



**REGULAR WATER RESOURCES & OPERATIONS COMMITTEE MEETING
WEDNESDAY, APRIL 10, 2019, AT 10:30 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes – March 13, 2019
7. DIRECTOR OF ADMINISTRATION JOB DESCRIPTION – Receive for information and refer to the Board of Directors for approval.
8. UPDATE ON CURRENT PROJECTS PRESENTATION – AGM Ban - Receive for information only.
9. STAFF REPORT – GM Sauer/AGM Ban
10. ADJOURNMENT

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INFORMATION

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE WATER RESOURCES AND OPERATIONS COMMITTEE
Wednesday, March 13, 2019

1. CALL TO ORDER – 10:35 a.m.
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF A QUORUM – A quorum is present
4. APPROVAL OF AGENDA –
MSC¹/Hund/Reynolds 2/0 to approve the Agenda for February 13, 2019, Regular Meeting of the Water Resources and Operations Committee.
5. PUBLIC COMMENT - None
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes – February 13, 2019MSC¹/Reynolds/Hund 2/0 to approve the minutes of February 13, 2019, Regular Meeting of the Water Resources and Operations Committee.
7. RECHARGE IMPACTS – GM Sauer gave the staff report on recharge impacts.
8. WELL 14 UPDATE – AGM Ban briefed the Committee on Well 14.
9. STAFF REPORT – GM Sauer and AGM Ban updated the Committee on the following:
 - CIRP Equipment Purchases
 - Candidate for Lead for the CIRP Crew
 - Recharge Schedule
10. ADJOURNMENT –
MSC¹/Reynolds/Hund 2/0 to adjourn the Regular Meeting of the Water Resources and Operations Committee at 11:10 a.m.

Respectfully Submitted

Curt Sauer, General Manager

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Water Resources & Operations Committee

April 10, 2019

Report to: Committee Members

Prepared by: Curt Sauer / Sarah Johnson

TOPIC: DIRECTOR OF ADMINISTRATION JOB DESCRIPTION

RECOMMENDATION:

Recommend the Committee forward to Board for consideration and approval.

ANALYSIS:

In September 2018, the District's Board of Directors approved the Organizational Assessment Implementation plan. Phase I of the plan is completed and is working as intended. Phase II of the plan is in progress and includes the reclassification of the Human Resources Manager/Contract Administrator to Director of Administration.

This position reclassification is part of the Succession Planning in place as the General Manager and Assistant General Manager - Controller retire within the next 18 months. In phase III of the Organizational Assessment, the Assistant General Manager - Controller position will be phased out, and a new Director of Finance will be created. During this phase, the District will see an increase in personnel costs for administering the District, with a decrease in costs from the upcoming retirement of the Assistant General Manager -Controller in December of 2020.

The Director of Administration will be classified as a Management, Confidential, and Supervisory position. The new position will be responsible for the following programs: Human Resources, Customer Service, Procurement, Risk management, and District-wide administrative support

In addition to the additional programs and responsibilities in Customer Service, Procurement, and Risk Management, this position will be responsible for the direct supervision of five staff members including two Customer Service Representatives, a Field Service Technician, a Contracts & Purchasing Administrator, and a part-time Office Assistant.

In 2015, Koff & Associates completed a compensation study for the District that was board adopted and implemented. The compensation study identified comparator agencies to benchmark positions similar to the District's organizational type, structure; similarity of population, staff, budgets; scope of service provided; labor market and geographic location; and compensation philosophy. We are still successfully utilizing the salary structure proposed by Koff & Associates.

In consideration for the additional responsibilities for the Director of Administration, the following benchmark methodologies were utilized. Staff benchmarked positions from the identified comparator agencies that most consistently match the duties, essential functions, responsibilities, authority, and reporting structure of this position. The identified comparable positions were grouped into the following program responsibilities: Human Resources, Customer Service, Procurement, and Risk management.

The comparable positions of each category were averaged, then a percentage of time allocated to each function was calculated to determine a benchmarked salary amount for that function. All of the functions were added together to come up with a final recommend salary. Please see the attached worksheet.

The findings of this survey revealed that the position's compensation in the market place should be set at a range between Ranges 52 and 53. Staff recommends that the Board approve the Director of Administration job description with the benchmarked salary of range 53.

Director of Administration Compensation Study Comparable Districts as Identified by Koff & Associates

HR Management Comparable	Comparable Positions with Comparable Duties	FLSA Status	Top of Range
Hi- Desert Water District	HR and Risk Mgr.	Exempt	\$ 106,365
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	Administrative Assistant - HR	Non-Exempt	\$ 85,446
Mission Springs Water District	Director of Administrative Services	Exempt	\$ 207,074
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 139,843
Estimation of Time Allocated to HR			65% \$ 90,898
Customer Service Management			
Hi- Desert Water District	Customer Service & Billing Supervisor	Non-Exempt	\$ 80,403
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	CFO	Exempt	\$ 137,458
Mission Springs Water District	CS Mgr.	Exempt	\$ 96,488
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 122,936
Estimation of Time Allocated to CS			15% \$ 18,440
Procurement Management			
Hi- Desert Water District	Purch Mgr.	Non-Exempt	\$ 92,472
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	CFO	Exempt	\$ 137,458
Mission Springs Water District	Director of Administrative Services	Exempt	\$ 207,074
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 147,467
Estimation of Time Allocated to Pro			10% \$ 14,747
Risk Management			
Hi- Desert Water District	HR and Risk Mgr.	Exempt	\$ 106,365
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	CFO	Exempt	\$ 137,458
Mission Springs Water District	Director of Administrative Services	Exempt	\$ 207,074
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 150,246
Estimation of Time Allocated to Risk			10% \$ 15,025
			100% \$ 139,109.77

Additional Information

Disadvantaged Community Status		50% Percentile for the Position	
Hi- Desert Water District	DAC	Top Paid Position	\$ 207,074
Beaumont Cherry Valley Water District	DAC	Lowest Paid Position	\$ 80,403
Indian Wells Valley Water District	not a DAC	50% Percentile	\$ 143,739
Mission Springs Water District	Severly DAC		
Crestline Village Water District	DAC		



JOB DESCRIPTION

POSITION	Director of Administration	CLASS/GROUP	MSC
SALARY RANGE	Range TBD	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	N/A

SUMMARY

Under general direction of the General Manager, the incumbent plans, organizes, coordinates, and manages multiple District administrative programs including human resources, customer service, procurement, risk management, and District-wide administrative support. The incumbent provides responsible and complex administrative and operational support to the General Manager; formulates and implements policies and procedures; oversees Administrative budgets; frequently interacts with staff, consultants, and the general public; and performs related work as assigned. May act as the General Manager when assigned.

DISTINGUISHING CHARACTERISTICS

The position is responsible for performing diverse and complex work involving matters of significance, which will require strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct. This employee must function as a member of the District’s executive management team and participate actively in addressing issues of concern to the District, which at times may not be directly related to the employee’s area of specialization. The incumbent is responsible for handling extremely complex, sensitive, and confidential tasks with tact and discretion.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the General Manager. This position will supervise, lead, and provide training for assigned employees.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Assumes managerial and supervisory responsibility for the District’s Administrative programs including human resources; customer service; procurement, risk management, and administrative support programs.
- Plans, directs, and coordinates, through subordinate staff, the Administrative programs’ work plans; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the District; recommends, administers, maintains, interprets, performs periodic reviews, updates, and implements various District policies and procedures while ensuring regulatory and legal requirements are met.

- Selects, trains, and directs assigned staff, including temporary employees; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; and responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; recommends within District policy, appropriate service and staffing levels; identifies opportunities and recommends opportunities for improvement.
- Manages the District-wide administration of the Human Resources function including but not limited to strategic management; workforce planning, recruitment, selection, and employment lifecycle processes; compensation and benefits; performance management; training and development; employment investigations; policy and procedure formulation, employee and labor relations; and risk management.
- Acts as a primary liaison to the union representatives; develops and maintains an effective working relationship with the union; oversees negotiations, grievances, and compliance with applicable local, state, and federal employment laws.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs, manages, supervises, and coordinates the activities and operations of the Customer Service program including but not limited to, account maintenance, payment processing, resolution of customer issues and concerns, meter reading, meter installation, maintenance, and repair, coordinates assigned activities with other divisions, departments, and outside agencies, and the general public.
- Researches, analyzes, and resolves all escalated customer issues including those from subordinate staff, superiors, or the Board; communicates results of analysis and the decision reached verbally or in written format to the customer, superiors, and the Board as required; provides feedback to other division personnel on how their actions positively or negatively impacted a District customer.
- Oversees the procurement functions and activities, administers the request for proposals process for contracted services; evaluates proposals and recommends award; participates in the preparation and negotiations of contracts; administers contracts to ensure compliance with District specifications, policies, and procedures and service quality.
- Administers District-wide risk management program including general liability, property, auto, and workers compensation programs; oversee Department of Transportation driving program; report accidents, violations or infractions as required; administer OSHA documentation and reporting requirements; and participate with the formulation and implementation of District's safety policies.
- Provide highly complex staff assistance to the General Manager; develops and reviews staff and regulatory reports related to assigned activities and services; presents to the Board of Directors; performs a variety of public relations work related to assigned activities.
- Manages the District's Administrative documentation processes by preparing, maintaining, and/or completing various documents; reviewing, reconciling, approving/denying, a variety of documents, reports, invoices, timecards, requests, etc.; and administers filing and recordkeeping procedures in accordance with record retention requirements.
- Attends and participates in professional organizations and group meetings; stays abreast of new trends, innovations, and laws in the field of administrative services; monitors changes in regulations that may affect District operations; and implements policy and procedural changes after approval.

- Collaborate with legal counsel for proactive professional advice on critical strategic and various legal issues in an effort to support the District.
- Oversees and participates in the development and administration of the departmental budgets; monitors and approves expenditures for assigned budgets.
- Responds to outside agency requests and coordinates appropriate processes; interfaces with the public and Board of Directors.
- Provides wide-ranging assistance to staff and the general public in person, on the phone, or by email regarding the Districts human resources, customer service, procurement, risk management, and District-wide administrative support programs.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Five (5) years of increasingly responsible experience managing and/or supervising administrative services functions.
- Public agency experience highly desired.

Education and/or Training:

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited four-year college or university with major coursework in business management, public administration, human resources management, or closely related field.

Certificates, Licenses, Registration:

- A Certification such as PHR, SPHR, SHRM-CP, SHRM-SCP, IPMA-CP highly desirable.

Other Requirements: Must possess and maintain a California Class "C" Commercial Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Principles, practices, and techniques of managing effective District-wide administrative practices including human resources, customer service, procurement, risk management, and general administration.
- Administrative principles and practices, including goal setting; program development; and budgetary development and controls.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and training in workplace procedure.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.

Skills in:

- Possess strong organizational skills.
- Possess strong computer skills in Word, Excel, and PowerPoint.
- Possess college-level writing skills both in the drafting of technical documents and professional correspondence.
- Possess strong verbal and written communication skills.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Administer complex and technical administrative services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvement in processes and procedures.
- Analyze, interpret, summarize, and present administrative information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical reports.
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and technique.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of administrative records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and monitor budgets.
- Communicate clearly, concisely, and effectively, both orally and in writing and give presentations to small and large groups.
- Maintain the highest degree of confidentiality and professional discretion.
- Travel to attend meetings, conferences, training, and other relevant events.
- Establish and maintain cooperative, respectful and effective working relationships with those contacted in the course of work including District employees, officials, vendors, and the general public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and have sufficient finger/hand coordination and dexterity to operate office equipment such as computer terminals, copiers, and fax machines on a regular basis. Ability to stoop, kneel and crouch occasionally. Ability to communicate orally with district members, co-workers, and the public in

face-to-face one-to-one setting; by telephone and in a group setting (gives instructions and information and responds to questions). Requires normal range hearing and vision.

Work Environment:

- **Outside:** On seldom occasion standing, walking, climbing may be required during inspection tours of facilities. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours and attend evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date