



PALMDALE WATER DISTRICT

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



Since 1918

Board of Directors

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Attorneys



March 23, 2017

*Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Joe Estes-Chair, Vincent Dino
to be held at the District's office at 2029 East Avenue Q, Palmdale
Tuesday, March 28, 2017
9:00 a.m.*

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

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

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

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

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

- 4.1) Consideration and possible action on approval of minutes of meeting held January 9, 2017.
- 4.2) Consideration and possible action on defunding the vacant Senior Service Worker position and funding the Engineering Technician I position. (Human Resources Director Emery)
- 5) Information items.
 - 5.1) Other.
- 6) Board members' requests for future agenda items.
- 7) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: March 22, 2017 **March 28, 2017**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 - CONSIDERATION AND POSSIBLE ACTION ON DEFUNDING THE VACANT SENIOR SERVICE WORKER POSITION AND FUNDING THE ENGINEERING TECHNICIAN I POSITION.***

Recommendation:

Staff recommends that the Committee approve the filling of an Engineering Technician I position.

Alternative Options:

The alternative is to maintain status quo.

Background:

The District has a funded position for a Senior Service Worker which is currently vacant. After assessing the District's needs, we find that the District has a greater need for an Engineering Technician I in our Engineering Department. We would like to defund the Senior Service Worker position and fund the Engineering Technician I position. This will allow us to prepare for our upcoming projects such as the recharge project and the Littlerock Dam project while also making sure that we are sufficiently preparing for upcoming retirements within the Engineering Department. The Engineering Technician I position is a position that has been presented as a "future position" during previous budget discussions. The Senior Service Worker position was at Salary Range 27, and the Engineering Technician I position will be at Salary Range 24.

Strategic Plan Initiative:

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

Budget:

No increase to budget.

Supporting Documents:

- District Position History Spreadsheet
- Engineering Technician 1 Salary Survey (pre-COLA)

Palmdale Water District Departmental Staffing Budget

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

Maintenance Mechanic	0	0	0	1	1	1	1	1
Administrative Technician	0	0	1	1	1	1	1	1
Operations Technician	0	0	2	0	0	0	0	0
Water Quality / Regulatory Affairs Supervisor	1	1	1	1	1	1	1	1
Laboratory Analyst	2	2	2	2	2	2	2	2
Systems Supervisor	0	0	0	0	1	1	1	1
Pump Operator	0	0	0	0	2	2	2	2
Electrician	0	0	0	0	2	2	2	2
Electronic Technician	0	0	0	0	2	2	2	2
SUBTOTAL:	10	10	13	13	21	21	21	21

FINANCE:

Finance Manager/CFO	1	1	1	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1	1	1	1
Accounting Technician	1	1	1	0	1	1	1	1
Accounting Assistant	0	0	0	1	1	1	1	1
Customer Finance Supervisor	1	1	1	1	1	1	1	1
Assistant Customer Service Supervisor	0	0	0	1	1	1	1	1
Customer Account Technician	3	3	3	0	0	0	0	0
Customer Service Representative	0	0	0	9	9	9	9	9
Part time Customer Service Representative	0	0	0	0	0	0	2	2
Field Service Supervisor	0	0	0	0	0	0	1	1
Senior Field Service Technician	0	0	0	1	1	1	1	1
Field Service Technician	0	0	0	7	7	7	6	6
SUBTOTAL:	7	7	7	22	23	23	25	25

WATER CONSERVATION:

Public Information Officer/Conservation Director	0	0	0.5	1	1	1	1	1
Water Conservation Supervisor	0	0	0	0	1	1	1	1
Water Conservation Aide	1	1	1	1	1	1	1	1
Field Customer Care Representative (Water Cons)	1	1	0	0	0	0	0	0
SUBTOTAL:	2	2	1.5	2	3	3	3	3

HUMAN RESOURCES:

Human Resources Manager	1	1	1	1	1	1	1	1
SUBTOTAL:	1	1	1	1	1	1	1	1

INFORMATION TECHNOLOGY:

Information Technology Manager	1	1	1	1	1	1	1	1
Information Technology Technician	0	0	1	1	1	1	1	1
Information Technology Help Desk Technician	1	1	0	0	0	0	0	0
SUBTOTAL:	2	2	2	2	2	2	2	2

CUSTOMER CARE:

Customer Care Supervisor	1	1	0	0	0	0	0	0
Senior Customer Care Representative	1	1	1	0	0	0	0	0
Customer Care Representative	6	6	7	0	0	0	0	0
Senior Field Customer Care Representative	1	1	1	0	0	0	0	0
Field Customer Care Representative	4	4	6	0	0	0	0	0
SUBTOTAL:	13	13	15	0	0	0	0	0

DISTRICT TOTAL:	84	84	86	85	85	86	89	88
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	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Engineering Tech I	3854.33	4047.04	4249.4	4461.87	4684.96	4919.21	5165.17	5423.43	5694.6	5979.33	6278.29	6592.21	6921.82	7267.91	7631.31	8012.87	8413.52	8834.19	9275.9	9739.7
24				Engineering Technician I \$4719.61 - \$5736.71																
				Engineering Technician I \$4126 - \$5363											\$ 5,363.00					
				No Equivalent Position																
				Engineering Technician I \$4492.80 - \$5749.47											\$ 5,749.47					
				Engineering and Right of Way Coordinator \$4272.67 - \$5978.27											\$ 5,978.27					
				Engineering Technician I \$4720.33 - \$6221.42											\$ 6,221.42					
				Engineering Technician I \$4525 - \$5500											\$ 5,500.00					
				Engineering Technician I \$4417 - \$5385											\$ 5,385.00					
				Engineering Technician I \$4392.27 - \$5470.40											\$ 5,470.40					
				No Equivalent Position																
				Engineering Technician I \$4603.56 - \$5606.64											\$ 5,606.64					
				Engineering Tech I \$3954 - \$6172											\$ 6,172.00					
				Engineering Tech I \$4042.13 - \$6290.27											\$ 6,290.27					
															\$ 57,736.47	\$ 5,773.65				Salary Range 24