



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN-GOMEZ
Division 4

VINCENT DINO
Division 5

August 25, 2022

**AGENDA FOR A MEETING
OF THE PERSONNEL COMMITTEE
OF THE PALMDALE WATER DISTRICT
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE
OR VIA TELECONFERENCE**
Committee Members: Kathy Mac Laren-Gomez-Chair, Scott Kellerman

FOR THE PUBLIC: VIA TELECONFERENCE ONLY
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 123-879-580#
Submit Public Comments at: <https://www.gomeet.com/123-879-580>

**WEDNESDAY, AUGUST 31, 2022
2:00 p.m.**

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

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 May 25, 2022.
- 4.2) Consideration and possible action on a recommendation to update the Executive Assistant job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.3) Consideration and possible action on a recommendation to update the Engineering Analyst job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.4) Consideration and possible action on a recommendation to update the Customer Care Representative job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.5) Discussion of employee events. (Director Mac Laren-Gomez)
- 5) Reports.
 - 5.1) Human Resources Director Barragan-Garcia:
 - a) Update on 2023 benefits premium.
 - b) Update on salary survey.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



DENNIS J. HOFFMEYER,
Finance Manager

DDL/DJH/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: August 24, 2022 **August 31, 2022**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Mrs. Angelica Barragan-Garcia, Human Resources Dir.
VIA Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO UPDATE THE EXECUTIVE ASSISTANT JOB DESCRIPTION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

Recommendation:

Staff recommends that the Committee recommend that the full Board approve revisions to the Executive Assistant job description.

Alternative Options:

The Committee can choose to not recommend these revisions be considered by the full Board.

Impact of Taking No Action:

The Executive Assistant job description will not be accurate and could hinder future recruiting efforts.

Background:

The District's job descriptions are reviewed periodically and are also reviewed when recruitments are needed for positions. With the upcoming retirement of Executive Assistant Deans, the job description for this position has been reviewed and updated to reflect the duties of the position more accurately.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

Revisions to the Executive Assistant job description will not affect the budget.

Supporting Documents:

- August 18, 2022 redlined Executive Assistant job description
- August 18, 2022 draft Executive Assistant job description

PALMDALE WATER DISTRICT

DRAFT – AUGUST 18, 2022

EXECUTIVE ASSISTANT

FLSA Status: Non-Exempt

JOB SUMMARY

To provide ~~responsible~~complex, varied, and confidential secretarial and administrative support to the General Manager/CEO, Assistant General Manager, Department Heads, and the District Board of Directors, and Department Heads requiring the use of considerable discretion, initiative, and independent judgment; to prepare and distribute the Board agenda; to maintain official records related to Board proceedings and actions; and to oversee filings of Form 700 Conflict-of-Interest statements.

Supervision Received and Exercised:

- Receives direction from the General Manager/CEO.
- Exercises direct supervision over assigned administrative support staff.

Example of Essential Duties:

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex secretarial and clerical administrative duties involving the use of considerable independent judgment in support of the daily operations of the General Manager/CEO's office, including related support to members of the Board of Directors, the Assistant General Manager, and Department Heads.
- Independently and under direction, ~~prepare~~prepares Board and Board Committee ~~meeting~~ agendas; ~~accept, review, write,~~ and ~~proof read~~agenda packet materials, including reviewing, writing and/or editing and proofreading staff ~~report-submissions~~reports for format and procedural correctness; tracks future agenda items; coordinates with participating parties to gather necessary documents and information; enforces deadlines to ensure Board materials are completed timely and in compliance with the Brown Act; distribute agenda for the public and to interested parties, ~~including the news media~~; prepare, post, and distribute legally required notices.
- Attend regular and special meetings of the Board, Board Committees, and other meetings as required; take and accurately transcribe minutes of Board proceedings from meetings and actions and follow-up with proper distribution of information

directed through Board action; ~~prepare, distribute, and maintain files of official records related to Board proceedings; prepare routine resolutions for consideration by the Board.~~ utilize written and electronic record-keeping practices during meetings.

- ~~— Prepare periodic reports regarding status of activities authorized by Board action or work projects approved by the General Manager/CEO; maintain suspense files to monitor outstanding activities; maintain contact with interested parties regarding scheduling of activities and exchange of information.~~
- ~~— Maintain official District records and public documents; oversee viability of technical methods for maintaining and retrieving records; establish and maintain recordkeeping systems.~~
- ~~- Coordinate Maintains assigned pages on District website.~~
- Prepare, distribute, and maintain files of official records related to Board proceedings including official minutes, resolutions, and ordinances.
- Serve as custodian of official District records, plan and direct the maintenance, filing, retrieval, and safekeeping of District documents pursuant to the District's Records Policy and Schedule; respond to Public Records Act requests.
- Serve as Filing Officer and coordinate all activities related to required Form 700 Conflict of Interest statements ~~from~~for designated staff and Board members.
- Act as receptionist in the General Manager/CEO's office; greet and screen visitors and the general public in person, by telephone, or by electronic mail; answer questions or refer inquiries to appropriate District personnel.
- Accept, screen, and prioritize correspondence for the General Manager/CEO and Board members; respond independently to correspondence of a routine nature or as directed.
- Maintain appointment calendars and schedules; arrange meetings for the General Manager/CEO and Board members; make travel arrangements; organize, oversee, and implement arrangements for a variety of District events as directed.
- Build and maintain positive working relationships with co-workers, other District employees, the Board of Directors, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office technology, printers, and related computer equipment and programs including applicable to the work performed, such as word processing, ~~spreadsheet,~~ and spreadsheets, database applications, equipment and software programs related to in-person and remote meetings and set up and recording of meetings.
- Principles and practices of recordkeeping administrative and organizational analysis, record-keeping, standardized business arithmetic, and file and records management

practices.

- Pertinent local, State and Federal rules, regulations, and laws, including the Ralph M. Brown Act, Public Records Act, and the California Fair Political Practices Commission rules and regulations.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Correct English usage, spelling, punctuation, and grammar, including proofreading for completeness, accuracy, and formatting, and principles of business letter writing and report preparation.
- ~~— Standard business arithmetic and related recordkeeping.~~
- Principles of supervision and training.

Ability to:

- Provide responsible and confidential secretarial support to the General Manager/CEO, the Board of Directors, Assistant General Manager, and Department Heads ~~in preparing the Board agenda.~~
- Independently prepare agendas and ~~maintaining~~ back-up materials, correspondence, and maintain official District records.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- ~~— Review documents related to the General Manager/CEO's office operations and Board agenda preparation; observe~~ Maintain attention to details and accuracy in preparation of all documents despite frequent interruptions; plan and organize work to carry out difficult secretarial and clerical assignments; when required, work under prolonged and unexpected time constraints to meet required deadlines; manage competing priorities.
- Observe, identify and problem solve office operations and procedures; understand, interpret, and explain District policies and procedures; explain operations and problem solve office issues for the public and ~~with~~ staff.
- ~~— Plan and organize work to carry out difficult secretarial and clerical assignments and meet routine deadlines; when required, work under prolonged and unexpected time constraints to meet required deadlines.~~
- Attend regular and special Board, Board Committee, and other meetings as required, including ~~in the evenings, on weekends, or hours~~ outside of regular work schedule, evenings, and weekends.
- Take, transcribe, and prepare clear, concise, and complete meeting minutes of official and routine meetings ~~and record documents and actions.~~
- Read, understand, and apply complex materials; proofread for completeness, accuracy, and formatting, and detect errors in typing, spelling, grammar, syntax, and punctuation.
- Establish and maintain ~~recordkeeping~~ record-keeping systems.

Executive Assistant

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- Maintain contact with interested parties regarding scheduling of activities and exchange of information.
- Prepare reports and correspondence, minutes, ordinances, resolutions, proclamations, and other written materials independently or from brief instruction.
- ~~Pay specific attention to detail.~~
- Operate a personal computer with proficiency and familiarity and effectively use word processing, spreadsheet, and database applications.
- Type at a speed of no less than 60 words net per minute.
- ~~Ability to take~~Take dictation by hand or stenographic machine at a rate of 80 words per minute; or transcribe notes/tapes at 30 words per minute ~~highly desired.~~
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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:

~~Seven~~Eight years of responsible secretarial or office administrative experience-
~~Experience~~ working within a governmental or special district setting ~~is desirable.~~

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in ~~accounting, finance,~~ business administration, public administration or a related field; or one of the following: Associate degree with coursework in related field ~~and, administrative professionals certificates, or college course work for an Executive Assistant plus~~ three additional years' of experience.

Possession of, or ability to obtain within two years of hire Board Secretary Certificate from California Special Districts Association and supplemental Board Secretary/Clerk courses through California Special Districts Association.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, within six months of hire California Notary Public Notary Commission.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; walk,

Executive Assistant

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bend, twist, squat, and kneel while performing 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: ~~July 26, 2021~~ _____

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.

PALMDALE WATER DISTRICT

D R A F T – AUGUST 18, 2022

EXECUTIVE ASSISTANT

FLSA Status: Non-Exempt

JOB SUMMARY

To provide complex, varied, and confidential secretarial and administrative support to the General Manager/CEO, Assistant General Manager, Department Heads, and the Board of Directors requiring the use of considerable discretion, initiative, and independent judgment; to prepare and distribute the Board agenda; to maintain official records related to Board proceedings and actions; and to oversee filings of Form 700 Conflict-of-Interest statements.

Supervision Received and Exercised:

- Receives direction from the General Manager/CEO.
- Exercises direct supervision over assigned administrative support staff.

Example of Essential Duties:

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex secretarial and clerical administrative duties involving the use of considerable independent judgment in support of the daily operations of the General Manager/CEO's office, including related support to members of the Board of Directors, the Assistant General Manager, and Department Heads.
- Independently and under direction, prepares Board and Board Committee agendas and agenda packet materials, including reviewing, writing and/or editing and proofreading staff reports for format and procedural correctness; tracks future agenda items; coordinates with participating parties to gather necessary documents and information; enforces deadlines to ensure Board materials are completed timely and in compliance with the Brown Act; distribute agenda for the public and to interested parties; prepare, post, and distribute legally required notices.
- Attend regular and special meetings of the Board, Board Committees, and other meetings as required; take and accurately transcribe minutes of Board proceedings from meetings and actions and follow-up with proper distribution of information directed through Board action; utilize written and electronic record-keeping practices during meetings.
- Maintains assigned pages on District website.
- Prepare, distribute, and maintain files of official records related to Board proceedings including official minutes, resolutions, and ordinances.

Executive Assistant

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- Serve as custodian of official District records, plan and direct the maintenance, filing, retrieval, and safekeeping of District documents pursuant to the District's Records Policy and Schedule; respond to Public Records Act requests.
- Serve as Filing Officer and coordinate all activities related to required Form 700 Conflict of Interest statements for designated staff and Board members.
- Act as receptionist in the General Manager/CEO's office; greet and screen visitors and the general public in person, by telephone, or by electronic mail; answer questions or refer inquiries to appropriate District personnel.
- Accept, screen, and prioritize correspondence for the General Manager/CEO and Board members; respond independently to correspondence of a routine nature or as directed.
- Maintain appointment calendars and schedules; arrange meetings for the General Manager/CEO and Board members; make travel arrangements; organize, oversee, and implement arrangements for a variety of District events as directed.
- Build and maintain positive working relationships with co-workers, other District employees, the Board of Directors, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office technology, printers, and related computer equipment and programs applicable to the work performed, such as word processing, spreadsheets, database applications, equipment and software programs related to in-person and remote meetings and set up and recording of meetings.
- Principles and practices of administrative and organizational analysis, record-keeping, standardized business arithmetic, and file and records management practices.
- Pertinent local, State and Federal rules, regulations, and laws, including the Ralph M. Brown Act, Public Records Act, and the California Fair Political Practices Commission rules and regulations.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Correct English usage, spelling, punctuation, and grammar, including proofreading for completeness, accuracy, and formatting, and principles of business letter writing and report preparation.
- Principles of supervision and training.

Ability to:

- Provide responsible and confidential secretarial support to the General Manager/CEO, the Board of Directors, Assistant General Manager, and Department Heads.

Executive Assistant

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- Independently prepare agendas and back-up materials, correspondence, and maintain official District records.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Maintain attention to details and accuracy in preparation of all documents despite frequent interruptions; plan and organize work to carry out difficult secretarial and clerical assignments; when required, work under prolonged and unexpected time constraints to meet required deadlines; manage competing priorities.
- Observe, identify and problem solve office operations and procedures; understand, interpret, and explain District policies and procedures; explain operations and problem solve office issues for the public and staff.
- Attend regular and special Board, Board Committee, and other meetings as required, including outside of regular work schedule, evenings, and weekends.
- Take, transcribe, and prepare clear, concise, and complete meeting minutes of official and routine meetings.
- Read, understand, and apply complex materials; proofread for completeness, accuracy, and formatting, and detect errors in typing, spelling, grammar, syntax, and punctuation.
- Establish and maintain record-keeping systems.
- Maintain contact with interested parties regarding scheduling of activities and exchange of information.
- Prepare reports and correspondence, minutes, ordinances, resolutions, proclamations, and other written materials independently or from brief instruction.
- Operate a personal computer with proficiency and familiarity and effectively use word processing, spreadsheet, and database applications.
- Type at a speed of no less than 60 words net per minute.
- Take dictation by hand or stenographic machine at a rate of 80 words per minute or transcribe notes/tapes at 30 words per minute.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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:

Eight years of responsible secretarial or office administrative experience working within a governmental or special district setting.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major

course work in business administration, public administration or a related field; or one of the following: Associate degree with coursework in related field, administrative professionals certificates, or college course work for an Executive Assistant plus three additional years of experience.

Possession of, or ability to obtain within two years of hire Board Secretary Certificate from California Special Districts Association and supplemental Board Secretary/Clerk courses through California Special Districts Association.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain within six months of hire California Notary Public Commission.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; walk, bend, twist, squat, and kneel while performing 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.

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: August 24, 2022 **August 31, 2022**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Mrs. Angelica Barragan-Garcia, Human Resources Dir.
VIA Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO UPDATE THE ENGINEERING ANALYST JOB DESCRIPTION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

Recommendation:

Staff recommends that the Committee recommend that the full Board approve revisions to the Engineering Analyst job description.

Alternative Options:

The Committee can choose to not recommend these revisions be considered by the full Board.

Impact of Taking No Action:

The Engineering Analyst job description will not accurately reflect the responsibilities and duties of this role.

Background:

The District's job descriptions are reviewed periodically. It would be best for the job descriptions to be updated to reflect the duties of the position accurately in light of the salary survey that is currently being worked on.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

Revisions to the Engineering Analyst job description will not affect the budget.

Supporting Documents:

- August 18, 2022 blue-lined Engineering Analyst job description
- August 18, 2022 draft Engineering Analyst job description

ENGINEERING ANALYST

FLSA Status: Non-Exempt

JOB SUMMARY

~~To plan, organize and direct water distribution/treatment system projects, mechanical projects, motor equipment projects, and electronic and electrical system projects within the Engineering Department; and to ensure regulatory compliance and reporting for the District. Under general direction, participates in the collection of the necessary data to ensure compliance with state and local regulations; regulatory compliance for DSOD, FERC, Water System Operations Permit, California Code Titles 17 and 22 and annual reporting for DSOD, FERC, Titles 17 and 22.; Coordinates and maintains the Cross-Connection/Backflow Prevention Program, and provides technical support to Engineering Group.~~

Supervision Received and Exercised

Receives general direction from the Engineering/Grant Manager.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- ~~— Research, analyze and make recommendations on various technical documents and agreements both internal and external including but not limited to studies, reports, master plans, budgets, agreements, contracts, ordinances, codes, standards, and groundwater basin judgments.~~
- ~~— Ensure compliance with OSHA standards throughout the District by creating SOPs and instructional training for all District sites.~~
- ~~— Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.~~
- ~~— Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.~~
- ~~— Review daily production reports; make recommendations regarding availability of water to meet immediate production demands; recommend system operational changes as needed to meet demand and improve system efficiencies.~~
- ~~— Generate detailed, logical scope of work and budget estimates; perform troubleshooting during project development stages; prepare various District reports including the associated budget flow forecast, activity reports, compliance, and regulatory reports.~~
- ~~— Analyze problems related to various District issues and make recommendations to resolve said issues; review established programs to refine procedures and make modifications to correct errors, reduce operating costs, and maximize service levels.~~
- ~~— Stay aware of new trends and innovations affecting water and recycled water issues and changes to Federal and State regulations; conduct internet research and review~~

- ~~printed literature describing engineering and water distribution/treatment related processes.~~
- ~~Build and maintain~~Administers and maintains the cross-connection control program and ensures full compliance. Ensures areas of responsibility comply with related laws, codes, ordinances, and legislation. Advise staff of any irregularities in compliance.
- ~~Reviews development plans related to backflow placement. Maintains records and database related to backflow testing results.~~
- ~~Performs backflow testing for the District's backflow devices.~~
- ~~Processes billing information regarding charges or fees assessed to customers, documents activities in automated systems.~~
- ~~Represents the interests of the District at workshops, seminars, committees, and meetings. Provides training and information to District staff.~~
- ~~Prepares technical reports, daily journals, and other documents regarding work activities.~~
- ~~Assists with the recycled water program by providing services during the absence of other engineering staff.~~
- ~~Performs cross-connection surveys of water systems within the District to evaluate the degree of hazard. Uses the survey information to develop reports for recommendation and enforcement to comply with Federal, State, county, local codes, and District rules and regulations.~~
- ~~Establishes and maintains a cooperative working relationship with Los Angeles County Department of Public Health regarding cross connection and backflow compliance.~~
- ~~Assists with the Federal Energy Regulatory Commission (FERC) reporting.~~
- ~~Assists with the California Division of Safety of Dams (DSOD) reports by ensuring data is collected and available for the annual reports.~~
- ~~Assists engineering staff with the dam monitoring equipment as necessary to ensure required data is collected.~~
- ~~Builds and maintains~~ positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- ~~Perform~~Maintains the pump efficiency reports for the wells and booster stations.
- ~~Maintains data sets for compliance and regulatory requirements for other departments as assigned by supervisor.~~
- ~~Creates and maintains an asset spreadsheet for each District facility using the information provided by the Operations and Facilities Department.~~
- ~~Observes and complies with all District and mandated safety rules, regulations, and protocols.~~
- ~~Performs~~ related duties as assigned ~~by supervisor.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of ~~mechanized/automated~~ distribution and water treatment ~~and distribution~~ systems.
- ~~General knowledge of electrical systems, and electronic monitoring and automated control systems.~~

- ~~— Current and emerging water issues and regulations.~~
- ~~— Principles of budget monitoring.~~
- Principles and practices of safety management cross connection identification and prevention.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Current and emerging water issues and regulations

Ability to:

- ~~- On a continuous basis, know~~Prepare clear and understand all aspects of the job; intermittently analyze work papers concise records, reports, correspondence, and special projects; identify other written materials.
- Plan and coordinate program services with District staff, Los Angeles Department of Public Health, DSOD, FERC, and customers.
- Read and interpret technical and numerical information; observe and problem solve operational plumbing blueprints, irrigation plans drawings, specifications, and technical policy manuals.
- Participate in department efforts to identify actual or potential cross-connections needed.
- Independently organize work, set priorities, meet critical deadlines, and procedures; explain regulations follow up on assignments.
- Interpret and apply District and mandated rules, policies, and procedures for cross-connection control programs.
- ~~— Interpret and explain pertinent District and department policies and procedures.~~
- ~~— Assist in the development and monitoring of an assigned program budget.~~
- ~~— Develop and recommend policies and procedures related to assigned operations.~~
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

Five years of responsible journey level experience in the repair, maintenance and operation of pumps, wells, reservoirs and automatic control systems following:

- Repair, maintenance, and operations of distribution and treatment systems
- Repair and testing of backflow assemblies, performing cross connection surveys, and administering cross connection and backflow prevention programs.

Training

High School Diploma or equivalent.

License and Certificate

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Distribution Operator Grade 3 Certificate as issued by the State of ~~California Department of Public Health~~ Water Resource Control Board
- Treatment Operator Grade 2 Certification by the State Water Resource Control Board
- Possession of an AWWA Cross Connection Specialist certification.
- Possession of an AWWA Backflow Prevention Assembly Tester (BPAT) Certificate.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; 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: ~~April 26, 2021~~

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.

ENGINEERING ANALYST

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, participates in the collection of the necessary data to ensure compliance with state and local regulations; regulatory compliance for DSOD, FERC, Water System Operations Permit, California Code Titles 17 and 22 and annual reporting for DSOD, FERC, Titles 17 and 22.; Coordinates and maintains the Cross-Connection/Backflow Prevention Program, and provides technical support to Engineering Group.

Supervision Received and Exercised

Receives general direction from the Engineering/Grant Manager.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Administers and maintains the cross-connection control program and ensures full compliance. Ensures areas of responsibility comply with related laws, codes, ordinances, and legislation. Advise staff of any irregularities in compliance.
- Reviews development plans related to backflow placement. Maintains records and database related to backflow testing results.
- Performs backflow testing for the District's backflow devices.
- Processes billing information regarding charges or fees assessed to customers, documents activities in automated systems.
- Represents the interests of the District at workshops, seminars, committees, and meetings. Provides training and information to District staff.
- Prepares technical reports, daily journals, and other documents regarding work activities.
- Assists with the recycled water program by providing services during the absence of other engineering staff.
- Performs cross-connection surveys of water systems within the District to evaluate the degree of hazard. Uses the survey information to develop reports for recommendation and enforcement to comply with Federal, State, county, local codes, and District rules and regulations.
- Establishes and maintains a cooperative working relationship with Los Angeles County Department of Public Health regarding cross connection and backflow compliance.
- Assists with the Federal Energy Regulatory Commission (FERC) reporting.
- Assists with the California Division of Safety of Dams (DSOD) reports by ensuring data is collected and available for the annual reports.
- Assists engineering staff with the dam monitoring equipment as necessary to ensure required data is collected.

Engineering Analyst

- 2 -

- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Maintains the pump efficiency reports for the wells and booster stations.
- Maintains data sets for compliance and regulatory requirements for other departments as assigned by supervisor.
- Creates and maintains an asset spreadsheet for each District facility using the information provided by the Operations and Facilities Department.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of distribution and water treatment systems.
- Principles and practices of cross connection identification and prevention.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Current and emerging water issues and regulations

Ability to:

- Prepare clear and concise records, reports, correspondence, and other written materials.
- Plan and coordinate program services with District staff, Los Angeles Department of Public Health, DSOD, FERC, and customers.
- Read and interpret plumbing blueprints, irrigation plans drawings, specifications, and technical manuals.
- Participate in department efforts to identify actual or potential cross-connections needed.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Interpret and apply District and mandated rules, policies, and procedures for cross-connection control programs.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

Five years of responsible journey level experience in the following:

Engineering Analyst

- 3 -

- Repair, maintenance, and operations of distribution and treatment systems.
- Repair and testing of backflow assemblies, performing cross connection surveys, and administering cross connection and backflow prevention programs.

Training

High School Diploma or equivalent.

License and Certificate

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resource Control Board
- Treatment Operator Grade 2 Certification by the State Water Resource Control Board
- Possession of an AWWA Cross Connection Specialist certification.
- Possession of an AWWA Backflow Prevention Assembly Tester (BPAT) Certificate.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; 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.

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: August 24, 2022 **August 31, 2022**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Mrs. Angelica Barragan-Garcia, Human Resources Dir.
VIA Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO UPDATE THE CUSTOMER CARE REPRESENTATIVE JOB DESCRIPTION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

Recommendation:

Staff recommends that the Committee recommend that the full Board approve revisions to the Customer Care Representative job description.

Alternative Options:

The Committee can choose to not recommend these revisions be considered by the full Board.

Impact of Taking No Action:

The Customer Care Representative job description will not accurately reflect the responsibilities and duties of this role as some individuals are hybrid working both in office and out in the field.

Background:

The District's job descriptions are reviewed periodically. It would be best for the job descriptions to be updated to reflect the duties of the position accurately in light of the salary survey that is currently being worked on.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

Revisions to the Customer Care Representative job description will not affect the budget.

Supporting Documents:

- Purple-lined Customer Care Representative job description
- Draft Customer Care Representative job description

CUSTOMER CARE REPRESENTATIVE I
CUSTOMER CARE REPRESENTATIVE II

FLSA Status: Non-Exempt

JOB SUMMARY

To solve customer challenges to the satisfaction of the customer; to receive and process applications for service and payments for water service; to respond to customer inquiries and complaints; and to perform varied and routine customer care duties. Some positions may rotate between a variety of these duties and duties in the field.

Distinguishing Characteristics

Customer Care Representative I - This is the entry level class in the Customer Care series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Customer Care Representative I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Customer Care Representative II - This is the journey level class in the Customer Care series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Customer Care Representative in that the latter is an advanced journey level class responsible for highly complex customer care work and exercises technical and functional supervision over assigned staff.

Supervision Received and Exercised

Customer Care Representative I - Receives immediate supervision from the Senior Customer Care Representative; may receive technical and functional supervision from a Customer Care Representative II.

Customer Care Representative 2 - Receives general supervision from the Senior Customer Care Representative.

Example of Essential Duties

Duties may include, but are not limited to, the following:

- Serve as a counter representative or telephone representative, accepting applications for service, closing accounts, answering customer account inquiries, and providing routine changes to accounts within established standards and guidelines; provides a professional image to customers, co-workers, and other agencies.
- Respond to a variety of customer care questions and provide assistance regarding matters such as the status of accounts, water service application processes, water quality, and District policies and procedures; refer to appropriate departments as necessary.

Customer Care Representative I/II

- 2 -

- Receive and process payments and customer deposits and general ledger receipts; sort payments by category and use a computerized system to enter payments, and balance and post data.
- Balance cash receipts; verify and reconcile computer produced reports and records; adjust customer accounts and grant payment extensions and waive fees as appropriate.
- Accept applications for service and enter data into a computerized system; set up new accounts for residents or developers/contractors for new parcels and construction meters; review associated documents such as deeds, rental agreements, and drivers' licenses. Complete quality control on processing of move in/out requests.
- Process closing account requests.
- Respond to customer emails.
- Accept applications for the rate assistance program and process leak and number of occupants' variance applications.
- Interact with field staff regarding service start-up, and scheduled or immediate shut-downs; request investigation of field conditions, inconsistent or unusual meter readings, meter audits/meter re-reads; prepare related service tags and work orders.
- Perform a variety of clerical duties including typing, document scanning, and filing.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.
- Cross train in both field and office customer care duties and be able to perform those duties when needed.
- Perform related duties as assigned.

Additional Duties for Customer Care Representatives II:

- Assists other office personnel in clerical and accounting functions as necessary.
- Assists in resolving the more complex customer care issues and complaints.
- Trains Customer Care Representative I's and other support staff
- Performs all of the duties of a Customer Care Representative I.

MINIMUM QUALIFICATIONS

Customer Care Representative I

Knowledge of:

- Modern office procedures, methods, and computer systems and equipment.
- Principles and practices of customer care 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.

Field Customer Care Representative I

Knowledge of:

- Perform all meter reading functions.

Ability to:

- Perform a wide variety of clerical and accounting customer care duties.
- 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.

Customer Care Representative I/II

- 3 -

- Learn to use specialized customer service information software.
- Learn pertinent District and department policies.
- 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 in the course of work.

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

One year of clerical and accounting experience in a customer care environment is desirable.

Training

GED/High school diploma.

License and Certificate

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

[Field Customer Care I](#)

[Possession of, or ability to obtain, a valid California Driver's License.](#)

[Possession of a Distribution Operator Grade 1 Certificate as issued by the Water Resources Control Board.](#)

Customer Care Representative II

In addition to the qualifications for the Customer Care Representative I:

Knowledge of:

- Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.
- District policies and procedures related to billings, account maintenance, and application for service.

Ability to:

- Independently perform responsible clerical and accounting customer care work.
- Use specialized customer service information software.

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:

Customer Care Representative I/II

- 4 -

Experience

Three years of responsible journey experience performing duties similar to a Customer Care Representative I with the Palmdale Water District.

Training

GED/High School Diploma. Additional Customer Care Certification through specialized training in customer care and accounting is required.

License and Certificate

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

[Field Customer Care II](#)

[Possession of, or ability to obtain, a valid California Driver's License.](#)

[Possession of a Distribution Operator Grade 2 Certificate as issued by the Water Resources Control Board.](#)

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time and/or stand at counter for long periods of time; intermittently 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: June 28, 2021

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.

CUSTOMER CARE REPRESENTATIVE I
CUSTOMER CARE REPRESENTATIVE II

FLSA Status: Non-Exempt

JOB SUMMARY

To solve customer challenges to the satisfaction of the customer; to receive and process applications for service and payments for water service; to respond to customer inquiries and complaints; and to perform varied and routine customer care duties. Some positions may rotate between a variety of these duties and duties in the field.

Distinguishing Characteristics

Customer Care Representative I - This is the entry level class in the Customer Care series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Customer Care Representative I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Customer Care Representative II - This is the journey level class in the Customer Care series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Customer Care Representative in that the latter is an advanced journey level class responsible for highly complex customer care work and exercises technical and functional supervision over assigned staff.

Supervision Received and Exercised

Customer Care Representative I - Receives immediate supervision from the Senior Customer Care Representative; may receive technical and functional supervision from a Customer Care Representative II.

Customer Care Representative 2 - Receives general supervision from the Senior Customer Care Representative.

Example of Essential Duties

Duties may include, but are not limited to, the following:

- Serve as a counter representative or telephone representative, accepting applications for service, closing accounts, answering customer account inquiries, and providing routine changes to accounts within established standards and guidelines; provides a professional image to customers, co-workers, and other agencies.
- Respond to a variety of customer care questions and provide assistance regarding matters such as the status of accounts, water service application processes, water quality, and District policies and procedures; refer to appropriate departments as necessary.

Customer Care Representative I/II

- 2 -

- Receive and process payments and customer deposits and general ledger receipts; sort payments by category and use a computerized system to enter payments, and balance and post data.
- Balance cash receipts; verify and reconcile computer produced reports and records; adjust customer accounts and grant payment extensions and waive fees as appropriate.
- Accept applications for service and enter data into a computerized system; set up new accounts for residents or developers/contractors for new parcels and construction meters; review associated documents such as deeds, rental agreements, and drivers' licenses. Complete quality control on processing of move in/out requests.
- Process closing account requests.
- Respond to customer emails.
- Accept applications for the rate assistance program and process leak and number of occupants' variance applications.
- Interact with field staff regarding service start-up, and scheduled or immediate shut-downs; request investigation of field conditions, inconsistent or unusual meter readings, meter audits/meter re-reads; prepare related service tags and work orders.
- Perform a variety of clerical duties including typing, document scanning, and filing.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.
- Cross train in both field and office customer care duties and be able to perform those duties when needed.
- Perform related duties as assigned.

Additional Duties for Customer Care Representatives II:

- Assists other office personnel in clerical and accounting functions as necessary.
- Assists in resolving the more complex customer care issues and complaints.
- Trains Customer Care Representative I's and other support staff
- Performs all of the duties of a Customer Care Representative I.

MINIMUM QUALIFICATIONS

Customer Care Representative I

Knowledge of:

- Modern office procedures, methods, and computer systems and equipment.
- Principles and practices of customer care 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.

Field Customer Care Representative I

Knowledge of:

- Perform all meter reading functions.

Ability to:

- Perform a wide variety of clerical and accounting customer care duties.
- 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.

Customer Care Representative I/II

- 3 -

- Learn to use specialized customer service information software.
- Learn pertinent District and department policies.
- 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 in the course of work.

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

One year of clerical and accounting experience in a customer care environment is desirable.

Training

GED/High school diploma.

License and Certificate

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

Field Customer Care I

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

Possession of a Distribution Operator Grade 1 Certificate as issued by the Water Resources Control Board.

Customer Care Representative II

In addition to the qualifications for the Customer Care Representative I:

Knowledge of:

- Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.
- District policies and procedures related to billings, account maintenance, and application for service.

Ability to:

- Independently perform responsible clerical and accounting customer care work.
- Use specialized customer service information software.

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:

Customer Care Representative I/II

- 4 -

Experience

Three years of responsible journey experience performing duties similar to a Customer Care Representative I with the Palmdale Water District.

Training

GED/High School Diploma. Additional Customer Care Certification through specialized training in customer care and accounting is required.

License and Certificate

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

Field Customer Care II

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the Water Resources Control Board.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time and/or stand at counter for long periods of time; intermittently 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.

AGENDA ITEM NO. 5.1.a

Summary

The following are the calculations related to the projected cost analysis for the 2023 healthcare benefits.

Family benefits – 39 employees

Anthem

Classic PPO	2
CalCare HMO	3
Advantage PPO	7
ABHP	<u>2</u>
Subtotal:	14

Kaiser

HMO	6
ABHP	<u>19</u>
Subtotal:	25

Anthem Advantage PPO as the basis for allowance (\$1,773.23).

41 employees would have an employee contribution. Total estimated benefit expense: \$1,421,298

Kaiser CDHP as the basis for allowance (\$1,980.63).

28 employees would have an employee contribution. Total estimated benefit expense: \$1,541,174

Kaiser HMO 2021 as the basis for allowance (\$1,990.02).

28 employees would have an employee contribution. Total estimated benefit expense: \$1,545,568

ACWA JPIA 2023 Medical Plan Monthly Rates

LOS ANGELES AREA

Los Angeles, San Bernardino & Ventura Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Change to Rates
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	721.13	1,442.26	1,910.99	692.28	1,384.56	1,834.54	-10.0%
Advantage PPO	634.59	1,269.18	1,681.66	609.21	1,218.42	1,614.41	-10.0%
Consumer Driven Health Plan (CDHP)	576.90	1,153.80	1,528.79	553.82	1,107.64	1,467.62	-10.0%
CalCare HMO	942.86	1,885.72	2,498.58	905.15	1,810.30	2,398.65	5.5%
Value HMO	868.46	1,736.92	2,301.42	833.72	1,667.44	2,209.36	5.5%
Kaiser South	Standard Rates			New! Incentive Rates (-4%)			Std / Inc
Traditional HMO	701.24	1,402.48	1,949.45	673.19	1,346.38	1,871.47	
HMO with Optical	714.15	1,428.30	1,985.34	685.58	1,371.16	1,905.91	+2.8% / -1.3%
Value HMO	640.97	1,281.94	1,781.90	615.33	1,230.66	1,710.62	+2.8% / -1.3%
Consumer Driven Health Plan (CDHP)	511.65	1,023.30	1,422.39	491.18	982.36	1,365.48	+2.8% / -1.3%
Medicare Advantage							
Kaiser Senior Advantage	160.97	321.94	894.29				-11.1%
United Healthcare PPO	404.70	809.40	1,214.10				3.1%
Mixed Medicare ^{1,2}							
Classic PPO			³			⁴	
Advantage PPO		1,125.83	1,594.56		1,096.98	1,546.96	-5.7%
Consumer Driven Health Plan (CDHP)		1,039.29	1,451.77		1,013.91	1,409.90	-5.3%
CalCare HMO		981.60	1,356.59		958.52	1,318.50	-5.0%
Value HMO		1,347.56	1,960.42		1,309.85	1,898.20	4.7%
Kaiser Traditional HMO + Senior Advantage ⁵		1,273.16	1,837.66		1,238.42	1,780.34	4.6%
		862.21	1,409.18		834.16	1,359.25	1.9%

¹ Mixed Medicare rates are for enrollments that include one retiree with Medicare and one without Medicare.

² Kaiser enrollments cannot mix with UHC enrollments. It must be Anthem+UHC or Kaiser+Kaiser.

³ Kaiser Mixed Medicare rates vary based on a variety of combinations. Email benefits@acwajpia.com to request a scenario-specific rate.

⁴ Family Mixed Medicare rates are for one adult with Medicare, plus one adult and child without Medicare.

⁵ Change to Mixed Medicare rates shown is a comparison of Two-Party Standard rates.

If you have questions or would like additional information, please email benefits@acwajpia.com.

LOWER COST FAMILY PLAN-ADVANTAGE

Employee Insurance Costs 2022

Employee Insurance Costs 2023

Increase

Decrease

Monthly			
	w/ PPO Dental		w/ HMO Dental
	EE	EE+1	EE+Fam
Classic	\$801.25	\$1,602.51	\$2,123.32
	\$861.82	\$1,694.56	\$2,256.29
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$266.27

Monthly			
	w/ PPO Dental		w/ HMO Dental
	EE	EE+1	EE+Fam
Classic	\$721.13	\$1,442.26	\$1,910.99
	\$781.70	\$1,534.31	\$2,043.96
District	\$1,773.23	\$1,773.23	\$1,773.23
EE	\$0.00	\$0.00	\$270.73

w/ PPO Dental			w/ HMO Dental		
Difference			Difference		
EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$721.13	\$1,442.26	\$1,910.99	\$721.13	\$1,442.26	\$1,910.99
\$777.17	\$1,514.47	\$2,002.56	\$777.17	\$1,514.47	\$2,002.56
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$4.46	\$0.00	\$0.00	\$4.46

	EE	EE+1	EE+Fam
Advantage	\$705.10	\$1,410.21	\$1,868.52
	\$765.67	\$1,502.26	\$2,001.49
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$11.47

	EE	EE+1	EE+Fam
Advantage	\$634.59	\$1,269.18	\$1,681.66
	\$695.16	\$1,361.23	\$1,814.63
District	\$1,773.23	\$1,773.23	\$1,773.23
EE	\$0.00	\$0.00	\$41.40

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$634.59	\$1,269.18	\$1,681.66	\$634.59	\$1,269.18	\$1,681.66
\$690.63	\$1,341.39	\$1,773.23	\$690.63	\$1,341.39	\$1,773.23
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$29.93	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Cal Care	\$893.57	\$1,787.14	\$2,367.96
	\$954.14	\$1,879.19	\$2,500.93
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$510.91

	EE	EE+1	EE+Fam
Cal Care	\$942.86	\$1,882.96	\$2,494.92
	\$1,003.43	\$1,975.01	\$2,627.89
District	\$1,773.23	\$1,773.23	\$1,773.23
EE	\$0.00	\$201.78	\$854.66

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$942.86	\$1,882.96	\$2,494.92	\$942.86	\$1,882.96	\$2,494.92
\$998.90	\$1,955.17	\$2,586.49	\$998.90	\$1,955.17	\$2,586.49
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$201.78	\$343.75	\$0.00	\$181.94	\$813.26

	EE	EE+1	EE+Fam
Anthem-HS	\$641.00	\$1,282.00	\$1,698.66
Health Sav	\$208.33	\$333.33	\$333.33
	\$909.90	\$1,707.38	\$2,164.96
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$174.94

	EE	EE+1	EE+Fam
Anthem-HSA	\$576.90	\$1,153.80	\$1,528.79
Health Sav	\$208.33	\$333.33	\$333.33
	\$845.80	\$1,579.18	\$1,995.09
District	\$1,773.23	\$1,773.23	\$1,773.23
EE	\$0.00	\$0.00	\$221.86

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$576.90	\$1,153.80	\$1,528.79	\$576.90	\$1,153.80	\$1,528.79
\$208.33	\$333.33	\$333.33	\$208.33	\$333.33	\$333.33
\$841.27	\$1,559.34	\$1,953.69	\$841.27	\$1,559.34	\$1,953.69
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$46.92	\$0.00	\$0.00	\$46.92

	EE	EE+1	EE+Fam
Kaiser HMO	\$681.82	\$1,346.64	\$1,898.45
	\$742.39	\$1,438.69	\$2,031.42
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$41.40

	EE	EE+1	EE+Fam
Kaiser HMO	\$701.24	\$1,402.48	\$1,949.45
	\$761.81	\$1,494.53	\$2,082.42
District	\$1,773.23	\$1,773.23	\$1,773.23
EE	\$0.00	\$0.00	\$309.19

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$701.24	\$1,402.48	\$1,949.45	\$701.24	\$1,402.48	\$1,949.45
\$757.28	\$1,474.69	\$2,041.02	\$757.28	\$1,474.69	\$2,041.02
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$267.79	\$0.00	\$0.00	\$267.79

	EE	EE+1	EE+Fam
Kaiser-HSA	\$497.48	\$977.96	\$1,376.76
Health Sav	\$233.33	\$466.67	\$466.67
	\$791.38	\$1,536.68	\$1,976.40
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser-HSA	\$511.65	\$1,023.30	\$1,422.39
Health Sav	\$233.33	\$466.67	\$466.67
	\$805.55	\$1,582.02	\$2,022.03
District	\$1,773.23	\$1,773.23	\$1,773.23
EE	\$0.00	\$0.00	\$248.80

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$511.65	\$1,023.30	\$1,422.39	\$511.65	\$1,023.30	\$1,422.39
\$233.33	\$466.67	\$466.67	\$233.33	\$466.67	\$466.67
\$801.02	\$1,562.18	\$1,980.63	\$801.02	\$1,562.18	\$1,980.63
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$248.80	\$0.00	\$0.00	\$207.40

Employee Insurance Costs 2022

Employee Insurance Costs 2023

Increase

Decrease

Monthly			
	w/ PPO Dental		w/ HMO Dental
	EE	EE+1	EE+Fam
Classic	\$801.25	\$1,602.51	\$2,123.32
	\$861.82	\$1,694.56	\$2,256.29
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$266.27

Monthly			
	w/ PPO Dental		w/ HMO Dental
	EE	EE+1	EE+Fam
Classic	\$721.13	\$1,442.26	\$1,910.99
	\$781.70	\$1,534.31	\$2,043.96
District	\$1,980.63	\$1,980.63	\$1,980.63
EE	\$0.00	\$0.00	\$63.33

w/ PPO Dental			w/ HMO Dental		
Difference			Difference		
EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$721.13	\$1,442.26	\$1,910.99	\$721.13	\$1,442.26	\$1,910.99
\$777.17	\$1,514.47	\$2,002.56	\$777.17	\$1,514.47	\$2,002.56
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	-\$202.94	\$0.00	\$0.00	-\$202.94

	EE	EE+1	EE+Fam
Advantage	\$705.10	\$1,410.21	\$1,868.52
	\$765.67	\$1,502.26	\$2,001.49
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$11.47

	EE	EE+1	EE+Fam
Advantage	\$634.59	\$1,269.18	\$1,681.66
	\$695.16	\$1,361.23	\$1,814.63
District	\$1,980.63	\$1,980.63	\$1,980.63
EE	\$0.00	\$0.00	\$0.00

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$634.59	\$1,269.18	\$1,681.66	\$634.59	\$1,269.18	\$1,681.66
\$690.63	\$1,341.39	\$1,773.23	\$690.63	\$1,341.39	\$1,773.23
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	-\$11.47	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Cal Care	\$893.57	\$1,787.14	\$2,367.96
	\$954.14	\$1,879.19	\$2,500.93
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$510.91

	EE	EE+1	EE+Fam
Cal Care	\$942.86	\$1,882.96	\$2,494.92
	\$1,003.43	\$1,975.01	\$2,627.89
District	\$1,980.63	\$1,980.63	\$1,980.63
EE	\$0.00	\$0.00	\$647.26

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$942.86	\$1,882.96	\$2,494.92	\$942.86	\$1,882.96	\$2,494.92
\$998.90	\$1,955.17	\$2,586.49	\$998.90	\$1,955.17	\$2,586.49
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$136.35	\$0.00	\$0.00	\$136.35

	EE	EE+1	EE+Fam
Anthem-HSA	\$641.00	\$1,282.00	\$1,698.66
Health Sav	\$208.33	\$333.33	\$333.33
	\$909.90	\$1,707.38	\$2,164.96
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$174.94

	EE	EE+1	EE+Fam
Anthem-HSA	\$576.90	\$1,153.80	\$1,528.79
Health Sav	\$208.33	\$333.33	\$333.33
	\$845.80	\$1,579.18	\$1,995.09
District	\$1,980.63	\$1,980.63	\$1,980.63
EE	\$0.00	\$0.00	\$14.46

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$576.90	\$1,153.80	\$1,528.79	\$576.90	\$1,153.80	\$1,528.79
\$208.33	\$333.33	\$333.33	\$208.33	\$333.33	\$333.33
\$841.27	\$1,559.34	\$1,953.69	\$841.27	\$1,559.34	\$1,953.69
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	-\$160.48	\$0.00	\$0.00	-\$133.54

	EE	EE+1	EE+Fam
Kaiser HMO	\$681.82	\$1,346.64	\$1,898.45
	\$742.39	\$1,438.69	\$2,031.42
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$41.40

	EE	EE+1	EE+Fam
Kaiser HMO	\$701.24	\$1,402.48	\$1,949.45
	\$761.81	\$1,494.53	\$2,082.42
District	\$1,980.63	\$1,980.63	\$1,980.63
EE	\$0.00	\$0.00	\$101.79

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$701.24	\$1,402.48	\$1,949.45	\$701.24	\$1,402.48	\$1,949.45
\$757.28	\$1,474.69	\$2,041.02	\$757.28	\$1,474.69	\$2,041.02
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$60.39	\$0.00	\$0.00	\$60.39

	EE	EE+1	EE+Fam
Kaiser HSA	\$497.48	\$977.96	\$1,376.76
Health Sav	\$233.33	\$466.67	\$466.67
	\$791.38	\$1,536.68	\$1,976.40
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser HSA	\$511.65	\$1,023.30	\$1,422.39
Health Sav	\$233.33	\$466.67	\$466.67
	\$805.55	\$1,582.02	\$2,022.03
District	\$1,980.63	\$1,980.63	\$1,980.63
EE	\$0.00	\$0.00	\$41.40

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$511.65	\$1,023.30	\$1,422.39	\$511.65	\$1,023.30	\$1,422.39
\$233.33	\$466.67	\$466.67	\$233.33	\$466.67	\$466.67
\$801.02	\$1,562.18	\$1,980.63	\$801.02	\$1,562.18	\$1,980.63
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$41.40	\$0.00	\$0.00	\$0.00

EE Insurance Costs 2022

EE Insurance Costs 2023

Increase

Decrease

Monthly			
w/ PPO Dental		w/ HMO Dental	
	EE	EE+1	EE+Fam
Classic	\$801.25	\$1,602.51	\$2,123.32
	\$861.82	\$1,694.56	\$2,256.29
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$266.27

Monthly			
w/ PPO Dental		w/ HMO Dental	
	EE	EE+1	EE+Fam
Classic	\$721.13	\$1,442.26	\$1,910.99
	\$781.70	\$1,534.31	\$2,043.96
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$53.94

w/ PPO Dental			w/ HMO Dental		
Difference			Difference		
EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$721.13	\$1,442.26	\$1,910.99	\$721.13	\$1,442.26	\$1,910.99
\$777.17	\$1,514.47	\$2,002.56	\$777.17	\$1,514.47	\$2,002.56
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$-212.33	\$0.00	\$0.00	\$-212.33

	EE	EE+1	EE+Fam
Advantage	\$705.10	\$1,410.21	\$1,868.52
	\$765.67	\$1,502.26	\$2,001.49
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$11.47

	EE	EE+1	EE+Fam
Advantage	\$705.10	\$1,410.21	\$1,868.52
	\$761.14	\$1,482.42	\$1,960.09
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Advantage	\$634.59	\$1,269.18	\$1,681.66
	\$695.16	\$1,361.23	\$1,814.63
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Advantage	\$634.59	\$1,269.18	\$1,681.66
	\$690.63	\$1,341.39	\$1,773.23
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$634.59	\$1,269.18	\$1,681.66	\$634.59	\$1,269.18	\$1,681.66
\$690.63	\$1,341.39	\$1,773.23	\$690.63	\$1,341.39	\$1,773.23
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$-11.47	\$0.00	\$0.00	\$0.00

HMO	EE	EE+1	EE+Fam
Cal Care	\$893.57	\$1,787.14	\$2,367.96
	\$954.14	\$1,879.19	\$2,500.93
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$510.91

	EE	EE+1	EE+Fam
Cal Care	\$893.57	\$1,787.14	\$2,367.96
	\$949.61	\$1,859.35	\$2,459.53
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$469.51

	EE	EE+1	EE+Fam
Cal Care	\$942.86	\$1,882.96	\$2,494.92
	\$1,003.43	\$1,975.01	\$2,627.89
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$637.87

	EE	EE+1	EE+Fam
Cal Care	\$942.86	\$1,882.96	\$2,494.92
	\$998.90	\$1,955.17	\$2,586.49
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$596.47

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$942.86	\$1,882.96	\$2,494.92	\$942.86	\$1,882.96	\$2,494.92
\$998.90	\$1,955.17	\$2,586.49	\$998.90	\$1,955.17	\$2,586.49
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$126.96	\$0.00	\$0.00	\$126.96

	EE	EE+1	EE+Fam
Anthem-HSA	\$641.00	\$1,282.00	\$1,698.66
Health Sav	\$208.33	\$333.33	\$333.33
	\$909.90	\$1,707.38	\$2,164.96
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$174.94

	EE	EE+1	EE+Fam
Anthem HSA	\$641.00	\$1,282.00	\$1,698.66
Health Sav	\$208.33	\$333.33	\$333.33
	\$905.37	\$1,687.54	\$2,123.56
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$133.54

	EE	EE+1	EE+Fam
Anthem-HSA	\$576.90	\$1,153.80	\$1,528.79
Health Sav	\$208.33	\$333.33	\$333.33
	\$845.80	\$1,579.18	\$1,995.09
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$5.07

	EE	EE+1	EE+Fam
Anthem-HSA	\$576.90	\$1,153.80	\$1,528.79
Health Sav	\$208.33	\$333.33	\$333.33
	\$841.27	\$1,559.34	\$1,953.69
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$576.90	\$1,153.80	\$1,528.79	\$576.90	\$1,153.80	\$1,528.79
\$208.33	\$333.33	\$333.33	\$208.33	\$333.33	\$333.33
\$841.27	\$1,559.34	\$1,953.69	\$841.27	\$1,559.34	\$1,953.69
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$-169.87	\$0.00	\$0.00	\$-133.54

	EE	EE+1	EE+Fam
Kaiser HMO	\$681.82	\$1,346.64	\$1,898.45
	\$742.39	\$1,438.69	\$2,031.42
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$41.40

	EE	EE+1	EE+Fam
Kaiser	\$681.82	\$1,346.64	\$1,898.45
	\$737.86	\$1,418.85	\$1,990.02
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser	\$701.24	\$1,402.48	\$1,949.45
	\$761.81	\$1,494.53	\$2,082.42
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$92.40

	EE	EE+1	EE+Fam
Kaiser	\$701.24	\$1,402.48	\$1,949.45
	\$757.28	\$1,474.69	\$2,041.02
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$51.00

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$701.24	\$1,402.48	\$1,949.45	\$701.24	\$1,402.48	\$1,949.45
\$757.28	\$1,474.69	\$2,041.02	\$757.28	\$1,474.69	\$2,041.02
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$51.00	\$0.00	\$0.00	\$51.00

	EE	EE+1	EE+Fam
Kaiser-HSA	\$497.48	\$977.96	\$1,376.76
Health Sav	\$233.33	\$466.67	\$466.67
	\$791.38	\$1,536.68	\$1,976.40
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser-HSA	\$497.48	\$977.96	\$1,376.76
Health Sav	\$233.33	\$466.67	\$466.67
	\$786.85	\$1,516.84	\$1,935.00
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

	EE	EE+1	EE+Fam
Kaiser-HSA	\$511.65	\$1,023.30	\$1,422.39
Health Sav	\$233.33	\$466.67	\$466.67
	\$805.55	\$1,582.02	\$2,022.03
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$32.01

	EE	EE+1	EE+Fam
Kaiser-HSA	\$511.65	\$1,023.30	\$1,422.39
Health Sav	\$233.33	\$466.67	\$466.67
	\$801.02	\$1,562.18	\$1,980.63
District	\$1,990.02	\$1,990.02	\$1,990.02
EE	\$0.00	\$0.00	\$0.00

EE	EE+1	EE+Fam	EE	EE+1	EE+Fam
\$511.65	\$1,023.30	\$1,422.39	\$511.65	\$1,023.30	\$1,422.39
\$233.33	\$466.67	\$466.67	\$233.33	\$466.67	\$466.67
\$801.02	\$1,562.18	\$1,980.63	\$801.02	\$1,562.18	\$1,980.63
\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23	\$1,773.23
\$0.00	\$0.00	\$32.01	\$0.00	\$0.00	\$0.00