



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

December 3, 2025

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

CYNTHIA SANCHEZ
Division 3

KATHY MAC LAREN-GOMEZ
Division 4

DEBBIE DINO
Division 5

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

**MONDAY, DECEMBER 8, 2025
2:00 p.m.**

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDR LLP
Attorneys

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Danielle Henry at 661-947-4111 x1059 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 or on the District's website at <https://www.palmdalewater.org/governance/committee-activity/2025-committee-agendas-and-minutes/> (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 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 conduct 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 September 30, 2025.
- 4.2) Consideration on a Recommendation to Approve the 2025 Salary Survey Analysis Recommendations. (\$115,000.00 – Not-to-Exceed – Annual Budget Impact – Human Resources Director Garcia)
- 4.3) Consideration on a Recommendation to Approve Certification Updates to Recommended Job Descriptions. (No Budget Impact – Human Resources Director Garcia)
- 4.4) Consideration on a Recommendation to Approve Updates to Job Description Duties for Recommended Positions. (No Budget Impact – Human Resources Director Garcia)
- 4.5) Consideration on a Recommendation to Approve Updated Structure for Education and Experience Requirements for All Positions. (No Budget Impact – Human Resources Director Garcia)
- 5) Reports.
 - 5.1) Human Resources Director Garcia:
 - a) Update on Employee Events.
 - b) Other.
- 6) Board Members' Requests for Future Agenda Items.
- 7) Date of Next Committee Meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 30, 2025:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, September 30, 2025, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Kellerman called the meeting to order at 2:30 p.m.

1) Roll Call.

Attendance:

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Scott Rogers, Assistant General Manager

Angelica Garcia, Human Resources Director

Debbie Dino, Alt. Committee Member

Judy Shay, Public Affairs Director

Trisha Guerrero, Management Analyst

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no 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 October 16, 2024.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held October 16, 2024, as written.

4.2) Consideration on a Recommendation to Approve Update to Compensation Scale Structure. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the current and proposed Compensation Scale Structures and stated that the District is in the process of transitioning to Paylocity for payroll services which would require an update to the Structure to eliminate the manual compensation increase process, and after a brief discussion of the past and current step increases, of performance reviews and promotions, and of the 2025 Budget impact being within the General Manager's spending authority, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the update to the Compensation Scale Structure effective immediately and that this item be presented to the full Board for ratification at the October 13, 2025 Regular Board Meeting.

4.3) Consideration on a Recommendation to Approve Artificial Intelligence (AI) Policy. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the proposed Artificial Intelligence (AI) Policy, and after a discussion of the advancement in technology, of the significant increase in AI usage, of the extent of its potential application in the workplace including sensitive matters and official records, and of staff training, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to approve the Artificial Intelligence (AI) Policy and that this item be presented to the full Board for consideration at the October 13, 2025 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Garcia:

a) Summary of Changes for 2026 Benefit Plan Year.

Human Resources Director Garcia provided a detailed overview of changes for the 2026 benefit plan year, including out-of-pocket maximums, the average increase of 7.26% in medical plan costs, the addition of infertility benefits in compliance with

Senate Bill 729 for the Anthem and Kaiser HMO plans, and a change in the distribution of the District's Health Savings Account (HSA) contributions for CDHP plans to be evenly divided across the annual payroll cycle followed by a brief discussion of HSA accounts.

b) Update on Employee Events.

Human Resources Director Garcia provided an update on employee events including Water Professionals Week activities from October 6-9 and the AV ALTA Soccer Game on October 17, Open Enrollment from October 13-30, the District's Holiday Party on December 6, and the employee pumpkin decorating contest to be held in October and stated that staff suggested displaying the pumpkins in the Customer Care lobby to allow customers to participate in the voting.

She then provided an update on hearing aid coverage and discounts, as well as the Employee Engagement Survey results regarding employee satisfaction with the process, followed by a brief discussion of the recent and future surveys.

General Manager LaMoreaux then reported that the Antelope Valley Chambers Christmas Parade will be held on December 6, which is the same day as the District's Holiday Party, and that this year's theme is Hope and Renewal.

c) Other.

There were no other reports.

6) Board Members' Requests for Future Agenda Items.

General Manager LaMoreaux stated that job description updates will be presented at the next Personnel Committee Meeting.

There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Personnel Committee Meeting will be held November 12, 2025 at 10 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 3:18 p.m.

Chair



COMMITTEE MEMORANDUM

DATE: December 8, 2025
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION ON A RECOMMENDATION TO APPROVE THE 2025 SALARY SURVEY ANALYSIS RECOMMENDATIONS. (\$115,000.00 – NOT-TO-EXCEED – ANNUAL BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)***

Recommendation:

Staff recommends that the Committee recommends that the full Board approve the proposed salary range adjustments based on the 2025 Salary Survey in the not-to-exceed amount of \$115,000.00.

Alternative Options:

The Committee may choose to keep the current salary ranges unchanged, approve only selected portions of the proposed adjustments, or suggest a different approach.

Impact of Taking No Action:

The District operates in a highly competitive labor market with increasing retirements and job changes. Without salary adjustments, we face:

- **Recruitment Challenges:** Non-competitive pay limits our ability to attract qualified candidates.
- **Retention Risks:** Employees may leave for higher-paying positions, increasing turnover and training costs.

Taking no action will negatively affect recruitment and retention. Aligning salaries with market trends helps reduce these risks.

Background:

The District conducts a market salary survey every three years to ensure competitiveness in the job market. For consistency and reliable data, twelve comparable water districts were selected for analysis.

This year's survey uses the same twelve districts, all located in Southern California and similar to our District in terms of facilities, organizational size, and number of connections. Additionally, the Los Angeles Department of Water and Power was included as a 13th benchmark source.

Unlike previous surveys, this analysis is based on the 75th percentile rather than the 50th percentile. These adjustments were made to strengthen our position in a competitive labor market during a period of rising costs and limited talent availability.

December 8, 2025

Strategic Plan Initiative/Mission Statement:

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

This item directly relates to the District's Mission Statement.

Budget:

The annual budget impact for the recommended changes is approximately \$111,031.60 with a not-to-exceed amount of \$115,000.00.

Supporting Documents:

- Salary Survey Data Results
- Department Salary Survey Analysis
- Salary Survey Budget Impact

Compensation Method_Summary

Comparison Items	Information
Method to Set I/II/III	Levels: 3 ranges between each level, based on the lowest level tier (Level I).
	Engineers Positions: 2 ranges between each based on the lowest-level tier(Level 1).
	Training Positions: 2 ranges between training to level 1
	Recommendations are capped at 3 range increase
Minimum Survey Goal	75th Percentile
Other Consideration	Los Angeles Water and Power was added to the analysis as a 13th source.
One Range Increases	22
Two Range Increases	20
Three Range Increases	14
Supervisor Range Band	37-41
Manager/ Dept. Head Range Band	43-45

Survey Analysis Results

Indicates a change

discretionary adjustment applied

Position	Current Range	Dept.	75%	Range Change	Recommendation
Assistant General Manager/COO	48	Administration	49	1	49
Executive Assistant	34	Administration	35	3	37
Management Analyst	31	Administration	31	No Change	31
Customer Care Representative I	20	Customer Care	22	2	22
Customer Care Representative II	23	Customer Care	25	2	25
Customer Care Representative III	29	Customer Care	28	No Change	29
Customer Care Supervisor	36	Customer Care	33	1	37
Field Customer Care Representative I	21	Customer Care	22	1	22
Field Customer Care Representative II	24	Customer Care	25	1	25
Field Customer Care Representative III	28	Customer Care	28	No Change	28
Assistant Engineer	33	Engineering	35	2	35
Associate Engineer	35	Engineering	37	2	37
Construction Inspector I	27	Engineering	28	1	28
Construction Inspector II	30	Engineering	31	1	31
Construction Inspector III	33	Engineering	34	1	34
Construction Inspector Trainee	25	Engineering	26	1	26
Engineering Analyst	33	Engineering	29	No Change	33
Engineering Manager	44	Engineering	44	1	45
Engineering Technician I	25	Engineering	26	1	26
Engineering Technician II	28	Engineering	29	1	29
Engineering Technician III	31	Engineering	32	1	32
Junior Engineer	31	Engineering	33	2	33
Principal Engineer	39	Engineering	41	2	41
Senior Engineer	37	Engineering	39	2	39
Electrician I	26	Facilities	27	1	27
Electrician II	29	Facilities	30	1	30
Electrician III	32	Facilities	33	1	33
Facilities Manager	41	Facilities	43	2	43
Fleet Equipment Mechanic I	25	Facilities	25	No Change	25
Fleet Equipment Mechanic II	28	Facilities	28	No Change	28
Fleet Equipment Mechanic III	31	Facilities	31	No Change	31
Maintenance Worker I	21	Facilities	22	1	22
Maintenance Worker II	24	Facilities	25	1	25
Operation Supervisor-Construction/Mechanical	35	Facilities	35	2	37
Operations Technician I	25	Facilities	25	No Change	25
Operations Technician II	28	Facilities	28	No Change	28
Operations Technician III	31	Facilities	31	No Change	31
Service Worker I	23	Facilities	23	No Change	23
Service Worker II	26	Facilities	26	No Change	26
Service Worker III	29	Facilities	29	No Change	29
Account Technician	23	Finance	24	1	24
Accounting Supervisor	36	Finance	37	1	37
Accounts Payable Technician	23	Finance	25	2	25
Customer Account Technician	24	Finance	25	1	25
Finance Manager/CFO	45	Finance	45	No Change	45
Purchasing Technician	27	Finance	28	1	28

Survey Analysis Results

Position	Current Range	Dept.	75%	Range Change	Recommendation
Human Resource Analyst	31	Human Resources	31	No Change	31
Human Resources & Safety Coordinator	27	Human Resources	29	2	29
Human Resources Director	41	Human Resources	43	2	43
Risk & Emergency Management Admin	32	Human Resources	35	3	35
Safety and Training Technician	29	Human Resources	29	No Change	29
GIS Coordinator	32	IT	35	3	35
Help Desk Assistant	24	IT	29	3	27
Information Technology Manager	41	IT	43	2	43
Network Administrator	34	IT	35	1	35
SCADA/Instrumentation Technician I	27	IT	32	3	30
SCADA/Instrumentation Technician II	30	IT	35	3	33
SCADA/Instrumentation Technician III	33	IT	38	3	36
Lab Analyst I	26	Operations	28	2	28
Lab Analyst II	29	Operations	31	2	31
Operations Manager	41	Operations	41	2	43
Operations Supervisor-Water Treatment Plant	35	Operations	36	2	37
Operator In Training	23	Operations	27	3	26
Plant Operator I	26	Operations	29	3	29
Plant Operator II	29	Operations	32	3	32
Water Quality/Regulatory Affairs Supervisor	35	Operations	38	3	38
Public Affairs Director	40	Public Affairs	40	3	43
Public Affairs Specialist I	27	Public Affairs	30	3	30
Public Affairs Specialist II	30	Public Affairs	33	3	33
Resource and Analytics Director	45	Resource & Analytics	45	No Change	45
Resource and Analytics Supervisor	36	Resource & Analytics	38	2	38
Water Use Efficiency Technician I	27	Resource & Analytics	29	2	29
Water Use Efficiency Technician II	30	Resource & Analytics	32	2	32

Dept Position Breakdown

Range Change Recommendation			
Department/Title	1	2	3
Administration			
Assistant General Manager/COO	✓		
Executive Assistant			✓
Customer Care			
Customer Care Representative I		✓	
Customer Care Representative II		✓	
Customer Care Supervisor	✓		
Field Customer Care Representative I	✓		
Field Customer Care Representative II	✓		
Engineering			
Assistant Engineer		✓	
Associate Engineer		✓	
Construction Inspector I	✓		
Construction Inspector II	✓		
Construction Inspector III	✓		
Construction Inspector Trainee	✓		
Engineering Manager	✓		
Engineering Technician I	✓		
Engineering Technician II	✓		
Engineering Technician III	✓		
Junior Engineer		✓	
Principal Engineer		✓	
Senior Engineer		✓	
Facilities			
Electrician I	✓		
Electrician II	✓		
Electrician III	✓		
Facilities Manager		✓	
Maintenance Worker I	✓		
Maintenance Worker II	✓		
Operation Supervisor-Construction/Mechanical		✓	
Finance			
Account Technician	✓		
Accounting Supervisor	✓		
Accounts Payable Technician		✓	
Customer Account Technician	✓		
Purchasing Technician	✓		
Human Resources			
Human Resources & Safety Coordinator		✓	
Human Resources Director		✓	

Dept Position Breakdown

Department/Title	1	2	3
Risk & Emergency Management Admin			✓
IT			
GIS Coordinator			✓
Help Desk Assistant			✓
Information Technology Manager		✓	
Network Administrator	✓		
SCADA/Instrumentation Technician I			✓
SCADA/Instrumentation Technician II			✓
SCADA/Instrumentation Technician III			✓
Operations			
Lab Analyst I		✓	
Lab Analyst II		✓	
Operations Manager		✓	
Operations Supervisor-Water Treatment Plant		✓	
Operator In Training			✓
Plant Operator I			✓
Plant Operator II			✓
Water Quality/Regulatory Affairs Supervisor			✓
Public Affairs			
Public Affairs Director			✓
Public Affairs Specialist I			✓
Public Affairs Specialist II			✓
Resource & Analytics			
Resource and Analytics Supervisor		✓	
Water Use Efficiency Technician I		✓	
Water Use Efficiency Technician II		✓	
Grand Total	22	20	14

Additional Analysis Information

Department Summary Breakdown			
	1	2	3
Administration	1		1
Customer Care	3	2	
Engineering	8	5	
Facilities	5	2	
Finance	4	1	
Human Resources		2	1
IT	1	1	5
Operations		4	4
Public Affairs			3
Resource & Analytics		3	
Grand Total	22	20	14

Summary Management Range Spread	
Mgr./Dept. Head	43-45
Supervisor	37-41

Mgmt Level/Title	37	38	39	41	43	45
Dept Mgr/Director					5	3
Engineering Manager						✓
Facilities Manager					✓	
Finance Manager/CFO						✓
Human Resources Director					✓	
Information Technology Manager					✓	
Operations Manager					✓	
Public Affairs Director					✓	
Resource and Analytics Director						✓
Supervisor	5	2	1	1		
Accounting Supervisor	✓					
Customer Care Supervisor	✓					
Executive Assistant	✓					
Operation Supervisor- Construction/Mechanical	✓					
Plant	✓					
Principal Engineer				✓		
Resource and Analytics Supervisor		✓				
Senior Engineer			✓			
Water Quality/Regulatory Affairs Supervisor		✓				

[illegible]

Position	Range #	Min	Max	75%	Recommendation	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
Executive Assistant	34	Palmdale Water	\$ 10,463.04	\$ 12,748.18		\$7,779.86	\$8,173.71	\$8,587.51	\$9,022.24	\$9,478.99	\$9,958.87	\$10,463.04	\$10,992.73	\$11,549.23	\$12,133.92	\$12,748.20	\$13,393.59	\$14,071.65	\$14,784.03	\$15,532.47	\$16,318.81	\$17,144.95	\$18,012.92	\$18,924.83	\$19,882.89	\$20,889.46	\$21,946.98	\$23,058.05	\$24,225.36	\$25,451.76	\$26,740.25
Executive Services Administrator		Cucamonga Valley Water	\$ 10,332.40	\$ 13,431.60		Palmdale Water \$10463.04 - \$12748.18											Cucamonga Valley Water \$10332.4 - \$13431.6														
Excutive Assistant/Clerk of the Board		Las Virgenes Municipal Water	\$ 11,804.00	\$ 16,525.60													Las Virgenes Municipal Water \$11804 - \$16525.6														
Senior Executive Assistant-Board Secretary		Yorba Linda Water	\$ 10,068.93	\$ 12,889.07													Yorba Linda Water \$10068.93 - \$12889.07														
Executive Secretary		Olivenhain Municipal Water	\$ 7,997.60	\$ 11,193.87		Olivenhain Municipal Water \$7997.6 - \$11193.87																									
Executive Assistant		Western Municipal Water	\$ 7,961.83	\$ 11,849.17		Western Municipal Water \$7961.83 - \$11849.17																									
Board Secretary-Executive Assistant		SCV Water	\$ 10,618.00	\$ 13,180.00													SCV Water \$10618 - \$13180														
Exec. Secretary/Asst. Secretary to the Board		Desert Water Agency	\$ 10,089.00	\$ 12,264.00													Desert Water Agency \$10089 - \$12264														
Board Secretary		Eastern Municipal Water	\$ 10,561.20	\$ 13,150.80													Eastern Municipal Water \$10561.2 - \$13150.8														
Executive Asst. to GM		Mesa Consolidated Water	\$ 8,956.13	\$ 12,344.80													Mesa Consolidated Water \$8956.13 - \$12344.8														
District Secretary	Rancho CA Water	\$ 9,954.36	\$ 13,139.71													Rancho CA Water \$9954.36 - \$13139.71															
Executive Services Administrator	Walnut Valley Water	\$ 9,398.13	\$ 12,954.93													Walnut Valley Water \$9398.13 - \$12954.93															
Executive Services Manager	Padre Dam Municipal Water	\$ 9,351.33	\$ 14,596.40													Padre Dam Municipal Water \$9351.33 - \$14596.4															
Exec. Assist. To General Manager	LADWP	\$ 17,506.14	\$ 25,578.00																												
Agencies Comparison Results		\$ 10,797.00	\$ 13,150.74	\$11,973.87																											
Min based on %				\$10,797.00																											
Closest PWD Range				.35																											
Range Difference 75%				1																											
PWD Executive Assistant Recommendation		\$ 12,133.92	\$ 14,783.98	37												PWD Executive Assistant Recommendation \$12133.92 - \$14783.98															

Position	Range #		Min	Max	75%	Recommend ation	43	44	45	46	47	48	49	50	51	52	53	54	55
							\$16,318.81	\$17,144.95	\$18,012.92	\$18,924.83	\$19,882.89	\$20,889.46	\$21,946.98	\$23,058.05	\$24,225.36	\$25,451.76	\$26,740.25	\$28,093.99	\$29,516.24
Assist. General Manager	48	Palmdale Water	\$ 20,889.46	\$ 25,451.73									Palmdale Water \$20889.46 - \$25451.73						
Asst. GM		Cucamonga Valley Water	\$ 19,470.83	\$ 25,311.92									Cucamonga Valley Water \$19470.83 - \$25311.92						
Asst. GM		Las Virgenes Municipal Water	\$ 18,358.90	\$ 27,538.36									Las Virgenes Municipal Water \$18358.9 - \$27538.36						
Asst. GM		Yorba Linda Water	\$ 19,612.00	\$ 25,105.00									Yorba Linda Water \$19612 - \$25105						
Asst. GM		Olivenhain Municipal Water	\$ 17,536.72	\$ 24,551.43									Olivenhain Municipal Water \$17536.72 - \$24551.43						
AGM/CFO		Western Municipal Water	\$ 17,991.08	\$ 26,776.83									Western Municipal Water \$17991.08 - \$26776.83						
Asst. GM		SCV Water	\$ 22,691.00	\$ 27,648.00									SCV Water \$22691 - \$27648						
Asst. GM		Desert Water Agency	\$ 20,533.00	\$ 24,958.00									Desert Water Agency \$20533 - \$24958						
Asst. GM Ops & Maintenance		Eastern Municipal Water	\$ 23,055.07	\$ 28,705.73									Eastern Municipal Water \$23055.07 - \$28705.73						
Asst. GM		Mesa Consolidated Water	\$ 18,331.00	\$ 25,270.00									Mesa Consolidated Water \$18331 - \$25270						
Asst. GM- Engineering and Operations		Rancho CA Water	\$ 19,066.67	\$ 24,786.67									Rancho CA Water \$19066.67 - \$24786.67						
Asst. GM		Walnut Valley Water	\$ 18,762.00	\$ 25,863.00									Walnut Valley Water \$18762 - \$25863						
No Equivalent Position		Padre Dam Municipal Water	\$ -	\$ -									Padre Dam Municipal Water \$0 - \$0						
Assist. General Manager		LADWP	\$ 22,846.20	\$ 32,101.26									LADWP \$22846.2 - \$32101.26						
		Agencies Comparison Results	\$ 21,193.73	\$ 25,813.96	\$23,503.85														
		Min based on %			\$ 21,193.73														
		Closest PWD Range			49														
		Range Difference 75%			1														
		PWD Assist. General Manager Recommendation	\$ 21,946.98	\$ 26,740.22									PWD Assist. General Manager Recommendation \$21946.98 - \$26740.22						

Position	Range #	Min	Max	75%	Recommendati on	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	
Public Affairs Specialist I	27	Palmdale Water	\$ 42.72	\$ 52.05		\$35.06	\$36.84	\$38.70	\$40.66	\$42.72	\$44.88	\$47.16	\$49.54	\$52.05	\$54.69	\$57.46	\$60.36	\$63.42	\$66.63	\$70.00	\$73.55	
Government and Public Affairs Rep I		Cucamonga Valley Water	\$ 35.63	\$ 46.31		Cucamonga Valley Water \$35.63 - \$46.31					Palmdale Water \$42.72 - \$52.05											
Public Affairs Associates I		Las Virgenes Municipal Water	\$ 48.18	\$ 62.64		Las Virgenes Municipal Water \$48.18 - \$62.64																
Public Affairs Specialist		Yorba Linda Water	\$ 44.27	\$ 56.67		Yorba Linda Water \$44.27 - \$56.67																
No Equivalent Position		Olivenhain Municipal Water				Olivenhain Municipal Water \$ - \$																
Strategic Communications Representative I		Western Municipal Water	\$ 35.98	\$ 51.12		Western Municipal Water \$35.98 - \$51.12																
Public Affairs Specialist I		SCV Water	\$ 44.17	\$ 53.80		SCV Water \$44.17 - \$53.8																
Public Affairs Specialist I		Desert Water Agency	\$ 42.22	\$ 51.43		Desert Water Agency \$42.22 - \$51.43																
Public Affairs Officer I		Eastern Municipal Water	\$ 39.26	\$ 48.90		Eastern Municipal Water \$39.26 - \$48.9																
Public Affairs Specialist		Mesa Consolidated Water	\$ 41.38	\$ 57.03		Mesa Consolidated Water \$41.38 - \$57.03																
Public Information Specialist I		Rancho CA Water	\$ 47.25	\$ 62.36		Rancho CA Water \$47.25 - \$62.36																
No Equivalent Position		Walnut Valley Water				Walnut Valley Water \$ - \$																
Communications Coordinator		Padre Dam Municipal Water	\$ 41.43	\$ 58.66		Padre Dam Municipal Water \$41.43 - \$58.66																
Public Relations Specialist		LADWP	\$ 43.23	\$ 67.10		LADWP \$43.23 - \$67.1																
		Agencies Comparison Results		\$52.64																		
		Min based on %		\$ 47.46																		
		Closest PWD Range		30																		
		Range Difference 75%		3																		
		PWD Public Affairs Specialist I Recommendation	\$ 49.54	\$ 60.36		30	PWD Public Affairs Specialist I Recommendation \$49.54 - \$60.36															
NEXT ANALYSIS						NEXT ANALYSIS																
Public Affairs Specialist II	30	Palmdale Water	\$ 49.54	\$ 60.36		Palmdale Water \$49.54 - \$60.36																
		PWD Public Affairs Specialist II Recommendation	\$ 57.46	\$ 70.01		33	PWD Public Affairs Specialist II Recommendation \$57.46 - \$70.01															

Range																							
Position	#	Min	Max	75%	Recommendation	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	
Public Affairs Director	40	Palmdale Water	\$ 14,071.65	\$ 17,144.91		\$9,478.99	\$9,958.87	\$10,463.04	\$10,992.73	\$11,549.23	\$12,133.92	\$12,748.20	\$13,393.59	\$14,071.65	\$14,784.03	\$15,532.47	\$16,318.81	\$17,144.95	\$18,012.92	\$18,924.83	\$19,882.89	\$20,889.46	
Government & Public Affairs Manager		Cucamonga Valley Water	\$ 12,594.58	\$ 16,373.00																			
Public Affairs & Communications Mgr		Las Virgenes Municipal Water	\$ 14,030.55	\$ 19,642.77																			
Public Affairs Officer		Yorba Linda Water	\$ 9,823.25	\$ 12,574.58																			
No Equivalent Position		Olivenhain Municipal Water	\$ -	\$ -																			
Strategic Communications Mgr		Western Municipal Water	\$ 10,631.50	\$ 15,822.83																			
Communication Mgr		SCV Water	\$ 13,848.00	\$ 16,872.00																			
No Equivalent Position		Desert Water Agency	\$ -	\$ -																			
Director of Strategic Communication & Public Affairs		Eastern Municipal Water	\$ 16,383.47	\$ 20,399.60																			
Public Affairs Mgr		Mesa Consolidated Water	\$ 12,653.00	\$ 17,447.00																			
Public Affairs Mgr		Rancho CA Water	\$ 12,099.36	\$ 15,971.28																			
No Equivalent Position		Walnut Valley Water	\$ -	\$ -																			
Communication Mgr		Padre Dam Municipal Water	\$ 10,324.00	\$ 14,596.00																			
Legislative Representative		LADWP	\$ 12,383.58	\$ 15,385.08																			
Agencies Comparison Results				\$ 15,282.50																			
Min based on %				\$ 13,780.43																			
Closest PWD Range				40																			
Range difference 75%				no change																			
PWD Public Affairs Director Recommendation			\$ 16,318.81	\$ 19,882.85	43	PWD Public Affairs Director Recommendation\$ 16318.81 -\$19882.85																	

[illegible]

Position	Range #	Min	Max	75%	Recommendation	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Customer Care Rep. I	20	Palmdale Water	\$ 30.23	\$ 36.83		\$24.82	\$26.07	\$27.39	\$28.78	\$30.23	\$31.77	\$33.37	\$35.06	\$36.84	\$38.70	\$40.66	\$42.72	\$44.88	\$47.16	\$49.54	\$52.05	\$54.69	\$57.46	\$60.36	\$63.42
Customer Care Representative I					Palmdale Water Customer Care Rep. I \$30.23 - \$36.83																				
Customer Service Representative					Cucamonga Valley Water \$27.01 - \$35.1																				
Customer Service Representative I					Las Virgenes Municipal Water \$33.19 - \$45.5																				
Customer Service Representative I					Yorba Linda Water \$31.33 - \$40.11																				
Customer Service Representative I					Olivenhain Municipal Water \$26.87 - \$37.56																				
Customer Service Representative I					Western Municipal Water \$29.6 - \$42.05																				
Customer Service Representative I					SCV Water \$31.27 - \$38.09																				
No equivalent Position					Desert Water Agency \$ - \$																				
Assistant Customer Service Advisor					Eastern Municipal Water \$32.3 - \$40.24																				
Customer Service Representative I				Mesa Consolidated Water \$27.2 - \$37.49																					
Customer Service Representative I – Office & Field				Rancho CA Water \$29.12 - \$34.95																					
Customer Service Representative I				Walnut Valley Water \$28.53 - \$39.33																					
Customer Service Specialist -17				Padre Dam Municipal Water \$31.32 - \$44.35																					
Water service representative				LADWP \$43.85 - \$58.02																					
		Agencies Comparison Results		\$36.66																					
		Min based on %		\$ 33.06																					
		Closest PWD Range		22																					
		Range Difference 75%		2																					
		PWD Customer Care Rep. I Recommendation	\$ 33.37	\$ 40.66	22	PWD Customer Care Rep. I Recommendation \$33.37 - \$40.66																			
NEXT ANALYSIS					NEXT ANALYSIS																				
CC Rep II	23	Palmdale Water	\$ 35.06	\$ 42.72		Palmdale Water CC Rep II \$35.06 - \$42.72																			
		PWD CC Rep II Recommendation	\$ 38.70	\$ 47.15	25	PWD CC Rep II Recommendation \$38.7 - \$47.15																			
NEXT ANALYSIS					NEXT ANALYSIS																				
CC Rep III	29	Palmdale Water	\$ 47.16	\$ 57.46		Palmdale Water CC Rep III \$47.16 - \$57.46																			
		PWD CC Rep III	No	change		PWD CC Rep III No change																			
NEXT ANALYSIS					NEXT ANALYSIS																				
Field CC Rep. I	21	Palmdale Water	\$ 31.77	\$ 38.71		Palmdale Water Field CC Rep. I \$31.77 - \$38.71																			
Field Service Technician I					Cucamonga Valley Water \$30.41 - \$39.52																				
Field Operations Technician I					Las Virgenes Municipal Water \$28.64 - \$39.41																				
Meter Reader I					Yorba Linda Water \$30.57 - \$39.13																				
Field Services Technician I					Olivenhain Municipal Water \$26.87 - \$37.56																				
Customer Service Field Representative II					Western Municipal Water \$34.27 - \$48.68																				
Field Services Worker I					SCV Water \$32.84 - \$40.01																				
Field Services Technician I					Desert Water Agency \$29.91 - \$36.42																				
Meter Services Technician I					Eastern Municipal Water \$30.76 - \$38.32																				
Field Customer Care Representative I					Mesa Consolidated Water \$29.29 - \$40.37																				
Customer Service Representative I – Office & Field				Rancho CA Water \$29.12 - \$34.95																					
Customer Service Rep I				Walnut Valley Water \$28.53 - \$39.33																					
Field Service Technician-17				Padre Dam Municipal Water \$31.32 - \$44.35																					
Water service representative				LADWP \$43.85 - \$58.02																					
		Agencies Comparison Results		\$36.43																					
		Min based on %		\$ 32.84																					
		Closest PWD Range		22																					
		Range Difference 75%		1																					
		PWD Field CC Rep. I Recommendation	\$ 33.37	\$ 40.66	22	PWD Field CC Rep. I Recommendation \$33.37-\$40.66																			
NEXT ANALYSIS					NEXT ANALYSIS																				
Field CC. Rep. II	24	Palmdale Water	\$ 36.84	\$ 44.89		Palmdale Water Field CC. Rep. II \$36.84 - \$44.89																			
		PWD Field CC. Rep. II Recommendation	\$ 38.70	\$ 47.15	25	PWD Field CC. Rep. II Recommendation\$38.7-\$47.15																			

[illegible]

Position	Range #	Min	Max	75%	Recommendation	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
Customer Care Supervisor	36	Palmdale Water	\$ 11,549.23	\$ 14,071.59		\$7,048.17	\$7,404.99	\$7,779.86	\$8,173.71	\$8,587.51	\$9,022.24	\$9,478.99	\$9,958.87	\$10,463.04	\$10,992.73	\$11,549.23	\$12,133.92	\$12,748.20	\$13,393.59	\$14,071.65	\$14,784.03	\$15,532.47	
No equivalent position		Cucamonga Valley Water	\$ -	\$ -		Cucamonga Valley Water \$0 - \$0																	
Customer Service Office Supervisor		Las Virgenes Municipal Water	\$ 10,174.97	\$ 13,229.45		Las Virgenes Municipal Water \$10174.97 - \$13229.45																	
Customer Service Supervisor		Yorba Linda Water	\$ 9,121.83	\$ 11,676.75		Yorba Linda Water \$9121.83 - \$11676.75																	
No equivalent position		Olivenhain Municipal Water	\$ -	\$ -		Olivenhain Municipal Water \$0 - \$0																	
Customer Service Supervisor		Western Municipal Water	\$ 7,961.83	\$ 11,849.17		Western Municipal Water \$7961.83 - \$11849.17																	
Customer Service Supervisor		SCV Water	\$ 9,325.00	\$ 11,364.00		SCV Water \$9325 - \$11364																	
No equivalent position		Desert Water Agency	\$ -	\$ -		Desert Water Agency \$0 - \$0																	
Customer Service Supervisor		Eastern Municipal Water	\$ 7,876.27	\$ 9,812.40		Eastern Municipal Water \$7876.27 - \$9812.4																	
No equivalent position		Mesa Consolidated Water	\$ -	\$ -		Mesa Consolidated Water \$0 - \$0																	
Customer Service Supervisor		Rancho CA Water	\$ 7,640.53	\$ 9,168.64		Rancho CA Water \$7640.53 - \$9168.64																	
Customer Service Supervisor		Walnut Valley Water	\$ 8,726.00	\$ 12,029.00		Walnut Valley Water \$8726 - \$12029																	
No equivalent position		Padre Dam Municipal Water	\$ -	\$ -		Padre Dam Municipal Water \$0 - \$0																	
Supervising Water Service Representative		LADWP	\$ 9,054.96	\$ 13,940.88		LADWP \$9054.96 - \$13940.88																	
Agencies Comparison Results					\$10,673.95																		
Min based on %					\$ 9,624.84																		
Closest PWD Range					33																		
Range Difference 75%					no change	37																	
PWD Customer Care Supervisor Recommendation			\$ 12,133.92	\$ 14,783.98		PWD Customer Care Supervisor Recommendation\$ 12133.92-\$ 14783.98																	

Position	Range #	Min	Max	75%	Recommendation	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42					
Engineering Technician I	25	Palmdale Water	\$ 38.70	\$ 47.15																											
Engineering Technician 1		Cucamonga Valley Water	\$ 34.24	\$ 44.52																											
Engineering Technician 1		Las Virgenes Municipal Water	\$ 39.45	\$ 54.09																											
No Equivalent Position		Yorba Linda Water																													
Engineering Technician I		Olivenhain Municipal Water	\$ 34.58	\$ 48.38																											
Engineering Technician I		Western Municipal Water	\$ 35.98	\$ 51.12																											
Engineering Technician I		SCV Water	\$ 36.26	\$ 44.17																											
Engineering Technician I		Desert Water Agency	\$ 35.53	\$ 43.29																											
Engineering Technician I		Eastern Municipal Water	\$ 37.40	\$ 46.59																											
No Equivalent Position		Mesa Consolidated Water																													
Engineering Technician I		Rancho CA Water	\$ 36.27	\$ 43.52																											
No Equivalent Position		Walnut Valley Water																													
Engineering Technician-20		Padre Dam Municipal Water	\$ 35.33	\$ 49.97																											
Civil Eng. Drafting Tech		LADWP	\$ 42.85	\$ 56.62																											
		Agencies Comparison Results			\$43.33																										
		Min based on %			\$ 39.07																										
		Closest PWD Range			26																										
		Range Difference 75%			1																										
		PWD Engineering Technician I Recommendation	\$ 40.66	\$ 49.54		26																PWD Engineering Technician I Recommendation \$40.66 - \$49.54									
		NEXT ANALYSIS																													
Engineering Tech II	28	Palmdale Water	\$ 44.88	\$ 54.68																											
		PWD Engineering Tech II Recommendation	\$ 47.16	\$ 57.46		29																PWD Engineering Tech II Recommendation \$47.16 - \$57.46									
		NEXT ANALYSIS																													
Engineering Technician III	31	Palmdale Water	\$ 52.05	\$ 63.42																											
		PWD Engineering Tech III Recommendation	\$ 54.69	\$ 66.63		32																PWD Engineering Tech III Recommendation \$54.69 - \$66.63									
		NEXT ANALYSIS																													
Construction Inspector Trainee	25	Palmdale Water	\$ 38.70	\$ 47.15																											
		PWD Construction Inspector Trainee Recommendation	\$ 40.66	\$ 49.54		26																PWD Construction Inspector Trainee Recommendation 40.66 49.54									
		NEXT ANALYSIS																													
Construction Inspector I	27	Palmdale Water	\$ 42.72	\$ 52.05																											
Engineering Inspector I		Cucamonga Valley Water	\$ 37.06	\$ 48.17																											
Facilities Inspector		Las Virgenes Municipal Water	\$ 44.66	\$ 61.47																											
No Equivalent Position		Yorba Linda Water																													
Inspector I		Olivenhain Municipal Water	\$ 34.58	\$ 48.38																											
No Equivalent Position		Western Municipal Water																													
Inspector I		SCV Water	\$ 44.17	\$ 53.80																											
Construction Inspector I		Desert Water Agency	\$ 41.17	\$ 50.19																											
Construction and Safety Inspector I		Eastern Municipal Water	\$ 41.25	\$ 51.36																											
Construction Inspector		Mesa Consolidated Water	\$ 42.41	\$ 58.46																											
Construction Inspector I		Rancho CA Water	\$ 39.04	\$ 46.84																											
Construction Inspector 1		Walnut Valley Water	\$ 34.76	\$ 47.92																											
Construction Inspector-18		Padre Dam Municipal Water	\$ 32.73	\$ 46.30																											
Engineer Designer		LADWP	\$ 49.71	\$ 61.76																											
		Agencies Comparison Results			\$49.71																										
		Min based on %			\$ 44.82																										
		Closest PWD Range			28																										
		Range Difference 75%			1																										
		PWD Construction Inspector I Recommendation	\$ 44.88	\$ 54.68		28																PWD Construction Inspector I Recommendation\$44.88-\$54.68									
		NEXT ANALYSIS																													
Construction Inspector II	30	Palmdale Water	\$ 49.54	\$ 60.36																											

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		Range			75%	Recommendation																												
Position		#	Min	Max			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34									
Account Technician	23	Palmdale Water	\$ 35.06	\$ 42.72			\$24.82	\$26.07	\$27.39	\$28.78	\$30.23	\$31.77	\$33.37	\$35.06	\$36.84	\$38.70	\$40.66	\$42.72	\$44.88	\$47.16	\$49.54	\$52.05	\$54.69	\$57.46	\$60.36									
Account Clerk I		Cucamonga Valley Water	\$ 27.01	\$ 35.10			Palmdale Water \$35.06 - \$42.72																											
Accounting Technician		Las Virgenes Municipal Water	\$ 33.19	\$ 43.45			Cucamonga Valley Water \$27.01 - \$35.1																											
Accounting Assistant I		Yorba Linda Water	\$ 30.57	\$ 39.13			Las Virgenes Municipal Water \$33.19 - \$43.45																											
Accountant I		Olivenhain Municipal Water	\$ 34.58	\$ 48.38			Yorba Linda Water \$30.57 - \$39.13																											
Accounting Technician I		Western Municipal Water	\$ 28.19	\$ 40.05			Olivenhain Municipal Water \$34.58 - \$48.38																											
Accounting Technician II		SCV Water	\$ 34.51	\$ 42.04			Western Municipal Water \$28.19 - \$40.05																											
Accounting Clerk II		Desert Water Agency	\$ 32.97	\$ 40.19			SCV Water \$34.51 - \$42.04																											
Finance Tech II		Eastern Municipal Water	\$ 33.92	\$ 42.24			Desert Water Agency \$32.97 - \$40.19																											
Accounting Tech II		Mesa Consolidated Water	\$ 30.77	\$ 42.41			Eastern Municipal Water \$33.92 - \$42.24																											
Accounting Clerk II		Rancho CA Water	\$ 33.72	\$ 40.46			Mesa Consolidated Water \$30.77 - \$42.41																											
Accounting Technician II		Walnut Valley Water	\$ 33.09	\$ 45.61			Rancho CA Water \$33.72 - \$40.46																											
Accounting Specialist-18		Padre Dam Municipal Water	\$ 32.73	\$ 46.30			Walnut Valley Water \$33.09 - \$45.61																											
Management Aide		LADWP	\$ 31.60	\$ 50.59			Padre Dam Municipal Water \$32.73 - \$46.3																											
		Agencies Comparison Results		\$39.35			LADWP \$31.6 - \$50.59																											
		Min based on %		\$ 35.48																														
		Closest PWD Range		24																														
		Range Difference 75%		1																														
		PWD Account Technician Recommendation	\$ 36.84	\$ 44.89		24	PWD Account Technician Recommendation \$36.84 - \$44.89																											
		NEXT ANALYSIS \$ - \$																																
Acct Payable Tech	23	Palmdale Water	\$ 35.06	\$ 42.72			Palmdale Water \$35.06 - \$42.72																											
Account Clerk II		Cucamonga Valley Water	\$ 31.62	\$ 41.11			Cucamonga Valley Water \$31.62 - \$41.11																											
Sr. Accounting Technician		Las Virgenes Municipal Water	\$ 39.45	\$ 54.06			Las Virgenes Municipal Water \$39.45 - \$54.06																											
Accounting Assistant II		Yorba Linda Water	\$ 42.14	\$ 53.94			Yorba Linda Water \$42.14 - \$53.94																											
Accountant I		Olivenhain Municipal Water	\$ 34.58	\$ 48.38			Olivenhain Municipal Water \$34.58 - \$48.38																											
Accounting Technician II		Western Municipal Water	\$ 32.63	\$ 46.37			Western Municipal Water \$32.63 - \$46.37																											
Accounting Technician II		SCV Water	\$ 34.51	\$ 42.04			SCV Water \$34.51 - \$42.04																											
Accounting Clerk II		Desert Water Agency	\$ 32.97	\$ 40.19			Desert Water Agency \$32.97 - \$40.19																											
Finance Tech II		Eastern Municipal Water	\$ 33.92	\$ 42.24			Eastern Municipal Water \$33.92 - \$42.24																											
Accounting Tech II		Mesa Consolidated Water	\$ 30.77	\$ 42.41			Mesa Consolidated Water \$30.77 - \$42.41																											
Accounting Clerk II		Rancho CA Water	\$ 33.72	\$ 40.46			Rancho CA Water \$33.72 - \$40.46																											
Accounting Technician II		Walnut Valley Water	\$ 33.09	\$ 45.61			Walnut Valley Water \$33.09 - \$45.61																											
Accounting Specialist-18		Padre Dam Municipal Water	\$ 32.73	\$ 46.30			Padre Dam Municipal Water \$32.73 - \$46.3																											
Management Aide		LADWP	\$ 31.60	\$ 50.59			LADWP \$31.6 - \$50.59																											
		Agencies Comparison Results		\$41.10																														
		Min based on %		\$ 37.06																														
		Closest PWD Range		25																														
		Range Difference 75%		2																														
		PWD Acct Payable Tech Recommendation	\$ 38.70	\$ 47.15		25	PWD Acct Payable Tech Recommendation \$38.7 - \$47.15																											

		Range			75%	Recommendation	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
Position		#	Min	Max			\$24.82	\$26.07	\$27.39	\$28.78	\$30.23	\$31.77	\$33.37	\$35.06	\$36.84	\$38.70	\$40.66	\$42.72	\$44.88	\$47.16	\$49.54	\$52.05	\$54.69	\$57.46	\$60.36
-			NEXT ANALYSIS				NEXT ANALYSIS \$ - \$																		
Customer Account Technician	24	Palmdale Water	\$ 36.84	\$ 44.89			Palmdale Water \$36.84 - \$44.89																		
No equivalent Position		Cucamonga Valley Water	\$ -	\$ -			Cucamonga Valley Water \$0 - \$0																		
No equivalent Position		Las Virgenes Municipal Water	\$ -	\$ -			Las Virgenes Municipal Water \$0 - \$0																		
Customer Service Representative III		Yorba Linda Water	\$ 40.11	\$ 51.34			Yorba Linda Water \$40.11 - \$51.34																		
Customer Care Representative II		Olivenhain Municipal Water	\$ 30.36	\$ 42.48			Olivenhain Municipal Water \$30.36 - \$42.48																		
Customer Care Representative II		Western Municipal Water	\$ 34.27	\$ 48.68			Western Municipal Water \$34.27 - \$48.68																		
Customer Care Representative II		SCV Water	\$ 36.26	\$ 44.17			SCV Water \$36.26 - \$44.17																		
No equivalent Position		Desert Water Agency	\$ -	\$ -			Desert Water Agency \$0 - \$0																		
Collections Representative I		Eastern Municipal Water	\$ 33.92	\$ 42.24			Eastern Municipal Water \$33.92 - \$42.24																		
Customer Service Representative II		Mesa Consolidated Water	\$ 31.54	\$ 43.47			Mesa Consolidated Water \$31.54 - \$43.47																		
Accounting Clerk II		Rancho CA Water	\$ 33.72	\$ 40.46			Rancho CA Water \$33.72 - \$40.46																		
Accounting Technician II		Walnut Valley Water	\$ 33.09	\$ 45.61			Walnut Valley Water \$33.09 - \$45.61																		
Customer Service Specialist		Padre Dam Municipal Water	\$ 31.32	\$ 37.84			Padre Dam Municipal Water \$31.32 - \$37.84																		
Customer Service Representative		LADWP	\$ 35.17	\$ 50.44			LADWP \$35.17 - \$50.44																		
		Agencies Comparison Results				\$41.16																			
		Min based on %				\$ 37.11																			
		Closest PWD Range				25																			
		Range Difference 75%				1																			
		PWD Customer Account Technician Recommendation	\$ 38.70	\$ 47.15		25	PWD Customer Account Technician Recommendation \$ 38.7 - \$ 47.15																		
-			NEXT ANALYSIS				NEXT ANALYSIS \$ - \$																		
Purchasing Technician	27	Palmdale Water	\$ 42.72	\$ 52.05			Palmdale Water \$42.72 - \$52.05																		
Warehouse and Supply Coordinator		Cucamonga Valley Water	\$ 42.56	\$ 55.35			Cucamonga Valley Water \$42.56 - \$55.35																		
Purchasing/Warehouse Specialist		Las Virgenes Municipal Water	\$ 36.64	\$ 47.96			Las Virgenes Municipal Water \$36.64 - \$47.96																		
Operations Assistant		Yorba Linda Water	\$ 35.45	\$ 45.38			Yorba Linda Water \$35.45 - \$45.38																		
Purchasing/Warehouse Clerk		Olivenhain Municipal Water	\$ 30.36	\$ 42.48			Olivenhain Municipal Water \$30.36 - \$42.48																		
Purchasing Specialist		Western Municipal Water	\$ 45.93	\$ 68.36			Western Municipal Water \$45.93 - \$68.36																		
Purchasing and Warehouse Technician		SCV Water	\$ 36.26	\$ 44.17			SCV Water \$36.26 - \$44.17																		
No equivalent Position		Desert Water Agency	\$ -	\$ -			Desert Water Agency \$0 - \$0																		
Buyer		Eastern Municipal Water	\$ 47.75	\$ 59.46			Eastern Municipal Water \$47.75 - \$59.46																		
Buyer		Mesa Consolidated Water	\$ 40.37	\$ 55.64			Mesa Consolidated Water \$40.37 - \$55.64																		
Warehouse Technician II		Rancho CA Water	\$34.54	\$ 41.45			Rancho CA Water \$34.54 - \$41.45																		
No equivalent Position		Walnut Valley Water	\$ -	\$ -			Walnut Valley Water \$0 - \$0																		
Warehouse Specialist-20		Padre Dam Municipal Water	\$ 35.33	\$ 49.97			Padre Dam Municipal Water \$35.33 - \$49.97																		
Warehouse and toolroom worker		LADWP	\$ 33.43	\$ 44.08			LADWP \$33.43 - \$44.08																		
		Agencies Comparison Results				\$48.48																			
		Min based on %				\$ 43.72																			
		Closest PWD Range				28																			
		Range Difference 75%				1																			
		PWD Purchasing Technician Recommendation	\$ 44.88	\$ 54.68		28	PWD Purchasing Technician Recommendation \$44.88 - \$54.68																		

	Range #		Min	Max	75%	Recommendation	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53						
Accounting Supervisor	36	Palmdale Water	\$ 11,549.23	\$ 14,071.59			\$8,173.71	\$8,567.51	\$9,022.24	\$9,478.99	\$9,958.87	\$10,463.04	\$10,992.73	\$11,549.23	\$12,133.92	\$12,748.20	\$13,393.59	\$14,071.65	\$14,784.03	\$15,532.47	\$16,318.81	\$17,144.95	\$18,012.92	\$18,924.83	\$19,882.89	\$20,889.46	\$21,946.98	\$23,058.05	\$24,225.36	\$25,451.76	\$26,740.25						
Senior Accountant		Cucamonga Valley Water	\$ 10,332.50	\$ 13,432.33			Palmdale Water \$11549.23 - \$14071.59																														
Accounting Supervisor		Las Virgenes Municipal Water	\$ 10,957.31	\$ 14,246.68			Cucamonga Valley Water \$10332.5 - \$13432.33																														
Accounting Supervisor		Yorba Linda Water	\$ 10,843.00	\$ 13,879.92			Las Virgenes Municipal Water \$10957.31 - \$14246.68																														
Accounting Supervisor		Olivenhain Municipal Water	\$ 8,468.01	\$ 12,708.09			Yorba Linda Water \$10843 - \$13879.92																														
Accounting Supervisor		Western Municipal Water	\$ 9,890.17	\$ 14,719.67			Olivenhain Municipal Water \$8468.01 - \$12708.09																														
Senior Financial Analyst		SCV Water	\$ 10,818.00	\$ 13,180.00			Western Municipal Water \$9890.17 - \$14719.67																														
Accounting Supervisor		Desert Water Agency	\$ 10,850.00	\$ 13,199.00			SCV Water \$10818 - \$13180																														
No Equivalent Position		Eastern Municipal Water	\$ -	\$ -			Desert Water Agency \$10850 - \$13199																														
Controller		Mesa Consolidated Water	\$ 11,185.00	\$ 15,419.00			Eastern Municipal Water \$0 - \$0																														
Accounting Supervisor		Rancho CA Water	\$ 10,452.35	\$ 13,797.16			Mesa Consolidated Water \$11185 - \$15419																														
Accounting Supervisor/mgr		Walnut Valley Water	\$ 11,171.00	\$ 15,399.00			Rancho CA Water \$10452.35 - \$13797.16																														
Accounting Manager		Padre Dam Municipal Water	\$ 12,071.00	\$ 17,079.00			Walnut Valley Water \$11171 - \$15399																														
Senior Utility Accountant		LADWP	\$ 10,076.34	\$ 15,275.46			Padre Dam Municipal Water \$12071 - \$17079																														
							LADWP \$10076.34 - \$15275.46																														
		Agencies Comparison Results		\$12,828.18																																	
		Min based on %		\$ 11,567.34																																	
		Closest PWD Range		37																																	
		Range Difference 75%		1																																	
		PWD Accounting Supervisor Recommendation	\$ 12,133.92	\$ 14,783.98		37	PWD Accounting Supervisor Recommendation																														
NEXT ANALYSIS							NEXT ANALYSIS																														
Finance Manager/CFO	45	Palmdale Water	\$ 18,012.92	\$ 21,946.95													Palmdale Water \$18012.92 - \$21946.95																				
Director of Finance		Cucamonga Valley Water	\$ 17,635.50	\$ 22,926.17													Cucamonga Valley Water \$17635.5 - \$22926.17																				
Finance Manager		Las Virgenes Municipal Water	\$ 14,030.55	\$ 19,642.77													Las Virgenes Municipal Water \$14030.55 - \$19642.77																				
Finance Manager		Yorba Linda Water	\$ 16,096.50	\$ 20,604.83													Yorba Linda Water \$16096.5 - \$20604.83																				
Finance Manager		Olivenhain Municipal Water	\$ 13,497.55	\$ 21,528.46													Olivenhain Municipal Water \$13497.55 - \$21528.46																				
Director of Finance		Western Municipal Water	\$ 14,867.17	\$ 22,127.42													Western Municipal Water \$14867.17 - \$22127.42																				
Finance Manager		SCV Water	\$ 13,848.00	\$ 16,872.00													SCV Water \$13848 - \$16872																				
Finance Director		Desert Water Agency	\$ 19,559.00	\$ 23,770.00																							Desert Water Agency \$19559 - \$23770										
Financial Manager		Eastern Municipal Water	\$ 11,091.60	\$ 13,804.17													Eastern Municipal Water \$11091.6 - \$13804.17																				
Chief Financial Officer		Mesa Consolidated Water	\$ 15,804.00	\$ 21,791.00													Mesa Consolidated Water \$15804 - \$21791																				
Chief Financial Officer		Rancho CA Water	\$ 16,992.04	\$ 22,089.30													Rancho CA Water \$16992.04 - \$22089.3																				
Director of Finance		Walnut Valley Water	\$ 15,399.00	\$ 21,227.00													Walnut Valley Water \$15399 - \$21227																				
CFO/Director of Finance		Padre Dam Municipal Water	\$ 15,966.00	\$ 22,168.00													Padre Dam Municipal Water \$15966 - \$22168																				
Principal Utility Accountant		LADWP	\$ 15,489.48	\$ 27,733.86													LADWP \$15489.48 - \$27733.86																				
		Agencies Comparison Results		\$19,540.67																																	
		Min based on %		\$ 17,620.08																																	
		Closest PWD Range		45																																	
		Range Difference 75%		no change																																	
		PWD Finance Manager/CFO	No	change			PWD Finance Manager/CFO No change																														

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Position	Range #	Min	Max	75%	Recommendation	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Information Technology Manager	41	Palmdale Water	\$ 14,784.03	\$ 18,012.87		\$9,022.24	\$9,478.99	\$9,958.87	\$10,463.04	\$10,992.73	\$11,549.23	\$12,133.92	\$12,748.20	\$13,393.59	\$14,071.65	\$14,784.03	\$15,532.47	\$16,318.81	\$17,144.95	\$18,012.92	\$18,924.83	\$19,882.89	\$20,889.46	\$21,946.98	
IT Manager		Cucamonga Valley Water	\$ 13,365.50	\$ 17,375.17												Cucamonga Valley Water \$13365.5 - \$17375.17									
Information Systems Manager		Las Virgenes Municipal Water	\$ 14,740.85	\$ 20,637.19												Las Virgenes Municipal Water \$14740.85 - \$20637.19									
No Equivalent Position		Yorba Linda Water														Yorba Linda Water \$ - \$									
IT Supervisor		Olivenhain Municipal Water	\$ 9,802.17	\$ 14,688.77		Olivenhain Municipal Water \$9802.17 - \$14688.77																			
Deputy Director of Information Services		Western Municipal Water	\$ 14,867.17	\$ 22,127.42												Western Municipal Water \$14867.17 - \$22127.42									
Director Of Technology Services		SCV Water	\$ 18,623.00	\$ 22,691.00												SCV Water \$18623 - \$22691									
Information System Mgr		Desert Water Agency	\$ 13,199.00	\$ 16,077.00												Desert Water Agency \$13199 - \$16077									
Information Technology/DevOps Manager		Eastern Municipal Water	\$ 13,478.40	\$ 16,785.60												Eastern Municipal Water \$13478.4 - \$16785.6									
No Equivalent Position		Mesa Consolidated Water														Mesa Consolidated Water \$ - \$									
Infrastructure Assets Mgr		Rancho CA Water	\$ 14,006.55	\$ 18,488.60												Rancho CA Water \$14006.55 - \$18488.6									
IT Mgr		Walnut Valley Water	\$ 12,330.00	\$ 16,997.00												Walnut Valley Water \$12330 - \$16997									
Information Systems Mgr		Padre Dam Municipal Water	\$ 11,274.00	\$ 15,950.00		Padre Dam Municipal Water \$11274 - \$15950																			
Information Systems Mgr		LADWP	\$ 14,233.20	\$ 20,164.86																					
		Agencies Comparison Results			\$17,444.03																				
		Min based on %		\$ 15,729.51																					
		Closest PWD Range		43																					
		Range Difference 75%		2																					
		PWD Information Technology Manager Recommendation	\$ 16,318.81	\$ 19,882.85	43	PWD Information Technology Manager Recommendation \$16318.81 - \$19882.85																			

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COMMITTEE MEMORANDUM

DATE: December 8, 2025
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO APPROVE CERTIFICATION UPDATES TO RECOMMENDED JOB DESCRIPTIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommends that the full Board approve the proposed changes to certification requirements for the recommended job descriptions.

Alternative Options:

The Committee may choose to leave the requirements as is.

Impact of Taking No Action:

If the current requirements are higher than the proposed changes, this could limit the number of qualified candidates.

Background:

During this year's job description review, the management team was tasked with evaluating the certification requirements for each position to determine what is essential and legally necessary for performing job duties. The objective was to reduce unnecessary or redundant certifications, thereby potentially expanding the pool of qualified candidates.

Additionally, the review process identified inconsistencies in the timeframes allowed for obtaining required certifications, as well as variations in grace periods across different roles. To address these issues and ensure fairness and consistency, staff recommends the following changes:

- **Standardized Timeframe:** All positions requiring certifications should have a uniform timeframe of six months to obtain them, aligning with the typical initial training period.
- **Extended Allowance for Certain Roles:** In cases where six months is not practical, a one-year allowance may be granted for entry-level and stand-alone positions. These roles often involve unique challenges or require additional time for training, making a longer grace period reasonable.
- **Revised Grace Period Policy:** Currently, some non-entry-level and non-standalone positions are given flexibility to obtain certifications after being designated to the position,

December 8, 2025

while others are not. To maintain consistency, the grace period will now apply only to entry-level and standalone positions. All other roles must meet certification requirements before being considered qualified for the position.

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:

This item has no budget impact.

Supporting Documents:

- Certification recommendation file

Job Title	Specific License or Certification	JD currently lists as required or preferred	Recommendation : Keep, Remove, Edit/change
Assistant Engineer	D2	Required	Edit/Change to prefer
Customer Care Representative 3	AWWA Customer Service Certificate Program	Required	Edit/Change to prefer
Electrician 1	D2	Required	4-5 yrs Electrical Exp. CGEL, certified electrician general license required
Electrician 2	T2	Preferred	5-6 years, D2, T2 Required, CGEL
Electrician 2	D3	Required	Edit/Change to D2
Electrician 3	D3	Required	7+ yrs of exp. T2 requirement
Electrician 3	C-10 contractor license	Required	Edit/Change to CGEL
Engineering Technician 1	D1	Required	edit/change to preferred
Executive Assistant	Board Secretary Certificate from CSDA	Required	Edit/Change, to 1 yr
Field Customer Care Representative 1	D1	Preferred	change to required
Field Customer Care Representative 3	T1	Required	edit/change to preferred
Fleet Equipment Mechanic 1	T1	Preferred	Remove
GIS Coordinator	Microsoft Cert	Required	Edit/remove
GIS Coordinator	ComptTIA A+	Preferred	Edit/remove
GIS Coordinator	Network+ cert	Preferred	Edit/remove
GIS Coordinator	Security+ cert	Preferred	Edit/remove
GIS Coordinator	Developer entry cert & associate certification	Required	Edit/change to 6 months
Lab Analyst 1	CA-NV AWWA , Water Quality Lab Analyst Grade 1	Required	Change to preferred
Lab Analyst 1	D2	Preferred	change to required with same timeframe as T2
Lab Analyst 2	D2	Preferred	change to required
Lab Analyst 2	CA-NV AWWA , Water Quality Lab Analyst Grade 2	Required	Remove; add wording to JD: "Ability to meet and maintain laboratory personnel requirements according to 22 CCR § 64812.00"
Management Analyst-Admin	CA Public Notary	Required	edit/change, timeframe
Network Administrator	Vmware cert	Required	edit/change to preferred
Network Administrator	Desktop Certified Associate Cert	Required	edit/change to preferred
Network Administrator	Desktop Certified Professional Cert.	Required	edit/change to preferred
Network Administrator	Enterprise Associate Cert	Required	edit/change to preferred
Network Administrator	Enterprise Professional Cert	Required	edit/change to preferred
Network Administrator	Developer Entry cert	Required	edit/change to preferred
Network Administrator	Developer Associate Cert	Required	edit/change to preferred
Operations Technician 2	D3	Required	Edit/Change to D2
Operator in Training	D2	Preferred	change to required
Purchasing Technician	D2	Required	edit/change to preferred
Risk & Emg. Mgmt. Admin	D2	Required	edit/change to preferred
Service Worker 2	Rigging & signalman certification	Required	Remove

Service Worker 3	T2	Preferred	change to required
Service Worker 3	Rigging & signalman certification	Required	Remove
Water Quality/Regulatory Affairs Supervisor	T2	Required	Keep, & Add D2 as required.
Water Quality/Regulatory Affairs Supervisor	AWWA Water quality Lab Analyst 1 cert.	Required	Remove
Water Quality/Regulatory Affairs Supervisor	AWWA Water quality Lab Analyst 2 cert.	Preferred	Remove & change to AWWA Water quality Lab Analyst 3, preferred



COMMITTEE MEMORANDUM

DATE: December 8, 2025
TO: **PERSONNEL COMMITTEE**
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION ON A RECOMMENDATION TO APPROVE UPDATES TO JOB DESCRIPTION DUTIES FOR RECOMMENDED POSITIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)***

Recommendation:

Staff recommends that the Committee recommends that the full Board approve the job descriptions updates for the recommended positions.

Alternative Options:

There is no alternative.

Impact of Taking No Action:

The current job description would not accurately reflect current duties, knowledge, and abilities.

Background:

The proposed updates to the attached job descriptions aim to revise the sections on duties, required knowledge, and abilities only. These adjustments are intended to more accurately reflect the responsibilities and competencies (KSAs) associated with each position.

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:

This item has no budget impact.

Supporting Documents:

- Management Analyst-Administration job description redline version
- OIT and Plant Operator Series job description redline version
- Water Quality and Regulatory Affairs Supervisor job description redline version

PALMDALE WATER DISTRICT

MANAGEMENT ANALYST - ADMINISTRATION

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, the Management Analyst assists the Executive Assistant and serves as support to Department Heads and the Board of Directors as assigned, relieving them of a variety of routine administrative details and performs difficult and complex office support work.

Supervision Received and Exercised

Receives immediate supervision from the Executive Assistant.

Examples of Essential Duties

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

- Gather and organize a variety of information and materials for assigned District management positions.
- Establish and maintain a variety of office and Department files.
- Attend Board and Board Committee meetings as needed. Take and transcribe minutes from meetings following as necessary with proper distribution of information directed through Board action.
- Prepare correspondence and memoranda, Board agenda packets and other items as assigned.
- Monitor, update, and ensure accuracy of official District documents such as the Rules and Regulations.
- Make appointments and maintain appointment calendars for department heads, Board of Directors, and other staff, as assigned.
- Receive, sort, and distribute incoming correspondence for the Admin. Department and Board of Directors.
- Administers billing/records and prepares financial reports as needed for JPA's.
- Coordinate activities related to Conflict-of-Interest statements from staff and Board members of JPA's, as assigned.
- Answer telephone and receive office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Review letters, reports, records, and other items for accuracy, completeness, and compliance with established standards; perform variety of special studies and reports.
- Assist in maintaining central filing system.
- Make travel arrangements for District staff and Board of Directors for seminar/conference attendance.
- Serve as back-up administrative support in the absence of the Executive Assistant.
- Maintain inventory for essential materials and supplies.
- Provide notary services as-needed for District-related matters.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office technology and related computer equipment and programs including word processing, spreadsheet, and database applications.
- Principle and practice of record keeping and file records management practices.

Management Analyst

2

- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- English usage, spelling, punctuation, and grammar, including proofreading and principles of business letter writing and report preparation.
- Standard business arithmetic and related record-keeping.

Ability to:

- Operate a variety of office equipment and computers in the performance of work assignments.
- Perform a variety of complex and responsible administrative support work. Pay specific attention to detail.
- Work under specific deadlines to meet agenda preparation requirements. Perform a variety of office management and support functions.
- Type at a rate of 50 words per minute from clear, legible copy.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Perform research and prepare a variety of correspondence.
- Maintain confidentiality when working with sensitive information.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Work irregular or extended hours; occasionally required to change working hours or work overtime.

PHYSICAL REQUIREMENTS

On a continuous basis sit at a 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: [January 27, 2025](#) [December 15, 2025](#)

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.

Operator In Training (OIT)
Plant Operator I & II

FLSA Status: Non-Exempt

JOB SUMMARY

To perform a variety of duties related to the continuous operation and maintenance of the Leslie O. Carter water treatment plant and the distribution system.

Distinguishing Characteristics

Operator In Training (OIT) - This is the entry level in the Plant Operator series. **Typically**, candidates in this level have obtained Water Treatment Operator T-2 and Water Distribution Operator D-2 Certifications; but do not have sufficient Plant Operator experience. The goal for these candidates is to be instructed and overseen by a Plant Operator 1 or higher and obtain the necessary **knowledge** and experience to qualify for T3 and D3 Certifications. (T3 and D3 Certifications are obtained by passing the exams, submitting documentation **proving** they met the requirements **and receiving approval and certification by the State**). The OIT level is distinguished from other Plant Operator levels by their duties. The OIT duties are less than the duties of a Plant Operator 1 and 2. Incumbents work under immediate supervision while learning **maintenance and functional** job tasks and progress to general supervision as procedures and processes in the assigned areas of responsibility are learned and competencies are demonstrated. Positions at this level are flexibly staffed to meet PWD's functional needs.

Plant Operator I - This is the intermediate level in the Plant Operator series. Positions in this level work under immediate supervision while learning operational job tasks. Plant Operator **I** is distinguished from **Plant Operator II** by performing less than the full range of duties assigned to **Plant Operator II**. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes in the assigned area of responsibility are learned, competencies are demonstrated and flexibly staffed **to meet the operational needs of PWD**.

Plant Operator II - This is the journey level in the Plant Operator series. Employees at this level are expected to have good working knowledge of the operation, maintenance, **problem identification and solving** in the WTP and Distribution System. Plant Operator **II** is distinguished from **Plant Operator I** by the assignment of the full range of duties. Employees at this level receive occasional instruction or assistance as new, unusual or unique situations arise. Positions in this level are flexibly staffed and are normally filled by advancement from the Plant Operator **I** level. Employees at this level provide guidance to the Plant Operator **I** and OIT level positions.

~~Under the direction of the Operation Manager plans, organizes and directs work on the control and operations of the WTP and Distribution system within the Operations Department. Performs a variety of technical tasks relative to assigned area of responsibility. Functions as Chief Plant Operator and fills in for the Operations Manager when assigned.~~

Plant Operator Job Descriptions: OIT, Plant Operator I & Plant Operator II

Supervision Received and Exercised

Plant Operator in Training (OIT): Receives immediate supervision from **the Operations Supervisor** or the Operations Manager; may receive technical and functional supervision from a Plant Operator **I or II**.

Plant Operator 1: Receives immediate supervision from the **Operations Supervisor** or the Operations Manager; may receive technical and functional supervision from a Plant Operator **II**. **May exercise technical and functional supervision over OIT.**

Plant Operator 2: Receives general supervision from the **Operations Supervisor** or the Operations Manager; may exercise technical and functional supervision over Plant Operator **I and OIT.**

Examples Of Essential Duties

(Excluding the OIT), Duties may include, but are not limited to, the following:

- Operate Supervisory Control and Data Acquisition (SCADA) computer equipment to control and monitor flow of water treatment and processing of chemicals through the treatment plant and the water distribution system; operate control systems manually, as needed; monitor gauges and meters and record meter readings; maintain shift log.
- Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize and calibrate instruments, analyzers and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.
- Collect samples and perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.
- Oversee sludge pond operation including monitoring of removal and transfer of sludge.
- Receive delivery of chemicals, materials, parts, and supplies; store in accordance with accepted safety standards and requirements.
- Inspect mechanical equipment for proper working order and prepare/submit work orders for mechanical and/or electrical maintenance attention; perform routine maintenance work as necessary.
- Participate in preparation of reports to various external regulatory agencies and District divisions and departments.
- Maintain records and documentation.
- 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.

MINIMUM QUALIFICATIONS

Operator In Training (OIT)

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Certified Water Treatment Operator Grade 2.
- Principles, practices, and regulations related to operating a water distribution system and related facilities in accordance with the scope of duties allowed by a Certified Distribution Operator Grade 2.
- Operating characteristics of a water treatment plant facility including SCADA automated control system, and use of pumps, gauges, and chemical feeds.
- Principles, practices and regulations related to operating a water treatment plant and related facilities.
- Pertinent local, State, and Federal laws, rules and regulations.
- Safety practices and procedures related to the area of assignment.
- Computer use in record keeping and reporting methods.
- Arithmetic and computations including calculation of percentages, decimals, and fractions.

Ability to:

- Perform a variety of skilled duties related to the continuous operation of a water treatment plant.
- Perform preventative maintenance of equipment and analyzers, general housekeeping, and groundskeeping.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem processes and equipment; identify and locate equipment; interpret work orders; remember equipment location.
- Perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.
- Use a computer to maintain required records and documentation; respond to customer questions and complaints.
- Use various hand and power tools to perform basic mechanical maintenance.
- Work assigned shift schedules; be available for overtime.
- Work outdoors in a variety of weather conditions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Plant Operator 1

In addition to the qualifications for OIT:

Plant Operator Job Descriptions: OIT, Plant Operator I & Plant Operator II

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Operator Grade 3.
- Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 3.

Ability to:

- Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade 3 under general supervision as a Shift Operator.
- Work various shift schedules including days, nights, weekends, holidays, etc.

Plant Operator 2

In addition to the qualifications for OIT and Plant Operator 1:

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Plant Operator Grade 4.
- Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 3.

Ability to:

- Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade ~~3~~ **4** as a Shift Operator under limited supervision at a journey level.

Approved: ~~April 8, 2024~~ December 15, 2025

PALMDALE WATER DISTRICT

WATER QUALITY & REGULATORY AFFAIRS SUPERVISOR

FLSA Status: Exempt

JOB SUMMARY

To plan, organize, direct, and supervise water quality laboratory operations and related regulatory compliance activities within the Operations Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised

- Receives general direction from the Operations Manager.
- Exercises direct supervision over assigned professional and technical staff.

Examples of Essential Duties

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

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water quality laboratory operations; implement policies and procedures.
- Plan, prioritize, assign, supervise, and review the work of ~~assigned~~ staff ~~involved in water quality laboratory operations and regulatory compliance activities~~; conduct performance appraisals.
- 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.
- Participate in the selection of staff; provide or coordinate staff training; ~~work with employees to correct deficiencies~~recommend personnel actions; implement discipline procedures as needed.
- Develop, implement, and maintain laboratory quality assurance ~~and~~ quality control, and data integrity programs; maintain required laboratory certification.
- Supervise day-to-day laboratory operations and data reporting.
- Prepare and/or oversee preparation of required internal and external reports regarding water quality; ensure reports are accurate and submitted in a timely ~~fashion~~manner.
- Plan and implement sampling, data gathering, and special testing programs to evaluate and solve water quality problems; assign and/or participate in special water quality monitoring investigations.
- Evaluate and interpret water quality data related to water treatment and distribution systems and watershed water quality studies.

- Participate in development of improved water treatment processes and review monitoring programs related to water supply, distribution and storage; recommend changes in monitoring programs, treatment methods or process control.
- Meets with regulatory agencies while representing the District to assess proposed regulations; provides technical and policy input into the development of new regulations; tracks regulations.
- Maintains a liaison and cooperates with other water utility and trade organizations on issues relating to the interest of the District and water industry ~~and~~; advises management on how proposed statutes and regulations may impact the District's mission.
- Conducts special applied research projects relating to the District's processes and systems, designing and overseeing experiments, modifying equipment, and maintaining records. Prepares, maintains and validates statistical and analytical reports for regional, state and federal agencies.
- Work with commercial laboratories and requisition specialized testing, as appropriate.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- 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.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of analytical chemistry and microbiology; and chemical, physical, and bacteriological characteristics of treated and untreated water. ~~chemical and microbiological laboratory analysis as applied to water quality sampling monitoring.~~
- Principles and practices of water treatment processes and distribution systems; including water quality and regulatory reporting requirements.
- Methods and techniques for recordkeeping and report preparation and writing.
- Equipment, tools, and materials used in chemical and microbiological sampling and environmental laboratory analysis.
- Modern laboratory procedures and equipment, including computer uses and applications used in laboratory testing and analysis such as Laboratory Information Management Systems (LIMS).
- Sample collection/monitoring procedures and sample preservation methods related to water treatment processes.
- Computer applications used in laboratory testing and analysis and water treatment processing problems.
- ~~Modern office procedures, methods, and computer equipment including word processing, database and spreadsheet applications.~~ **ELAP requirements and the 2016 TNI Standard.**

- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances, and rules **and regulations**.

Ability to:

- ~~Organize, implement, and~~ Direct and supervise **the** water quality laboratory **activities** ~~operations~~ and personnel.
- Interpret and follow related regulatory compliance activities required by ELAP requirements and the 2016 TNI Standard.
- Establish and adhere to the 2016 TNI Standard quality control program and standards.
- Read, interpret, and record laboratory data and ensure it is accurately recorded and reported.
- Perform the requirements required as a Technical and Quality Manager (as listed in 22 CCR 64812.00) ~~qualitative and quantitative analysis.~~
- ~~On a continuous basis, know and understand all aspects of the job;~~
- Intermittently analyze work papers, reports and special projects.
- Identify and interpret technical and numerical information.
- Observe and problem solve operational and technical policy and procedures.
- Explain District regulations and policies and requirements of regulatory agencies related to water quality.
- ~~On a continuous basis, sit at desk for long periods of time; intermittently walk, bend, or twist while performing field sampling work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.~~
- 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.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships. ~~with those contacted in the course of work.~~

PHYSICAL Requirements **REQUIREMENTS**

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

Communicate clearly and concisely, both orally and in writing. Must be able to operate a district vehicle.

APPROVED: December ~~January 01, 2016~~ 15, 2025



COMMITTEE MEMORANDUM

DATE: December 8, 2025
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO APPROVE UPDATED STRUCTURE FOR EDUCATION AND EXPERIENCE REQUIREMENTS FOR ALL POSITIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommends that the full Board approve the proposed job level structure, which standardizes education and experience requirements for all positions.

Alternative Options:

The Committee may choose to maintain current requirements, and the District will continue to manually adjust the education and years of experience for positions.

Impact of Taking No Action:

If no changes are made, job descriptions will remain as they are, with minor variations among positions at the same level. This may lead to inconsistencies and limit clarity in role expectations.

Background:

Currently, each job description outlines specific education and experience requirements. Under the proposed approach, every position will be assigned a job level with standardized criteria for education and experience. This framework aligns closely with existing role expectations and requires only minor adjustments. In some cases, the job level structure will reduce the current requirements which will assist in addressing knowledge gaps and adapting to changing workforce demographics. Whenever possible, job levels will define education and experience standards, except where legal or certification mandates require different qualifications. Implementing defined job levels will promote consistency and provide clear guidance for both current and future roles.

Strategic Plan Initiative/Mission Statement:

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

This item directly relates to the District’s Mission Statement.

Budget:

No budget impact.

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT
VIA: Mr. Dennis D. LaMoreaux
RE: Education/Experience Structure Update

December 8, 2025

Supporting Documents:

- Job Level Structure

Job Level Structure

Level	Characteristics	Yrs of Experience	Education
Entry-Level/Trainee	Learning the basics, performs tasks under close supervision, may be currently enrolled in a school program, university, or recent graduate with no direct experience		High school or equivalent: technical certificate or associate degree in related field. Includes interns, enrolled in school or recent graduate.
Level I- Technical Roles	Performs routine or semi-skilled work under close monitoring. Little discretion in task execution.	0-2	High school or equivalent: technical certificate or associate degree in related field.
Level II-Technical Roles	Performs independently within defined parameters	3-4	High school or equivalent: technical certificate or associate degree in related field
Level III- Advance Technician	High independence, performs tasks with limited oversight; may lead or train lower level staff	5+ years with specialization and increasingly responsible experience	High school or equivalent: technical certificate or associate degree in related field or equivalent, increased certification as applicable
Level I -Analyst/Coordinator/Specialist	Entry-level subject matter experts and specialized work.	0-2	High School or equivalent or professional certifications, BA preferred
Level II-Analyst/Coordinator/Specialist	Mid level subject matter experts, specialized work.	3-4	Associate degree and/or professional certifications, BA preferred
Level III-Analyst/Coordinator/Specialist	Mid-Advance Level, supports decision-making, specialized work	5+ years of increasingly responsible experience	Associate degree or equivalent, advanced certifications as applicable, advanced degree preferred
Supervisor	Directly manages staff and oversees day-to-day operations. Acts independently in overseeing team and resources within their designated group	6+ years of increasingly responsible experience; 3 years supervisory/lead capacity	Associate degree or equivalent, supervisory training, advanced certifications as applicable, Bachelor's degree preferred
Manager	Oversees departments/functional areas. Responsible for leading a department by setting goals that align with district-wide strategy, and recommending department budget.	8+ yrs progression in the field; 4 years supervisory/leadership	bachelor's degree or equivalent, leadership training, advanced certifications as applicable, advanced degree preferred
Executive Leadership	Sets direction for the entire district.	10+ yrs progression in the field; 5 years supervisory/leadership	bachelor's degree or equivalent, leadership training, advanced certifications as applicable, advanced degree preferred