PALMDALE WATER DISTRICT

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June 12, 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

Thursday, June 19, 2014

2:00 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 April 21, 2014.

4.2) Discussion and review of an Unpaid Internship Program. (Human Resources Manager Emery)

4.3) Discussion and review of Human Resources Calendar. (Human Resources Manager Emery)

4.4) Discussion and clarification of customer service expectations and any needed changes of the District's Rules and Regulations regarding fees, charges, and waivers for District customers. (Chair Mac Laren)

5) Project Updates:

5.1) Status on Organizational Assessment. (General Manager LaMoreaux)

5.2) Status on Internship Program. (Human Resources Manager Emery)

5.3) Status on Employee Handbook update. (Human Resources Manager Emery)

5.4) Report on customer service staff meeting. (Finance Manager Williams)

5.5) 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: June 12, 2014 **June 19, 2014**

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 – DISCUSSION AND REVIEW OF AN UNPAID INTERNSHIP PROGRAM***

Recommendation:
Staff recommends the Board approve creating an unpaid internship program which will include a Memorandum of Understanding with Antelope Valley YouthBuild. We would also recommend authorization for an unpaid engineering intern.

Alternative Options:
The alternative is to remain with the staffing levels we currently have.

Impact of Taking No Action:
The District currently must utilize our Service Workers for general maintenance thereby taking them off of pipeline projects. Many of our general maintenance projects do not require the extensive skills of our Service Workers. In the Engineering Department we do not currently have any internship openings.

Background:
The District would like to increase our maintenance capacity by bringing in unpaid interns through Antelope Valley YouthBuild. These interns would be responsible for learning basic maintenance such as painting hydrants. This would be a part of Antelope Valley YouthBuild's Construction Training Program. In the Engineering Department, we would like to increase the capacity of staff and also offer a valuable educational experience to an Engineering student.

Strategic Plan Element:
This work is part of Strategic Element Becoming a Regional Leader.

Budget:
As an unpaid internship, the impact to budget will be the time spent training the interns.

Supporting Documents:
- MOU Antelope Valley YouthBuiild
- Draft Engineering Intern Job Description

Advancing Communities Together
Transform.Build.Support

Memorandum of Understanding
Advancing Communities Together (ACT)/DBA Antelope Valley YouthBuild
& Palmdale Water District

I. Mission Statements:

Antelope Valley YouthBuild:

The mission of YouthBuild is to unleash the intelligence and positive energy of "at potential" youth to rebuild their communities and their lives. We seek to join with others to help build a movement toward a more just society in which respect, love, responsibility, and cooperation are the dominant unifying values, and sufficient opportunities are available for all people in all communities to fulfill their own potential and contribute to the well-being of others.

Palmdale Water District:

The Mission of the Palmdale Water District is to provide high quality water to our current and future customers at a reasonable cost.

Together, Advancing Communities Together (ACT), Doing Business as Antelope Valley YouthBuild (AVYB) and PALMDALE WATER DISTRICT enter into this Memorandum of Understanding to:

Mutually assist AVYB's young people with placement into the Palmdale Water District's Internship program. Accordingly, AVYB and PALMDALE WATER DISTRICT, operating under this Memorandum of Understanding agree as follows:

II. Purpose and Scope

AVYB and PALMDALE WATER DISTRICT are hoping to mutually establish an internship program which allows for AVYB students to develop viable job training skills which **may** lead to long-term employment with the PALMDALE WATER DISTRICT.

The two organizations believe that the Internship program will lead AVYB young people gaining skills for long-term employment with family-sustaining wages that will assist the graduates in moving out of poverty.

III. The organizations agree to the following tasks for this Memorandum of Understanding.

AVYB will:

- Refer candidates who are able to dedicate at least (20) hours per week to participate in the internship program.
- AVYB will recommend and pre-screen a pool of students to apply for the PALMDALE WATER DISTRICT internship program. There will also be a small pool of AVYB students will serve as "alternates" in the event a participant is not meeting performance standards.
- Coordinate all application processes with PALMDALE WATER DISTRICT.
- Provide AVYB internship participants with any information regarding meetings and/or training sessions.
- Provide weekly timesheets for internship participants and communicate any issues and ensure interns are meeting performance standards.
- Address any disciplinary issues immediately and/or refer alternates who can fill intern slots upon dismissal of any AVYB student from the internship program.
- Provide a weekly progress card to PALMDALE WATER DISTRICT staff for completion by field supervisor.

PALMDALE WATER DISTRICT will:

- Screen and interview the pool of AVYB students pre-screened by AVYB. Provide alternates with initial interview, if necessary.
- Coordinate all application and interview processes with AVYB.
- Provide AVYB staff with any information regarding meetings and/or training sessions for internship participants and/or alternates.
- Provide AVYB students with an orientation and/or initial training.
- Complete weekly timesheets for internship participants and communicate any issues and ensure interns are meeting performance standards.
- Address any disciplinary issues immediately and/or request alternates who can fill intern slots upon dismissal of any AVYB student from the internship program.
- Communicate any safety related incidents to AVYB staff immediately.
- Complete weekly progress cards for each intern to provide feedback on their overall performance.

IV. Our target population for this partnership, will be low income young people, ages 16-24, who dropped out of school and currently attend AVYB programming designed for "at-potential" youth who desire to develop their leadership, learn job skills and serve their communities. All of the young people will be participants in the AVYB program who are in the process of earning a high school diploma.

V. **Contact Information:**

Antelope Valley YouthBuild
Program Manager, Meia Johnson
38136 35th Street East, Suite B
Palmdale, CA 93550
Tel: 661-266-8900
Email: mjohnson@avyouthbuild.com

Jennifer Emery
HR Manager
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550
(661) 947-4111, x1048
Email: jemery@palmdalewater.org

VI. **Terms of Understanding**

The term of this Memorandum of Understanding is for a period of May _____ through August _____, 2014 and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make necessary revisions.

Either organization may terminate this Memorandum of Understanding upon thirty (10) days written notice without penalties or liabilities.

Authorization

The signing of this Memorandum of Understanding is not a formal undertaking. It implies that the signatories will strive to reach to the best of their ability, the objectives stated in the Memorandum of Understanding.

On behalf of the organization I represent, I wish to sign this Memorandum of Understanding and contribute to its further development.

Advancing Communities Together (ACT)/DBA, Antelope Valley YouthBuild

_____
Print Name:

_____
Signature: **Date:**

Palmdale Water District

_____
Print Name:

_____
Signature: **Date:**

ENGINEERING INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform technical engineering support duties in drafting/design, plan check review, mapping, engineering recordkeeping, and customer service inquiries related to the District's water distribution system and facilities improvement projects.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Engineering series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Engineering Manager; may receive technical and functional supervision from the Engineer Technician I/II, Construction Inspector, Cross Connection Technician, or Project Manager.

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

Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; learn use manual or computerized methods to develop or revise engineering drawings during design and construction phases.

Technical design review including conceptual and detailed design review according to District standards and polices; issue rejection or will-serve notifications.

Learn a variety of technical engineering software including computer aided design/drafting (CADD), produce and maintain maps via geographic information systems (GIS); maintain and make adjustments to the District's distribution system hydraulic model.

Learn mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.

Establish, maintain, and close out project files, including tract, commercial, single parcel and specification files according to District engineering standards; ensure compliance with project documentation requirements; prepare and maintain as-built drawings.

Learn database management of maps and records; add new layers, edit documents or make corrections as needed to document project and engineering/construction history and maintain District mapping records in an up-to-date status.

Create and run queries and prepare format output for various routine and special reports required by District departments; update programs and systems with patches and service pack releases provided by outsourced vendors.

Respond at the public counter, by telephone electronic mail, or regular correspondence to inquiries from the general public, contractors, developers, land-owners, consultants, and other agencies or utilities regarding availability of and requirements for water service and fire flow.

Assist in the design and preparation of plans for new or expanded District buildings; prepare plan specifications or modifications and ensure compliance with building and design codes and regulations.

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

Perform related duties as assigned.

EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

Knowledge of:

Basic manual and computerized practices and methods used in civil engineering drafting, design, and mapping including CADD and GIS.

Principles of algebra, geometry, and trigonometry.

Basic surveying practices and related equipment.

Principles and practices of recordkeeping.

Computer software used in word processing, spreadsheet, and database applications.

English usage, spelling, punctuation, and grammar.

Principles and practices of good customer service.

Ability to:

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, including engineering calculations; observe and problem solve operational and technical policy and procedure; and explain regulations and procedures to others.

Perform mathematical calculations with speed and accuracy.

Use a variety of computer software to draft and design engineering plans, maps; charts, spreadsheets, and other related documents; maintain databases and records.

Maintain and update a variety of electronic and hardcopy files.

Learn District policies and procedures and engineering standards.

Learn principles and practices of property research, including boundary determination and land title examination.

Work outside under a variety of climatic and geographic conditions.

Communicate clearly and concisely, both orally and in writing.

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

REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand at counter; walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

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.