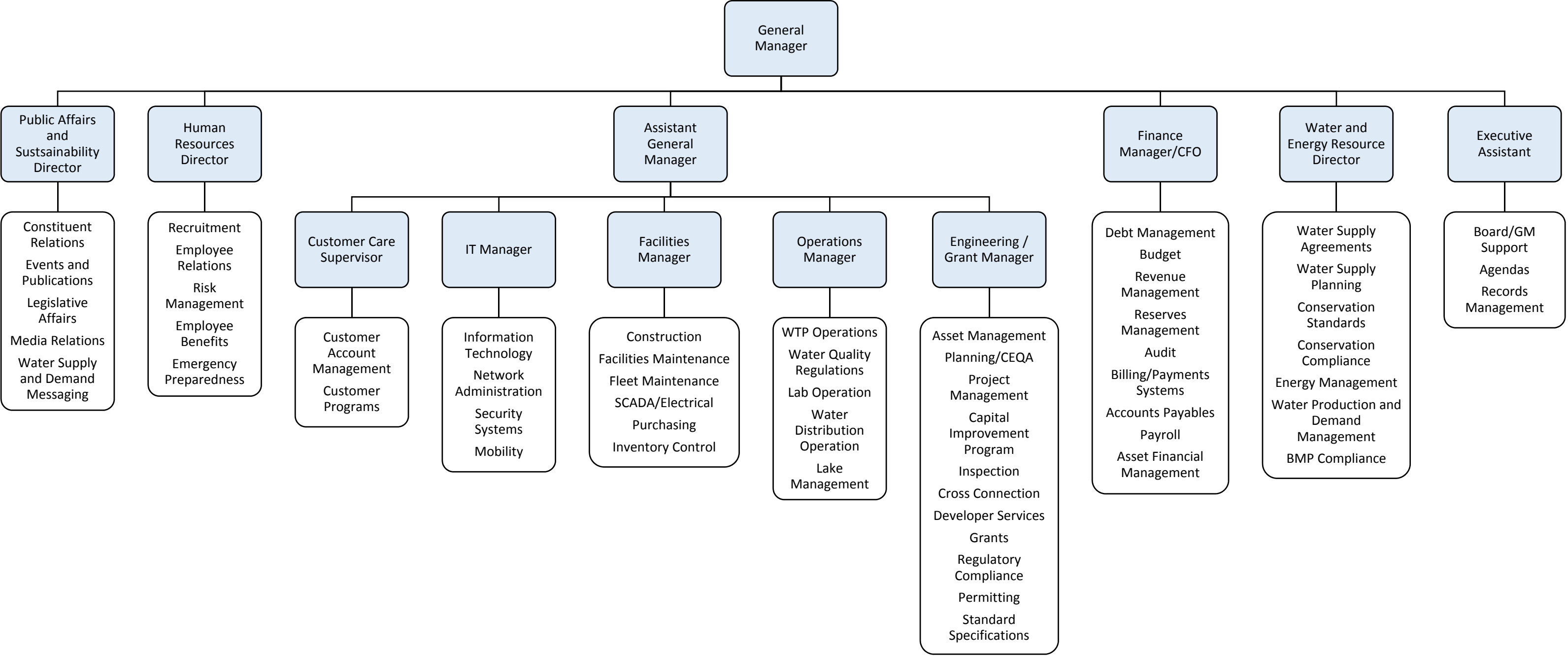
Budget:

These movements would have no effect on the 2016 budget.

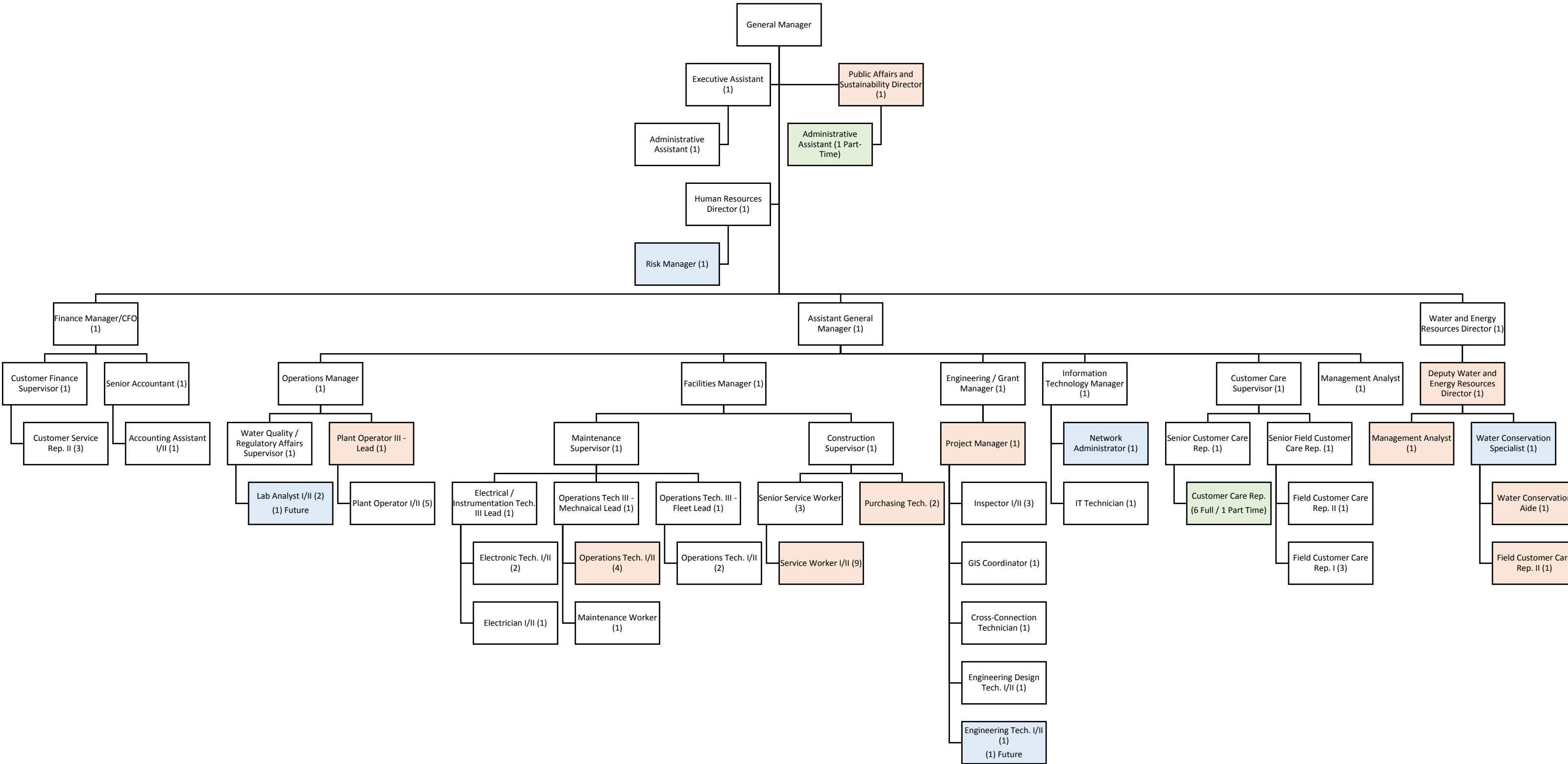
Supporting Documents:


- Proposed 2016 Organizational Chart
- Proposed Administration and Department Managers Areas of Responsibilities

Proposed – Administration and Departments Managers Areas of Responsibility



Proposed 2016 Organizational Chart



 Reporting structure change and/or job description changes

 New Position

 Future Position