PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

March 15, 2018

BOARD OF DIRECTORS
ROBERT E. ALVARADO
Division 1
JOE ESTES
Division 2
MARCO HENRIQUEZ
Division 3
KATHY MAC LAREN
Division 4
VINCENT DINO
Division 5

DENNIS LaMOREAUX
General Manager
ALESHIRE & WYNDER LLP
Attorneys

ACWA
PROUD MEMBER

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

WEDNESDAY, MARCH 21, 2018

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 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 November 21, 2017.

4.2) Consideration and possible action on revisions to Employee Handbook. (No Budget Impact at this time – Human Resources Director Emery)

4.3) Consideration and possible action on revision to Organizational Chart moving the Customer Care Department directly under the General Manager position. (No Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)

4.4) Consideration and possible action on changing the job title of one Customer Account Technician to Payroll Specialist and revision to salary range for this position. (No Budget Impact – Human Resources Director Emery)

4.5) Consideration and possible action on increase to waiver amount from $450.00 to $650.00 for opting out of Palmdale Water District healthcare benefits package. ($21,600.00 – Budgeted – Human Resources Director Emery)

4.6) Consideration and possible action to extend funding for Internship Program. (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

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: March 14, 2018 **March 21, 2018**

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 REVISIONS TO EMPLOYEE HANDBOOK. (NO BUDGET IMPACT AT THIS TIME – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Committee adopt revisions to the Employee Handbook and that this item be presented to the full Board for consideration.

Alternative Options:

The alternative is to leave the Employee Handbook with its current provisions.

Background:

The District has adopted best practices of amending our handbook annually and revising our handbook every three years. The last handbook was revised in 2014.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Initiative No. 2: Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

The updates will not have an effect on budget.

Supporting Documents:

- List of Changes

Proposed Employee Handbook Changes for 2018

1) Incorporate all current addendums into the body of the Employee Handbook – Part-time sick leave, holiday observances, driving policy, retiree health care, FMLA/CFRA/ADA leave updated policy, E-cigarette policy, drone regulation.
2) Change meal allowance to $75 per day in light of cost of living increases recognized by IRS.
3) Vacation accrual – change the accrual for employees who have been with the District over 5 years to one additional day of vacation for each additional year of service for a maximum 200 hours per year. We will also bump carryover caps accordingly.
4) Bereavement leave – the loss of a spouse, child or parent will receive 80 hours of bereavement leave all other immediate family will receive 40 hours.
5) Out of class pay will be paid in one-day increments.
6) Re-word boot allowance - $175 annual allowance for safety boots with no restrictions on numbers.
7) Outdoor employees will be provided branded hats as a part of their uniform.
8) Re-word clothing policy to clarify that office staff may wear jeans and tennis shoes on Mondays only.
9) Re-word travel time pay policy to reflect current State of California labor laws.
10) Increase medical waiver stipend $200/month commensurate with the increased medical benefit allowance.
11) Waiting on attorney information to determine any legally necessary changes to the handbook.
12) Change 12-hour shift definition for the treatment plant to include 7/12.25 schedule.
13) Change pronouns to he/she/they for gender neutral handbook
14) Add wording that manager's and supervisors may not use cell phones to communicate with employees that do not have a cell phone stipend and may not ask employees to utilize personal cell phones for District business if they do not receive a cell phone stipend.
15) Add wording that manager's and supervisor's may not communicate with non-exempt employees after hours regarding District business unless that employee is paid for their time (overtime may apply).
16) Add wording that manager's and supervisor's may not communicate regarding District business with employee's who are out for a medical leave.
17) Add wording that Non-exempt staff may not have District emails on their personal phones unless they are being paid for their time (such as On Call employees).
18) Add wording regarding Domestic Violence rights per AB 2337.
19) Add wording regarding additional DOT drug testing for opioids per DOT Final Rule.

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: March 14, 2018 **March 21, 2018**

TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**

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 CHART MOVING THE CUSTOMER CARE DEPARTMENT DIRECTLY UNDER THE GENERAL MANAGER POSITION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY/GENERAL MANAGER LAMOREAUX)***

Recommendation:

Staff recommends that the Committee approve changing the Organizational Chart to show the Customer Care Department with a direct reporting to the General Manager and that this item be presented to the full Board for consideration.

Alternative Options:

The alternative is to leave the Organizational Chart with the Customer Care Department reporting to the Assistant General Manager.

Background:

The Customer Care Department has been reporting to the General Manager since the Assistant General Manager position was vacated. This has allowed direct access to the General Manager for appeals and customer communications. We wish to continue this reporting structure as we continue to prioritize Customer Care within the organization.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

The updates will not have an effect on budget.

Supporting Documents:

- Organizational Chart

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: March 14, 2018 **March 21, 2018**

TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION ON CHANGING THE JOB TITLE OF ONE CUSTOMER ACCOUNT TECHNICIAN TO PAYROLL SPECIALIST AND REVISION TO SALARY RANGE FOR THIS POSITION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:
Staff recommends that the Committee approve changing one Customer Account Technician position to Payroll Specialist at Salary Range 24.

Alternative Options:
The alternative is to leave this position as a Customer Account Technician.

Background:
The payroll function of the District has been in the Finance Department. The payroll function was moved with the employee who had been performing this task to a Management Analyst position supporting both the Engineering Department and the Facilities Department. The goal was to train a new employee within the Finance Department to take over the payroll task and transfer it back to the correct department once that employee was fully trained. This employee is now working outside of the job description for Customer Account Technicians.

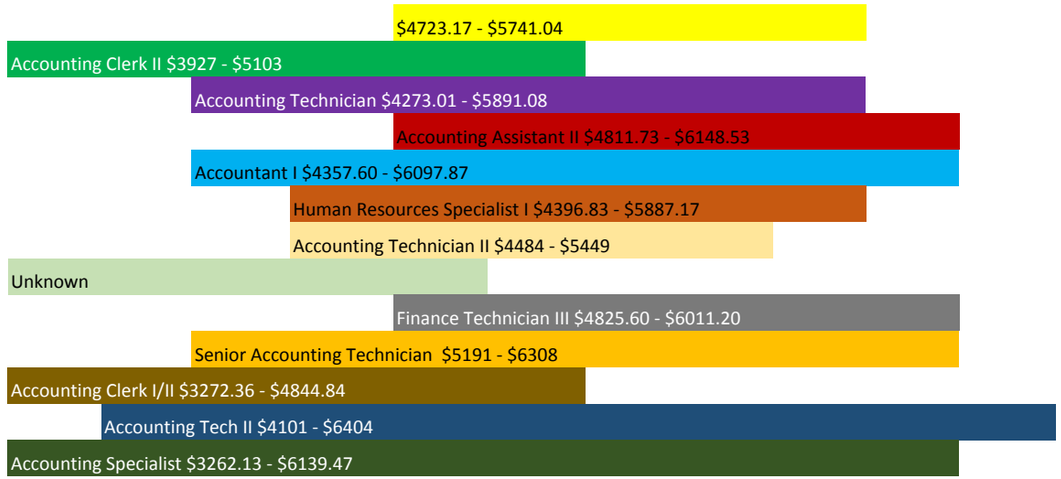
Strategic Plan Initiative/Mission Statement:
This work is part of Strategic Plan Initiative No. 2: Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:
This change will stay within the current budget.

Supporting Documents:
- Salary Survey
- Job Description

15	16	17	18	19	20	21	22	23	24	25
3885.76	4080.05	4284.05	4498.26	4723.17	4959.33	5207.29	5467.66	5741.04	6028.09	6329.5

Customer Account Techni 23



		$	5,103.00
		$	5,891.08
		$	6,148.53
		$	6,097.87
		$	5,887.17
		$	5,449.00
		$	6,011.20
		$	6,308.00
		$	4,844.84
		$	6,404.00
		$	6,139.47
$	64,284.16	$	5,844.01

Recommend Salary Range 24

PALMDALE WATER DISTRICT

Payroll Specialist

FLSA Status: Non-Exempt

DEFINITION

To perform varied and routine payroll duties and assist with other projects or activities in the Finance Department (i.e. customer billings, payment processing, accounts payable and collections).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Customer Finance Supervisor

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

Overseeing and administering Payroll Processing (i.e. CeleriTime); performing all payroll functions for the District including bi-weekly payroll processing, deductions, adjustments, levies & garnishments, analytical review, audit and reconciliation; maintaining all necessary back-up documentation for payroll transactions and communicating with local agencies to manage payroll deductions and payments.

Oversee the payment of all District payroll related tax and other related obligations providing necessary documentation; prepare/process and review all quarter and year end reporting (i.e. Federal and State payroll tax returns, CalPERS, and requested management reporting).

Other responsibilities:

Assist with billing related activities.

Receive and process night drop or mail payments, customer deposits and general ledger receipts, sort payments and use computerized system to enter payments and balance and post.

Assist with accounts payable functions, as needed.

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

This individual will also ensure activities are in accordance with District policy, procedures, regulations, and guidelines; formulate, establish and maintain processes and procedures to maintain appropriate internal controls; coordinate with all internal District departments as needed while providing superior customer service to both internal and external customers.

Perform a variety of clerical duties including typing, document scanning, and filing

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and computer systems and equipment.

Principles and practices of customer service and interaction with the public.

Basic record keeping practices and procedures.

Basic arithmetic functions including addition, subtraction, multiplication, division and calculation of percentages and fractions.

Principles and practices of basic business correspondence including proper English usage, spelling, punctuation, and grammar.

Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.

District policies and procedures related to billings and account maintenance.

Ability to:

Perform a wide variety of clerical and accounting duties.

Learn/use specialized customer service information software, and financial reporting software.

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

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight up to 20 pounds.

Learn pertinent District and department policies.

Learn principles and practices of billing; learn to apply balancing techniques with speed and accuracy.

Ability to perform accounts payable functions, process and code invoices for payment, prepare and mail various checks.

Ability to perform accounts receivable functions, receive payments and reconcile with statements or invoices for accuracy, process and post.

Perform rapid and accurate arithmetic calculations; use a 10-key calculator.

Perform detailed and accurate clerical work while experiencing frequent interruption.

Set up and maintain manual and computerized records, files, and accounts.

Obtain customer information by asking relevant questions; deal firmly and courteously with the public.

Analyze situations quickly and objectively; determine proper course of action within scope of assigned responsibility.

Communicate clearly and concisely, both orally and in writing.

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

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

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:

Four years of responsible journey level experience performing accounting/clerical/billing/collection duties desirable.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in payroll functions and compliance.

License and Certificate

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

Approved:

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.

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: March 14, 2018 **March 21, 2018**

TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 4.5 – CONSIDERATION AND POSSIBLE ACTION ON INCREASE TO WAIVER AMOUNT FROM $450.00 TO $650.00 FOR OPTING OUT OF PALMDALE WATER DISTRICT HEALTHCARE BENEFITS PACKAGE. ($21,600.00 – BUDGETED – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Committee approve changing the health care waiver amount to $650.00 in light of the $200.00 increase in benefit allowance.

Alternative Options:

The alternative is to leave the healthcare benefit allowance at $450.00.

Background:

The District gives employees who waive the District's healthcare coverage $450.00 per month. This is a savings to the District, and the employee must show that they have current healthcare through another source.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

This change is estimated at $21,600.

Supporting Documents:

N/A

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: March 14, 2018 **March 21, 2018**

TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 4.6 – CONSIDERATION AND POSSIBLE ACTION TO EXTEND FUNDING FOR INTERNSHIP PROGRAM. (HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Committee approve the Human Resources Director to pursue a grant of $15,000 for hiring two service worker interns.

Alternative Options:

The alternative is to suspend our Internship Program.

Background:

The District has a vibrant Internship Program which we have been able to continue with grants from SCCRC (South Central Coast Regional Consortium). This year they have a $15,000 grant, and staff would like to apply for this grant.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

There is no effect on the District's budget.

Supporting Documents:

N/A