

MEMORANDUM OF UNDERSTANDING

ON

**WAGES, HOURS AND OTHER TERMS AND
CONDITIONS OF EMPLOYMENT**

**MANAGEMENT AND CONFIDENTIAL EMPLOYEES
AFSCME, LOCAL 1**

AND

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

July 1, 2024 through June 30, 2029

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CHAPTER 1. ADMINISTRATIVE

1.1 PREAMBLE

This Memorandum of Understanding (MOU) is prepared between representatives of the Georgetown Divide Public Utility District (GDPUD) and the American Federation of State, County and Municipal Employees (AFSCME), Council 57, Local 1. Full consideration has been given to salaries, employee benefits and other terms and conditions of employment.

1.2 RECOGNITION

Pursuant to the provisions of the Employer - Employee Relations Rules and Regulations of GDPUD and applicable State laws, AFSCME, Council 57, Local 1 is acknowledged by the GDPUD as the exclusive representative of the employees in the classifications designated in Appendix A of this agreement for purposes of establishing wages, hours and conditions of employment.

1.3 IMPLEMENTATION

This Memorandum of Understanding (MOU) constitutes a mutual recommendation by the parties, to the District Board, a resolution be adopted accepting this MOU and effecting the changes enumerated herein relative to wages, benefits and other terms and conditions of employment for the employees represented by the AFSCME, Council 57, Local 1.

1.4 EFFECTIVE AND TERMINATION DATES

This Memorandum of Understanding shall become effective July 1, 2024 and will continue in effect through June 30, 2029 with respect to all employees represented by AFSCME, Council 57, Local 1. During the period covered by the Memorandum of Understanding (MOU), any items concerning wages, hours, and terms and conditions of employment provided by this Memorandum of Understanding (MOU) shall remain in effect unless the parties mutually agree to revise this Memorandum of Understanding (MOU), subject to the limitations expressed in Section 3504 of the Government Code.

1.5 RATIFICATION BY MEMBERS

This MOU shall be presented by the Union to Union Members for ratification, and shall thereafter be presented to the GDPUD Board of Directors, as the joint recommendations of the undersigned for salary and employee benefit and conditions of employment adjustments for the period of the Agreement. The employees covered under this MOU shall be those positions set forth on the salary schedule included in the attached Exhibit A. Unless otherwise indicated herein, all provisions shall become effective on July 1, 2024.

1.6 DISTRICT RIGHTS

The parties hereto recognize the District has and will retain the exclusive right to manage and direct the performance and assignment of District services and the work forces

performing such services, unless the District has specifically delegated, abridged or modified any such right by this Agreement.

The Management and the Union recognize that the District retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level; of the manner in which the District's activities are conducted, managed, and administered. The Management and Union recognize the exclusive right of the District to establish and maintain rules and procedures for the administration of the District during the term of the Agreement.

The District retains solely and exclusively all the rights, powers and authority exercised or held by law, except as expressly limited by a specific provision of the MOU. Without limiting the generality of the foregoing, the rights, powers and authority retained solely and exclusively by the District and not abridged herein include but are not limited to the following:

- A. To manage and direct District business and personnel; and
- B. To manage, control, and determine the mission of the District, building facilities, and operation; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to direct the work force; and
- C. To increase or decrease the work force and determine the number of employees needed; and
- D. To hire, transfer, promote, classify positions, and maintain the discipline and efficiency of District employees; and
- E. To establish work standards, schedules of operation and reasonable workload; and
- F. To specify or assign work requirements and to schedule working hours and shifts, to adopt rules of conduct; and
- G. To determine the type and scope of work to be performed by District employees and the services to be provided; and
- H. To determine. the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.
- I. To hire volunteers, independent contractors, laborers, part-time help etc. to complete and perform work on behalf of the District, excluding duties performed by members of the bargaining unit, when it is an emergency.

Nothing in this Article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the District by any law regulating, authorizing or empowering the District to act or refrain from acting.

1.7 DEFINITIONS

ANNIVERSARY DATE - Shall mean the date the employee starts their position for regular service.

AT WILL EMPLOYEE - Means temporary, extra help, probationary and part-time employees, whose employment relationship with the District may be terminated at any time, with or without cause.

BASE HOURLY RATE - Shall mean the hourly rate corresponding to the salary range to which the employee is assigned.

DEMOTION - Shall mean a decrease in the duties and responsibilities assigned to an employee and a downward change in their classification and salary range.

EXEMPT EMPLOYEE - Are not subject to overtime pay laws and are not protected by wage and hour laws. Exempt employees are salaried and receive a fixed amount each pay period, regardless of how many hours they work. They are also not entitled to meal and rest breaks, certain record-keeping rights, or other legal protections that nonexempt employees receive

FULL-TIME WORK - Shall mean forty (40) hours per calendar week, except holidays and alternate work schedules.

HOLIDAYS - Shall mean any holiday recognized by the District.

HOURLY EMPLOYEE - Shall mean any employee that is compensated at an hourly rate.

HR MANAGER – Shall refer to the position of General Manager

INDEPENDENT CONTRACTOR - Means a non-employee who provides independent contractual services to the District (includes consultants). The contractor, not the District, is responsible for: (1) tax and social security withholding, and (2) health, unemployment, and worker's compensation insurance. An individual under this status receives no District benefits.

NON-EXEMPT EMPLOYEE – Shall mean any employee who does not meet the requirements for exempt status under applicable law, who is paid on an hourly basis, and who is eligible for overtime.

OVERTIME - means time worked for which the employee is entitled to pay at a rate of time and one-half their regular rates of pay in accordance with the California Department of Industrial Relations.

The employee is entitled to pay at a rate of time and one-half their regular rates of pay. In excess of:

- A. 8 hours for a 5/8 schedule and/or 40 hours in a week,

- B. 8 or 9 hours for a 9/80 schedule and/or 80 hours in a 2-week 9/80 cycle.
- C. 10 hours for a 4/10 schedule and/or 40 hours in a week.

Overtime that is in excess of 12 hours in a day or on the 7th consecutive day of work the employee will receive double their regular rate of pay for those hours worked per the California Department of Industrial Relations.

PART-TIME EMPLOYEE - Means an employee working less than 1,000 hours per year. Part-time employees are not eligible for benefits, except as otherwise required by law. Part-time employees are at-will employees and may be dismissed at any time, with or without cause.

PAY PERIOD - Means 14 calendar days from 7:30 a.m. Monday to 7:29 a.m. the second Monday thereafter and including the normal eighty (80) hour bi-weekly pay cycle.

PROBATIONARY PERIOD - Newly hired employees to the District will have a twelve (12) month probation period.

PROMOTED EMPLOYEES- within the District that have already passed their initial probation will have a twelve (12) month probation; however, the General Manager may reduce the probationary period at their discretion.

REGULAR EMPLOYEE - An employee of the district who is hired for continuous service and is offered the District's benefit program.

SATISFACTORY SERVICE - Means meeting the work, performance and conduct standards established by the District.

SALARY - Compensated based on a yearly amount shall be paid in 26 periods per calendar year.

1.8 RENEGOTIATION

In the event either Party desires to negotiate a successor agreement at the end of the term of this Agreement, which expires on June 30, 2029, such Party shall serve upon the other during the period January 1 to February 1 of 2029, its written request to begin negotiations. Negotiations for a successor agreement may be postponed upon written notice by the other Party within thirty (30) days of receipt of the written request. In the event the other Party does not send a written notice to postpone, the requesting Party shall submit its initial proposals within thirty (30) days after its written request to begin negotiations.

Negotiations shall commence the later of thirty (30) days after such receipt of the initiating Party's written request to begin negotiations or March 3, 2029. Nothing herein precludes the parties from mutually agreeing, at any time, to postpone the negotiations for a successor agreement.

CHAPTER 2. COMPENSATION -WORKING CONDITIONS

2.1 COMPENSATION

The classifications, salaries, ranges and steps of the employees within the bargaining unit are included in the attached Appendix A. Step increases are available to employees that have at a minimum of one year of continuous service in the existing step. Available step increases will be provided on a calendar year basis upon receipt of a "meets standards" or better performance review and qualified employees will be provided a step increase on the first full pay period following their anniversary date. The General Manager may provide additional step increases in recognition of outstanding service at their discretion and/or to adjust for inequities.

The following equity increases are proposed as follows for the first full pay period in the month of July for each year:

	Total Increase	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28
HR/IT Specialist	3.50%	1.17%	1.17%	1.17%	0%	0%
Office Manager	11%	3.66%	3.66%	3.66%	0%	0%
Ops Manager	15%	5.00%	5.00%	5.00%	0%	0%
Admin Aide 3	13%	4.33%	4.33%	4.33%	0%	0%
WR Manager	16%	5.33%	5.33%	5.33%	0%	0%
Admin Aide 1	13%	4.33%	4.33%	4.33%	0%	0%
Executive Assistant	27%	9.00%	9.00%	9.00%	0%	0%
Admin Aide 2	13%	4.33%	4.33%	4.33%	0%	0%

2.2 WORK WEEK

The work week means a seven (7) day period beginning at 7:30 a.m. on each Monday and ending at 7:29 a.m. on the following Monday.

The standard working day shall be from 7:30 a.m. to 4:30 p.m. or as necessary to conduct District business.

The District shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the District. The District may change work schedules based on the needs of the business following the process as outlined in MMBA 3504 & 3505. An employee shall:

- A. Work the hours and job duties assigned per the operational needs of the District.
- B. Work such additional hours or job duties as the District may request, if available.

- C. Understand that nothing in these policies shall be construed as a restriction on the District's right to schedule workdays. The parties understand that changes to the District work schedule may be implemented to minimize and/or reduce overtime.

Attendance - It shall be the responsibility of each employee to be prompt and in regular attendance on the job.

Time Cards - It is the employees' responsibility to sign their time cards and to certify the accuracy of all time recorded. The employee's supervisor will review and then sign the timecard before submitting it for payroll processing.

Alternate Work Schedule

The District's typical full-time workweek consists of five, eight-hour workdays, 8:00 am to 5:00 pm, Monday through Friday however, alternative work schedules as outlined in this MOU, are permissible with the approval of the General Manager.

The General Manager may implement alternative work schedules (AWS) for employees (as defined below) in their department so long as adequate staffing is provided and the AWS is in conformance with the following provisions:

- A. In the interest of consistency and efficiency, use of AWS shall not result in significant variation in a work schedule or adversely affect service delivery.
- B. The proposed AWS must first be submitted to the General Manager for approval prior to being implemented.
- C. The General Manager/Human Resources shall assure that records documenting the time of day and day of week on which the employee's workweek begins shall be kept for each employee placed on an AWS.

Granting and continuing an AWS is at the discretion of the General Manager. Although scheduling options may vary from department to department depending upon the specific operational requirements, there are two available alternative work schedules that differ from the usual, Monday through Friday, 8:00 am to 5:00 pm work schedule, "9/80", "4/10":

- A. "9/80" Schedule: Employees will work eight 9-hour days and one 8-hour day every two weeks and have one regularly scheduled day off (RDO) every other week which always falls on the same day of the week as the 8-hour workday on the opposite week during the pay period. The employee's RDO may not be changed for any purpose unless the change is intended to be permanent. The start of the workweek is deemed to be midway (4 hours) into the employee's 8-hour day. The workweek ends seven days later midway through the employee's next 8-hour regular day off (RDO). Whenever the beginning of an employee's workweek changes, e.g. changing to or from an alternative work schedule, a situation in which one or more hours or days falls in both the "old" workweek as previously constituted and the "new"

workweek occurs, a computation of overtime due to overlapping workweeks must be done. Contact the Payroll Division for help with overlapping workweek overtime computations.

- B. "4/10" Schedule: Employees will work four 10-hour days per work week and have one day off per work week.

The RDO or additional day off may or may not coincide with the traditional weekend days.

AWS is at the discretion of the District and any changes to the schedule will require proper notification per MMBA.

2.3 OVERTIME HOURS/AUTHORIZATION

The District shall pay the Confidential employees (Administrative Aide Classification) overtime compensation at the rate of one and one-half (1 ½) times the regular rate of pay, for all work in excess of 8 hours for 5/8, 8 or 9 for 9/80 and 10 for 4/10 schedules and in excess of 40 hours per workweek, to the extent required under California Department of Industrial Relations. The District may request employees to work overtime to meet the operational needs of the District.

Overtime work for non-exempt employees must always be approved by the General Manager before the work is performed unless there is an emergency.

Management employees (Office Manager and Operations Manager Classifications) shall not be entitled to overtime compensation for any hours of work in excess of forty (40) hours per week for a 5/8 or 4/10 schedule of 80 hours in a two-week period for a 9/80 schedule.

2.4 MEAL PERIODS

Management and Confidential Employee will be allowed up to a 1-hour unpaid lunch period. No employee may work longer than 5 hours without taking a lunch break.

The District shall establish lunch periods for the Confidential Employees to ensure continuous customer service functions of the District throughout the public office hours each day.

Combining or "banking" meal periods from day to day, saving meal periods to shorten workdays, or requesting compensatory time or overtime for work performed during meal periods shall not be allowed.

2.5 COSTS OF JOB REQUIRED CERTIFICATES AND LICENSES

It is agreed that, with prior written approval, the District will reimburse employees for special training, licenses and certificates that employees are required to maintain as a condition of continued employment so long as the employee successfully completes all phases of the training, license and certification including passing required examinations.

- A. Educational Expense Reimbursement - If the purpose of the training is to prepare the employee for advancement through upgrading the employee to a higher skill level, expenses for travel will not be eligible for reimbursement. Attendance at this type of training is voluntary and nonattendance will not adversely affect the employee's present working conditions or the continuance of his employment. The employee's time for this type of training is not considered work time and appropriate leave must be scheduled with the employee's supervisor. Driving time to and from this type of training is not considered as work time and is not compensable.
- B. The District will consider reimbursement for tuition expenses for this type of training upon successful completion of the training. Authorization for reimbursement must be received in advance and in writing. Meals are not reimbursable unless they are included in the tuition.
- C. License/Certificate Maintenance Expense Reimbursement - If the purpose of the training is to maintain a certificate that is a requirement of the employee's current position, travel expenses are eligible for reimbursement with prior authorization. Training is to be scheduled by the employee and shall not conflict with the workload of the District. Training will be scheduled within a 100 mile radius of the District unless approved by the General Manager. The employee may request the use of a District vehicle, if available. When two or more employees are attending a training session, the employees will ride together in a District vehicle and only the driver will be paid driving time. The employees may decide who the driver is. Driving responsibility shall not be divided between more than two employees per round trip. Time spent at training to maintain a required certificate is considered work time and the employee is not required to schedule leave. The meal period while at training to maintain a required certificate is not considered work time. Meals are not reimbursable, unless they are included in the tuition.
- D. College Expense Reimbursement-If the purpose of the college course is to prepare the employee for current job duties or to prepare the employee for advancement through upgrading the employee to a higher skill level within the District, Reimbursement will be considered on a case by case basis and will not to exceed \$3,000 per fiscal year when the employee receive a grade C or better or a Pass in a pass/fail system. Any reimbursement will require advanced written approval from the General Manager and then the employee's supervisor. The employees time in transit to/from class, attending class and doing homework is not considered paid work time and will not be compensated. If the employee leaves within one (1) year of receiving this reimbursement check, the employee will be required to pay back to the District the costs provided by this reimbursement.

2.6 LONGEVITY PAY

Regular employees with continuous service totaling ten (10) years shall receive a salary increase of 2.5% over and above their regular hourly rate. Regular employees with such continuous service totaling the equivalent of fifteen (15) years shall receive an additional salary increase of 2.5% over and above their regular hourly rate and the 2.5% longevity pay granted for their service over 10 years. An employee shall begin to receive longevity pay on the first full pay period after the above requirements have been satisfied. The maximum amount of longevity pay to be received by an employee is 5%.

2.7 DRESS CODE

Please refer to Personnel Policy - Dress Code

2.8 WORKING OUT OF CLASS

Classifications and job descriptions have been established for each position within the District to provide a basis for equitable remuneration according to the duties and responsibilities and to be in conformity with similar agencies.

When an employee in a permanent position in the District is required to work in a classification for longer than (15) fifteen consecutive working days for which the compensation is greater than that to which the employee is regularly assigned, the employee shall receive compensation for such work at the rate of pay established for the higher classification

2.9 PERFORMANCE EVALUATION REVIEW

No performance evaluation shall be placed in a departmental file, nor shall it be transmitted to the GDPUD Personnel files until the employee has reviewed the evaluation with the rating supervisor, and if requested by the employee, such employee has reviewed the evaluation personally with the General Manager or his designee. The employee has a right to read, sign and file a written response to both favorable and unfavorable entries. A signing is not an admission by the employee of the truth of such entries, but rather only an acknowledgment of notification. Employee's written response, if any, shall be transmitted to the GDPUD Personnel files attached to the evaluation.

2.10 COST OF LIVING

The District shall increase wages for the positions listed in Attachment A each year on the first day of the first full pay period in July, . The amount of the percentage increase shall be set by the Consumer Price Index - Urban Wage Earners and Clerical Workers, West-B/C average ("CPI"). All items Dec. 1996=100 for the month of March of each year. Notwithstanding the foregoing, the percentage increase shall never be below a minimum of 1.5 percent and never exceed a maximum of 4 percent.

CHAPTER 3. INSURANCE BENEFITS

3.1 HEALTH INSURANCE BENEFITS

During the term of this agreement in the ACWA / JPIA Health Insurance program. Effective January 1, 2024, the District agrees to pay up to 100% of the Lowest Plan available premium for the category "employee only". The District shall pay the previous year maximum contribution and adjust up to 93 % of the cost of premium for the Lowest Plan available premium for rate of employee + 1 and; 93% of the costs of premium for the rate of employee + 2 or more to a maximum of 12% premium increase. Adjustments to the District's contribution shall occur in January of each year and remain in effect for the calendar year

The District shall provide dental and vision plans that permit dependent coverage. The District shall continue to pay the premium for dental and vision coverage for the employee only. The employee shall pay for the dependent coverage.

The District will pay 100% of the premium cost for Term Life Insurance and AD&D coverage. The death benefit will be equal to the employee's annual base salary (excluding overtime).

The District will continue to allow eligible group insurance plan premiums to be processed through the Flexible Spending Plan, 125 Plan.

3.2 STATE DISABILITY/WORKERS COMP INSURANCE INTEGRATION

To maximize the benefits to the employee, when an employee is absent by reason of injury or illness, the District will coordinate sick leave and/or vacation leave benefits with Worker's Compensation or State Disability Insurance benefits. It is the employee's responsibility to file for State Disability and make all arrangements with the District or their designee for leave coordination. For the District to coordinate benefits, the employee must provide a copy of the SDI/workers comp checks to the District for the correct integration process for payroll.

CHAPTER 4. LEAVES

4.1 HOLIDAYS – LEAVES

Regular, full-time employees of the District are eligible for the following days off with pay:

- New Year's Day
- Martin Luther King, Jr. Day (the third Monday in January)
- President's Day Observance (the third Monday in February)
- Memorial Day Observance (the last Monday in May)
- Independence Day
- Labor Day Observance (the first Monday in September)
- Veterans Day Observance (November 11)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Day before or after Christmas (please see Appendix C)
- Day before or after New Years (please see Appendix C)
- Two Floating Holidays (2)

District will add two (2) floating holidays that can be used at the discretion of the employees. These holidays will renew each fiscal year on July 1, and must be used by June 30 of the following year. If not used within that time period, the employee will forfeit the use of the floating holidays for that 12 month period. These days must be scheduled with prior supervisor approval. If an employee leaves due to retirement, termination or quits these days have no cash value. Any new employee hired from July 1 to December 31 will receive two (2) days and if hired from January 1 to June 30 they will receive one (1) day.

Generally, if a holiday falls on a Sunday, the following Monday shall be deemed the holiday in lieu of the day observed. If the holiday falls on a Saturday, the previous Friday will be observed.

Subject to the needs of the District, if a holiday falls on an employee's normal day off, the employee may be relieved from work, the previous or following workday, or the District may elect to pay the employee for the day off.

A pattern of calling in sick prior to or following a holiday may be grounds for discipline.

Regular part-time employees shall be entitled to holiday pay on a pro-rata basis in proportion to the hours worked.

Overtime for Work on Holidays - Employees required to work on District-observed holidays will receive pay at the rate of time and one-half for each hour worked, in addition to the eight (8) hours of straight time pay.

4.2 SICK LEAVE

The objective of this section is to provide methods of furthering the health and general welfare of District employees, as well as ensuring maximum and reasonable job attendance.

Employees shall not be allowed to take sick leave until the leave time has been earned in conformance with the provisions of this MOU.

Usage - Employees are entitled to use accrued sick leave, to a maximum of the time accrued, for the following conditions:

- A. An employee, employee's spouse's, or employee's dependents' illness or injury.

If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave, they shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.

Employees shall not use sick leave for the sole purpose of utilizing such accrued time prior to separation from service.

Accrual - Sick leave is accrued by all regular full-time employees on the basis of biweekly payrolls. The District provides 3.69 hours of sick leave per pay period for a total of 12 days per year. Eligible employees shall accrue sick leave from their first day of employment. Regular part-time employees shall accrue sick leave on a pro-rata basis, but in no event shall any part-time employee be awarded less than 24 hours or 3 days (whichever is more) of sick leave by the 120th calendar day of employment, or less than 40 hours or 5 days (whichever is more) of sick leave by the 200th day of employment.

Accrued sick leave is not compensable upon separation of service. In the event an employee is re-hired within one year of separation, any accrued and unused sick leave remaining at the time of separation will be reinstated for the employee's immediate use.

Employees retiring under the Public Employees' Retirement System (PERS) shall receive retirement credit for unused sick leave at the rate determined by PERS. Employees otherwise terminated or separated from service shall not receive compensation for unused sick leave.

Administration of Sick Leave - An employee shall notify their supervisor before 7:45 a.m. if using sick. An employee is required to notify their supervisor of illness on a daily basis, unless a medical practitioner has advised the employee in writing that a multiple-day absence is necessary. Employees who wish to use their sick leave time for planned medical services must coordinate the sick leave with their supervisor to meet the District workload, if possible

Prior to the resumption of work duties after taking any occurrence of sick leave or industrial disability leave due to injury or illness, an employee may be required to undergo a physical examination by the District physician or submit a certificate of employability from the employee's treating physician.

Sick Leave--Excessive Usage - The sick leave program is designed to provide employees with two benefits: (i) available paid leave for a reasonable amount of short-term illnesses, and (ii) provide a savings bank of time to ensure available paid leave for long-term illnesses. In order to ensure that the sick leave program is being utilized for both purposes, all District employees are monitored to ensure that their usage of the sick leave benefits is not "excessive or abusive."

An employee that uses sick leave for illegitimate purposes shall be subject to discipline up to and including termination.

4.3 VACATION LEAVE

For the benefit of regular full-time employees, the District provides annual vacation leave. Vacation leave is accrued on the basis of biweekly payrolls. For regular part-time employees, the annual vacation leave rates are pro-rated.

For purposes of this section, one (1) year shall be equivalent to twenty-six (26) bi-weekly pay periods of continuous service as a regular full-time or regular part-time employee.

Vacation Accrual Rates:

Years of Completed Service	Hours Per Year
0-5	96
6 - 10	120
11 -15	140
16-20	160
20+	200

The maximum accrual of vacation leave is 320 hours.

Service to the District in any capacity other than a regular full-time or regular part-time employee does not register as "Years of Service" for the calculation of vacation leave accrual.

Coordination of Time Off Work for all Employees - The employee's immediate supervisor and the General Manager must approve in advance all leave, including vacation, uncompensated time off, or any other leave. Sufficient notice in order to ensure adequate coverage is required. Employees must request vacation leave a minimum of ten (10) working days prior to the desired start of vacation leave. Employees should use the payroll system for all time off requests.

4.4 BEREAVEMENT LEAVE

An employee compelled to be absent from duty because of the death of a member of their immediate family (which includes a spouse, child, parent, sibling, grandparent, grandchild, or parent-in-law) may be granted the ability to use up to five (5) days of bereavement leave.

Leave may be taken intermittently and must be concluded within ninety (90) days of the death.

4.5 LEAVES OF ABSENCE

The General Manager may grant an employee a leave of absence without pay or benefits for a period not to exceed three months. A longer unpaid leave of absence may be granted by the Board of Directors.

4.6 JURY DUTY

Any employee required to report for duty and/or serve on a jury shall receive their regular pay for serving on the jury. The employees shall surrender all jury duty pay to the District.

CHAPTER 5. RETIREMENT BENEFITS

5.1 PUBLIC EMPLOYEES RETIREMENT SYSTEM

PERS RETIREMENT FIRST TIER

District employees hired before June 19, 2006 are enrolled in the PERS 2.7% at 55 Plan with the single highest year option. The employees pay the 8% employee share of the PERS contribution. This is taken care of with CalPERS, SS, Federal and state law.

PERS RETIREMENT SECOND TIER

District employee's hired on or after June 19, 2006 but before implementation of the third tier (5.1C of this article) are enrolled in the PERS 2.7% at 55 Plan with the three highest year option. The employees shall pay the 8% employee share of the PERS contribution.

PERS RETIREMENT THIRD TIER.

District employees hired on or after January 1, 2013, with reciprocity from another PERS agency, are enrolled in the PERS 2% at 55 retirement plan based upon the average of the highest thirty - six (36) month compensation option. The employees shall pay one - half of the District Normal Cost Rate as reported from Cal PERS as the employee's contribution. The 2% at 55 retirement plan shall be integrated with Social Security.

PERS RETIREMENT FOURTH TIER

District employees hired on or after January 1, 2013 are enrolled in the PERS 2% at 62 retirement plan based upon the average of the highest thirty-six (36) month compensation option. The employees shall pay one-half of the District Normal Cost Rate as reported from CalPERS annually and defined under PEPRAs starting

January 1, 2013, as the employee's portion. The 2% at 62 retirement plan is integrated with Social Security.

RETIREMENT MEDICAL

The District will provide retiree health benefits (excluding dental and vision) for qualified employees at the time of retirement from the District under the PERS system. Retiree medical parameters, qualification and process is covered in District Ordinance 2006-01 on April 11, 2006.

5.2 DEFERRED COMPENSATION PLAN

The District provides a deferred compensation investment plan (401A and/or 457) to employees. Employees may designate the amount of compensation they wish to contribute to the plan as a specific dollar amount. The District will match the first \$20 per month that an employee contributes to the plan.

CHAPTER 6. GRIEVANCE PROCEDURE

6.1 PURPOSE

In order to establish a harmonious and cooperative relationship between the District and its employees, and to keep open channels of communication, it is a mutual goal to resolve issues at the lowest level possible. The District's assures its employees the right of access to this procedure, free from interference, restraint, coercion retaliation or reprisal.

6.2 DEFINITION OF GRIEVANCE

A grievance is a complaint of an employee or group of employees alleging a violation or misapplication of the MOU or District Rules and Regulations governing personnel practices and/or working conditions. The grievance procedure shall not apply to employee discipline matters or evaluations.

6.3 EMPLOYEE'S RIGHT TO REPRESENTATION

Employees have the right to representation by their Union under the National Labor Relations Act, Weingarten v NLRB, 1975. An employee may choose, at the employees cost, to be represented by their attorney and not a union steward.

6.4 INFORMAL GRIEVANCE PROCEDURE

This procedure shall apply only to grievances as defined above. The initial step in the adjustment of a grievance shall be a discussion between the employee and their immediate supervisor. If the issue is not resolved by this discussion, the grievant may then contact their union steward to further discuss the matter with the supervisor and the management person who has the authority to make a decision concerning this matter may also be involved at this step. If the issue is not resolved within ten (10) working days, the grievant may proceed under the formal grievance procedure.

6.5 FORMAL GRIEVANCE PROCEDURE

The formal grievance procedure shall occur only after the informal grievance procedure has been exhausted.

All grievances shall be pursued in the following manner:

- A. The Union shall submit the grievance in writing to the General Manager within fifteen (15) working days. If the grievance is filed with the General Manager, the General Manager shall have ten (10) working days to schedule a grievance meeting.
- B. The General Manager will have ten (10) working days following the grievance meeting to issue a written decision.
- C. Should the grievance still be unresolved, the parties may mutually agree to submit the matter to the President of the District Board within ten (10) working days after the General Manager's decision along with a report of the proceedings to date for a final decision. If the parties do not mutually agree to submit the matter to the Chairman of the Board, the decision of the General Manager shall be considered final, all administrative remedies shall be deemed exhausted. If the parties mutually agree to submit the matter for consideration by the Chairman of the Board, administrative remedies shall be considered exhausted upon the Chairman of the Board issuing their decision.

6.6 TIME EXTENSION

The parties by mutual consent may extend any of the time limits set forth in this article.

6.7 DISCIPLINARY APPEAL PROCEDURE

The provisions of this article supersede all other District policies, procedures and rules provide the exclusive authority for disciplinary appeal procedures with the Water Systems Bargaining Unit. Causes for discipline are set forth in the attached Exhibit B, which provisions shall apply unless and until District supersedes or replaces such causes pursuant to District resolution. Establishing the causes for discipline shall be considered a District right.

Bargaining unit employees, having successfully completed the applicable twelve (12-month probationary period, shall have the right to appeal any form of punitive or disciplinary action affecting compensation and pay of the employee including, but not limited to termination, demotion and suspension without pay. Evaluations, reprimands, job assignments, or suspensions with pay, or are not subject to the Disciplinary Appeals Procedure.

The following procedure is hereby established for disciplinary action taken by District.

- A. The District must provide any employee that it intends to discipline with a Notice of Intent to Discipline outlining in detail the specific violations of

District rules, regulations, ordinances, or any state or federal law that the employee is alleged to have violated. In addition, the District shall provide the employee written notice of the contemplated action and copies of all material in possession of the District pertaining to the charges.

- B. Within ten (10) working days from the service of the Notice of Intent to Discipline the employee shall request and schedule a skelly conference. The employee has the right to be represented by an attorney at their own expense or a union steward of their choice in all stages of the disciplinary appeal process. The pre-disciplinary hearing shall be before the General Manager or their designee. The designee of the General Manager may be an individual that is not employed with the District.
- C. Within ten (10) working days of the pre-disciplinary hearing or receipt of written response, if disciplinary action is still contemplated, the General Manager or their designee shall serve upon the employee and union a Notice of Disciplinary Action, if they still intend to proceed with Disciplinary Action. Said Notice shall include any amendments to the charges or penalty made by the General Manager since the pre-disciplinary action.
- D. Within ten (10) working days of being served with the Notice of Disciplinary Action the Union or the employee may submit a Notice of Appeal to the office of the General Manager. The Notice of Appeal shall specify whether the appeal shall be an arbitrator as provided in paragraph E below, or directly to the committee of the Board, as specified in paragraph G below. An appeal to an arbitrator shall include a statement that the Union shall share in the cost of the arbitrator and in the cost of preparing the transcript. Failure to submit a Notice of Appeal to the office of the General Manager within the time period prescribed shall constitute a waiver of the employee's right of an administrative appeal unless otherwise agreed upon between the parties. All time requirements in this section are subject to modification or waiver by written mutual consent of the parties.
- E. Upon receipt of the employee's Notice of Appeal the District's representative, the employee and/or their representative shall, within ten (10) working days select a mutually agreeable arbitrator through a formal arbitration service such as American Arbitration Association (AAA), State Mediation and Conciliation Service (SMCS), or by other mutual agreement of the parties. In the event the parties are unable to agree on an arbitrator within the time stated, the parties shall solicit from the State of California Mediation and Conciliation Service (SMCS) a list of seven arbitrators. After receipt of the list, the parties shall alternatively strike the arbitrator's names from the list until one arbitrator remains. The remaining arbitrator shall hear the case.
- F. The parties agree that a disciplinary hearing conducted by the arbitrator shall be conducted as follows:

- a) The party seeking to establish a fact, allegation or defense has the burden of proof on that issue.
- b) Formal rules of evidence shall not apply. However, the arbitrator shall use their discretion to limit evidence based on reliability and relevancy.
- c) Full rules of discovery shall apply to the hearing and must be followed prior to the completion of the hearing. The party seeking the extraordinary discovery of documents must pay for the cost of obtaining such documents.
- d) The arbitrator must issue findings of fact informing the employee and the District of the basis of Appeal to the Board of Directors:

G. Appeal to the Board of Directors

- a) Either party may appeal the decision of the Arbitrator may file an appeal to a three-person committee of the Board of Directors within ten (10) days from receipt of the Arbitrator's decision. The Committee of the Board shall schedule a hearing within a reasonable time from receiving the appeal in accordance with the schedule of the parties. If a transcript is available from the arbitrator, the Committee shall independently review the transcript. If a transcript is not available, a de novo hearing shall be held. In all cases the Committee shall exercise its independent judgment on the case.
- b) If a hearing was held before an arbitrator, the three-person committee of the Board of Directors may, at its discretion, reopen the hearing and take additional evidence. The committee of the Board of Directors shall render its independent decision on the case and is not bound by the findings and determinations made by the Arbitrator. The committee shall issue findings of fact informing the employee of the basis of its decision. The decision of the Board shall be final and binding.

All fees and expenses of the arbitrator and the court reporter, if requested by any party, shall be shared equally by the District and the Union. Any subsequent challenge shall be filed in the Superior Court within 90 days pursuant to the time requirements of Code of Civil Procedure Section 1094.6

CHAPTER 7. MISCELLANEOUS ISSUES

7.1 SUBSTANCE ABUSE AND FITNESS FOR DUTY POLICY

Policy Statement - The District is committed to providing a safe and productive work environment for its employees, to reflect a proper demeanor to its customers and to be cognizant of its responsibility for public safety. Therefore, the District requires its employees to work free from impairment of substances including but not limited to alcohol, illegal drugs, legal drugs, prescription medications or other substances that impair the

employee's work performance. The District has adopted a Drug and Alcohol Free Policy, which addresses workplace expectations with respect to drug and alcohol use and sets forth applicable testing requirements. In accordance with that Drug and Alcohol Free Policy, employees who perform safety sensitive functions will be required to submit to drug and alcohol testing in accordance with all state and federal laws, including the applicable requirements of the U.S. Department of Transportation (DOT).

7.2 UNLAWFUL HARASSMENT POLICY

Policy Statement - It is legally mandated by State and Federal laws that employees have a right to work in an environment that is free from all forms of discrimination, and harassment, including sexual harassment. The District will not tolerate harassment and/or sexual harassment. Any and all forms of harassment are cause for disciplinary action up to and including termination.

7.3 DISTRICT VEHICLES

District vehicles are to be used only for authorized business and are to be operated by authorized personnel. Unauthorized persons (i.e. spouses, children etc.) are not permitted in District vehicles. District vehicles are to be picked up and left off at the District yard each working day. District vehicles will not be taken home, except as noted below.

The possession of alcoholic beverages, marijuana, or unlawful substances of any kind are not permitted inside a District vehicle. Employees shall not smoke, vape, or use any marijuana products in District vehicles. As the use of a District vehicle in and out of working hours is subject to public scrutiny, all employees should drive with courtesy and safety at all times.

Possession of a valid California Driver's License and a satisfactory driving record to maintain insurability is required for all personnel operating District vehicles.

The District participates in the Department of Transportation (D.O.T.) & California DMV Employee Pull Notice Program. Management will review records for anyone operating District vehicles.

Employees seeking a variance from this policy must receive a variance in writing from the General Manager or Board of Directors prior to using District vehicles in a manner other than specified in the policy.

7.4 HIRING EMPLOYEES

New Employees - Medical Examination Policy - The District, in conjunction with the District's Worker's Compensation Administrator, shall establish a medical exam procedure for new and prospective employees.

Introductory Period - The Introductory/Probationary Period for newly hired appointees to a regular position is twelve (12) months. This is the time-limited period of paid service, which is an extension of the examination process. It is intended to give new full-time and

part-time appointees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Like all at-will employees, during the introductory period, an employee may be dismissed at any time without prior notice and without cause.

7.5 PEACEFUL PERFORMANCE

The District and the Union recognize and acknowledge that the work performed by bargaining unit members in providing a clean, safe, reliable water supply to the Georgetown Divide is essential to the public safety, health and general welfare of the community. Neither the Union nor any steward, agents or employees will instigate, promote, sponsor, engage in or condone any strike, sympathy strike, secondary boycott, slowdown, speed-up, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, or any other intentional interruption or disruption of the operation of the District, regardless of the reason for so doing. The District shall not be required to meet and confer or negotiate on the merits of any dispute that may have given rise to an unlawful work stoppage until said work stoppage has ceased. Violation of this article shall be grounds for disciplinary action up to and including termination of employment. Each employee who holds the position of officer and/or union steward of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Section. In addition, in the event of a violation of this Section, the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

CHAPTER 8. ENTIRE AGREEMENT

8.1 SUPPRESSION

This MOU sets forth the full entire understanding of the parties regarding the matters contained herein, and any other prior or existing understanding, Board resolution or motion, or MOU by parties, whether formal or informal, regarding any such matters are hereby superseded. Except as provided in this MOU, it is agreed and understood that each party to this MOU voluntarily waives its right to negotiate with respect to any matter raised in negotiations or covered in this MOU, for the duration of the MOU.

WHEREFORE, THIS MEMORANDUM OF UNDERSTANDING IS EXECUTED AND APPROVED ON.

[Signatures on following page]

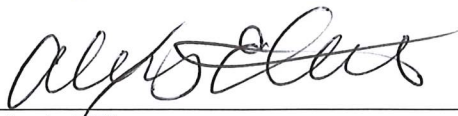
MANAGEMENT AND CONFIDENTIAL
BARGAINING UNIT



Tina Acree
Business Agent



Adam Brown
Operations Manager

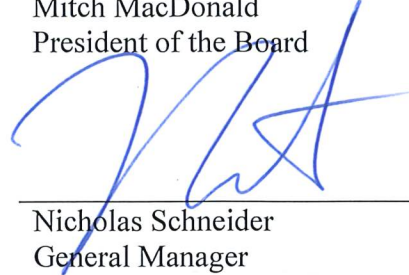


Alexis Elliott
Water Resource Manager

GEORGETOWN DIVIDE
PUBLIC UTILITY DISTRICT



Mitch MacDonald
President of the Board



Nicholas Schneider
General Manager

APPENDIX A CLASSIFICATIONS AND WAGE SCALES

LOCAL 1 - Proposed 7/1/2024						
Job Title	4/04/24 proposed increase	Step A	Step B	Step C	Step D	Step E
Administrative Aid 1	4.33%	\$23.26	\$24.42	\$25.65	\$26.93	\$28.27
Administrative Aid 2	4.33%	\$25.62	\$26.90	\$28.25	\$29.66	\$31.14
Administrative Aid 3	4.33%	\$28.93	\$30.37	\$31.89	\$33.48	\$35.16
Executive Assistant	9%	\$33.93	\$35.89	\$37.68	\$39.57	\$41.55
HR/IT Specialist	1.17%	\$32.46	\$34.08	\$35.79	\$37.58	\$39.46
Management Analyst	0%	\$39.30	\$41.26	\$43.33	\$45.49	\$47.77
Office Finance Manager	3.66%	\$49.46	\$51.94	\$54.99	\$57.74	\$60.63
Operations Manager	5%	\$58.93	\$61.88	\$64.97	\$68.22	\$71.37
Water Resource Manager	5.33%	\$47.25	\$49.62	\$52.34	\$54.96	\$57.70

ADMINISTRATIVE AIDE I

Employee Name:
Grade:
Status: Non-Exempt
Other: Reports to Office/Finance Manager

Reports to:
Salary Range:
Date:

Definition/Summary

Under general supervision, positions in the Administrative Aide I classification perform a variety of functions in receiving and processing service requests; perform fiscal recordkeeping work in maintaining and updating billing accounts; and receive and resolve complaints and questions concerning the delivery of services and status of accounts.

Essential Functions

- Processes permits, meter downloads, collecting appropriate funds, and coordinates establishment of services with other District staff.
- Receives and responds to complaints about District service; resolves a variety of problems related to accurate meter readings, high consumption, delinquent accounts, turn-ons, turn-offs, non-reads, and improper billings.
- Receives and processes billing and receivable payments.
- Answers the telephone and greets office visitors, providing a variety of information, or referring them to other staff.
- Prepares bank deposits.
- Coordinates account status problems with District accounting staff.
- Coordinates problems of meter location, type of installation, and meter size with operations and engineering personnel.
- Determines and calculates costs for different types of installations.
- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Completes the processing of service orders and delinquent accounts.
- Discusses delivery problems with appropriate management and operations staff.
- Maintains, updates, and may perform or assist with processes billing..
- Receives, distributes, and dispatches mail.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as assigned.

- Effectively communicates with customers, face-to-face, via the telephone and in writing, to discuss and resolve problems and concerns.

Other Duties

- Verifies coding of cash receipts and other documents.
- Issues work order numbers and maintains logs.
- Posts and maintains cash balances on accounts.
- Operates computerized fiscal recordkeeping and management information systems.
- Answers public inquiries about billing and payment problems.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Learn and perform a variety of office support assignments.
- Spell correctly.
- Make basic arithmetical computations.
- Follow oral and written directions.
- Type at a rate of 25 words per minute from clear, legible copy.
- Learn to operate a computer for word processing and other purposes.
- Talk to and interview others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations during public contacts.

Typical Physical Activities

-
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of basic educational training in office skills.

Experience: Some work experience in performing office support work is highly desirable.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver’s license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.

License Certificate Recommended

- Microsoft Office Specialist
- Certified Administrative Professional (CAP)

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.

ADMINISTRATIVE AIDE II**Employee Name:****Reports to:****Grade:****Salary Range:****Status: Non-Exempt****Date:****Other: Reports to the Office/Finance Manager****Definition/Summary**

The Administrative Aide II is proficient in Administrative Aide I functions and provides support when needed. Under general supervision, the Administrative Aide II performs a variety of routine administrative details and performs difficult and complex office support work.

Essential Functions

- Gathers and organizes a variety of information and materials to assist District management.
- Establishes and maintains a variety of office and Department files.
- Attends staff and committee meetings, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items as delegated by District management.
- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Updates and maintains expenditure information.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- May perform or assist with accounts payable functions.
- Maintains inventory of office supplies; places orders.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Performs related duties as assigned.

Other Duties

- Verifies coding of cash receipts and other documents.
- Issues work order numbers and maintains logs.
- Learns to operate computerized fiscal recordkeeping and management information systems.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Methods, practices, and procedures of financial and statistical recordkeeping.
- Mathematics.
- Computerized financial and management information systems.
- Modern office methods, procedures, and equipment.

Ability to:

- Perform a variety of financial and statistical recordkeeping support assignments with minimal direction and supervision.
- Make arithmetical calculations quickly and accurately.
- Assist with the preparation of financial reports.
- Follow oral and written directions.
- Operate a computer and use financial and management information system software.
- Talk to and interview others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations during public contacts.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education - Completion of coursework in mathematics and financial recordkeeping skills.

Experience - One year of responsible work experience in performing financial and statistical recordkeeping support work.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver’s license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.

License Certificate Recommended

- Microsoft Office Specialist
- Certified Administrative Professional (CAP)
- AP Specialist

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.

TITLE: ADMINISTRATIVE AIDE III

Employee Name:
Grade:
Status: Non-Exempt
Other: Reports to Office/Finance Manager

Reports to:
Salary Range:
Date:

Definition/Summary

Under administrative direction, positions in the Administrative Aide III classification are proficient in Administrative Aide I and II functions. This is the most senior Administrative Aide classification and is responsible for performing the office support work. Incumbents work with minimal direction, performing a variety of the more complex office support assignments. Incumbents are expected to understand the services, policies and procedures of the District and instruct others in the services, policies, and procedures. This position provides support and direction to the Administrative I and Administrative II.

Essential Functions

- Performs a variety of data entry assignments, using a variety of computer programs.
- Maintains and verifies the accuracy of a variety of customer and District records.
- Assists District management with resolving a variety of problems.
- Answers the telephone and greets office visitors, providing a wide range of information, or referring them to other staff.
- Assists with the establishment of District operating policies and procedures.
- Prepares detailed written, oral, and graphic reports as needed.
- Gathers and organizes a variety of information and material to keep the District running smoothly while meeting deadlines.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Performs related duties as assigned.

Other Duties

- Verifies coding of cash receipts and other documents.
- Learns to operate computerized fiscal recordkeeping and management information systems.
- May provide work coordination for the other office support staff.
- Performs a variety of special studies and prepares reports.
- Operates a variety of office equipment and computers in the performance of work assignments.

- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of an assigned Department.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and recordkeeping systems.
- Fiscal recordkeeping.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

Perform a variety of complex and responsible administrative support work for an assigned District management position.

- Provide work coordination for other District office support staff.
- Perform a variety of office management 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.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Maintain, update, and insure the accuracy of fiscal records and data.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver’s license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.
- AP Specialist

License Certificate Recommended

- Microsoft Office Specialist
- Certified Administrative Professional (CAP)
- Accounts Payable Specialist or greater

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.

EXECUTIVE ASSISTANT

Employee Name:

Grade:

Status: Non-Exempt, Full-Time

Other:

Reports to: General Manager

Salary Range: \$28.84-36.05 / hour

Date:

Definition/Summary

This is a single-position class responsible for a wide range of executive-level support and communication. The Executive Assistant reports to the General Manager. This position will perform duties related to that of a Board Clerk. The employee is expected to exercise a high degree of tact, discretion, trust, judgment, and confidentiality in performing a wide variety of complex duties and assignments with only limited direction and supervision.

Essential Functions

- Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing, or preparing agendas, information packets, legal notices, and the taking and transcribing of official minutes.
- Maintain records and files including confidential documents, records, and reports.
- Coordinate and supervise responses to records request under the California Public Records Act.
- Coordinate District public outreach and information programs including preparing special presentations, brochures, displays, articles, news releases, media clipping services, and District customer newsletters.
- Maintain mailing lists and electronic distribution lists.
- Operate a variety of audio and visual equipment.
- Attend and represent the District at meetings and events.
- Research and prepare correspondence, memoranda, reports, e-mails, policies, and procedures, and other miscellaneous documents.
- Monitor the status of pending inquiries and follow up as appropriate.
- Respond to customer or citizen inquiries, concerns, and complaints.
- Under the direction of the General Manager, arrange and schedule Board and Committee meetings
- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft, and oral instructions.
- Record documents at County Recorder's Office.

- Prepare, post, and publish public notices and documents.
- Prepare and compose resolutions, certifications, and other necessary documents.
- Assist in planning and implementing special events.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff, and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Coordinate legal notices with media for various public hearings.
- Load agendas, minutes, newsletters, and new releases onto the District's website.
- Attend meetings and perform other duties as assigned by the General Manager.
- May serve as secretary at various meetings, as needed.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Other Duties

- May provide some direction and coordination for the other District staff assigned to assist with data gathering and analytical studies.
- Presents District studies, services, and programs with the public, community groups, and other organizations.
- Perform other duties as required

Job Standards/Specifications

Knowledge of:

- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws, Placer County document recording requirements, and procedures relating to the District and Board of Directors
- Methods and policies of records retention.
- Modern office practices and procedures.
- Public relations practices and principles.
- Legal terminology, forms, and procedures related to agendas, meetings, and actions of the Board of Directors.
- English usage, spelling, grammar, and punctuation.
- Modern office equipment including word processing, database, and spreadsheet applications.
- Principles and practices of customer service.

Ability to:

- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information.
- Learn the services, organization, and functions of the District.
- Meet and communicate tactfully, effectively, and calmly in stressful situations and/or when dealing with sensitive issues and people.

- Perform administrative support and public information duties with minimal supervision and direction.
- Exercise initiative and sound judgment in recognizing the scope of authority.
- Handle multiple assignments.
- Work with interruptions.
- Follow oral and written instructions.
- Learn, interpret, and apply Agency policies, procedures, laws, and regulations.
- Take dictation and type at a speed consistent with the timely completion of assignments and job duties.
- Screen and effectively route calls, mail, complaints, and requests for information.
- Operate a computer using word processing, business software, and other office equipment including audio-visual equipment.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Physical Activities

- Work in an office environment, lift and move objects up to fifteen (15) pounds such as large binders, books, and small office equipment.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use a keyboard.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work OT.

Desirable Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.

Education:

Equivalent to an associate or bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science, Communications, Journalism, Public Relations, or a related field. Work experience may be substituted for education.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver’s license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.
- Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District’s Association within the first twelve (12) months of employment, if not obtained by the date of hire.

License Certificate Recommended

- Microsoft Office Specialist
- Certified Administrative Professional (CAP)

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. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

**HUMAN RESOURCES/INFORMATION TECHNOLOGY
SPECIALIST**

Employee Name:
Grade:
Status: Non-Exempt
Other: Confidential

Reports to: General Manager
Salary Range:
Date:

Definition/Summary

Under general supervision by the General Manager, performs a variety of technical, confidential, and routine professional duties in support of recruitment and selection, classification and compensation administration, benefits administration, risk management, and workers' compensation; to serve as a resource to departments and employees; performs related duties as required.

Plans, organizes, and directs the information technology functions and services of the District; oversees the acquisition, use, and maintenance of information technology equipment and software. Plans, organizes, and directs the payroll functions and services of the District with assistance from an outside vendor.

Essential Functions

- Assists with recruitment process including developing plans, schedules, advertisements, screening, and testing.
- Prepares, posts, and distributes job announcements.
- Distributes, tracks, and collects job applications; and schedules job interviews.
- Schedules job interviews.
- Coordinates background checks and pre-employment and post-employment physical exams or screenings.
- Performs orientation and exit interviews for new and departing employees.
- Prepares, maintains and processes personnel documents, files, records, including the Department of Motor Vehicle license reporting.
- Maintains and administer drug testing program.
- Processes personnel action forms and other employee changes in database.
- Ensures timely performance evaluations and appropriate actions.
- Administers COBRA and employee benefit program.
- Assists with maintaining employee work and time records.
- Assists with the development and revision of classification specifications, collects salary and benefit information.
- Works with the District's payroll vendor to direct the payroll functions of the District.
- Maintains and updates employee payroll deduction information.
- Prepares payroll reports and summaries for retirement systems and taxing authorities.
- Reviews payroll records and updates information regarding federal and State withholdings.

- Prepares and distributes payments to insurance agencies and others receiving monies from payroll withholdings.
- Prepares periodic reports on wages paid; annually prepares and distributes W-2 forms.
- Researches and corrects payroll discrepancies.
- Regularly updates the General Manager regarding human resource operations, problems, policies, and administrative information.
- Prepares payroll for approval by General Manager or designee.
- Coordinates Workers' Compensation claims and other claims against the District with the General Manager and third-party administrators, participates in the administration of risk management functions.
- Maintains effective working relationships with employees, Board, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Assists the General Manager with long range planning of District information technology functions, including the acquisition of equipment and software.
- Performs a variety of general office support duties.

Other Duties

- Maintains organization chart.
- Serves as a liaison between District and information technology vendors, including ensuring coordination for proper repair and maintenance of District technology equipment.
- Uses a computer and appropriate software in processing the District payroll.
- Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for District staff.
- Performs related duties as may be assigned.

Job Standards/Specifications

Knowledge of:

- Federal and state laws, rules, and regulations relating to public entity employment practices, including payroll, payroll management, tax reporting, employee benefit programs.
- District's policies, rules, and regulations.
- Public human resources administration.
- Principles and practices of recruitment, testing, interviewing, and selection.
- Methods and practices of financial and statistical record keeping.
- Principles and practices of information technology systems, scheduling, and equipment utilization.
- Computerized management information and fiscal systems (e.g. computer database programs, finance software, email programs, office computer software).
- Information technology equipment operation and maintenance.
- Application of information technology methods to the operations and services of the District.

Ability to:

- Develop and administer recruitment programs.
- Conduct research, perform analysis, and prepare reports.
- Maintain accurate records.

- Perform financial and personnel accounting work observing strict confidentiality.
- Make mathematical calculations quickly and accurately.
- Plan, organize, coordinate, and direct the information technology functions of the District.
- Analyze potential information technology applications and coordinate development of applications to achieve desired results.
- Maintain confidentiality of personnel matters.
- Communicate clearly and concisely both verbally and in writing.
- Provide advice and consultation on use and development of information technology systems for District management and staff.
- Effectively represent the District's information technology functions with users and vendors.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Physical Activities

- Works at a desk for an extended period of time.
- Works in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education: Completion of a high school diploma or equivalent with college courses in business administration, finance, accounting, human resources management, or closely related field. Education requirement may be substituted with equivalent years of experience.

Experience: Three years of increasingly responsible experience in administrative/personnel system development and administration, with experience in payroll and/or benefits administration.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.

- Successful completion of training provided by the District.

License Certificate Recommended

- Fundamental Payroll Certificate (FPC)
- HR Certified Professional (IPMA-CP) or greater

OFFICE/FINANCE MANAGER

Employee Name:

Reports to: General Manager

Grade:

Salary Range:

Status: Exempt, Full-Time

Date:

Other: Supervises Administrative Staff

Definition/Summary

Plans, directs, and performs finance and accounting activities for the District; manages and supervises office and customer service activities; provides administrative support to staff and the General Manager. This position will prepare and distribute the board agenda and maintain official records of board proceedings, actions and related work as required.

Supervision Received/Exercised

The general direction is provided by the General Manager. The incumbent directly supervises staff engaged in customer service, utility billing, accounts payable, and general office work.

Essential Functions

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.
- Plans, directs, supervises, and reviews the customer service, billing and revenue collection operations; trains, supervises and evaluates work of assigned staff; participates in the selection of staff; schedules work and solves problems related to customer service, revenue collection, and office operations.
- Assists the General Manager with the preparation of the budget including supporting documentation related to revenue and expenditures, tax rate for bond indebtedness, capital expenditures, personnel costs, etc.
- Provides staff assistance to the General Manager and Board of Directors; assures that agendas, resolutions, minutes, reports, and related items are prepared and distributed in a timely and accurate manner.
- Prepares statements and reports of estimated costs and revenues for the General Manager and Board of Directors.
- Participates in cost analyses and rate studies.
- Supervises and participates in the preparation of payroll and various financial statements and reports.
- Directs the installation and maintenance of accounting records to show receipts and expenditures.
- Directs and participates in the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, operating expenses, property and insurance records.

- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Assists in preparation of external audit materials and external financial reporting.
- Reviews financial statements with management personnel for their information and clarification.
- Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.
- Assist with board agenda, organize and create staff reports and prepare and organize supporting documents..
- Attends board meetings, develop and maintain minutes, distribute resolutions and dissemination of board actions before, during and after board meetings.

Other Duties

- May provide some direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Presents District studies, services and programs with the public, community groups, and other organizations.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Generally Accepted Accounting and Auditing Standards;
- Principles and practices of general, fund, and government accounting and reporting;
- Standard financial office procedures, practices and equipment;
- Computerized accounting and information systems;
- Effective employee supervision, training and evaluation;
- Budget preparation and administration;
- IRS regulations, collection and bankruptcy laws and other laws, codes and regulation governing the financial operations of a special district.

Ability to:

- Apply accounting principles and practices to a wide variety of standard and non-standard transactions;
- Perform complex mathematical calculations with speed and accuracy;
- Use spreadsheets and other computer applications related to financial operations;
- Set up, maintain, and reconcile financial transaction records;
- Prepare a variety of financial statements, reports and analyses with supporting statistics and data;
- Analyze and evaluate operations, systems and financial data, detect inaccuracies or inefficiencies and suggest corrective action;
- Analyze needs and develop and implement systems or programs to meet them;
- Deal diplomatically with the public, especially in difficult situations such as those dealing with collections and small claims;

- Plan and coordinate the work of others;
- Train and supervise others and evaluate their work;
- Compose letters, reports as required
- Verbally communicate with the public and Board of Directors as required.

Typical Physical Activities

- Travels by airplane and automobile to conduct District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to fifteen (15) pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and fax machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Incumbent often juggles multiple task, works under pressure of deadlines and with frequent interruptions.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Highly Desirable Qualifications

A Bachelor's degree from an accredited college or university with at least twelve semester or equivalent quarter units in accounting or business administration and a minimum of five years' experience running an office. Effective speaking, language and writing skills.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.

License Certificate Recommended

- Special District Board Secretary/Clerk Certificate
- Microsoft Office Specialist
- Certified Administrative Manager (CAM)
- Certified Management Accountant (CMA)

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.

TITLE: OPERATIONS MANAGER

Employee Name: **Reports to: General Manager**
Grade: **Salary Range:**
Status: Exempt **Date:**
Other: Supervises WTPO Lead and Field Superintendent

Definition/Summary

Under administrative direction of the General Manager; plan, organize, direct, and coordinate the operations and maintenance associated with the District's raw water conveyance system, water treatment, treated water distribution system, wastewater disposal systems, and water quality monitoring and reporting functions of the District; and to do related work as required.

Essential Functions

- Plan, organize, direct, and coordinate the operation and maintenance of the District's raw water and treated water storage facilities, raw water and treated water distribution facilities, and water treatment plants and wastewater disposal systems and water quality monitoring requirements.
- Oversee the proper functioning of all raw water and treated water storage facilities, all raw water and treated water distribution facilities, and all water treatment plants and wastewater disposal systems, coordinating repairs and maintenance, and operations personnel.
- Conduct routine inspections of the District's raw water storage and conveyance facilities, water treatment plants and treated water distribution system facilities, and wastewater disposal systems to ensure proper utilization of staff and equipment.
- Ensure District compliance with all relevant water quality regulations and monitoring and reporting requirements and wastewater discharge and monitoring and reporting requirements.
- Provide hands-on coverage, as needed, for the District's raw water and treated water storage facilities, raw water and treated water distribution facilities, water treatment plants, and the onsite wastewater management zone.
- Ensure that an up-to-date inventory of all equipment, parts, and materials is maintained on a monthly basis and that an adequate inventory of critical equipment, parts, and materials is available at the District's facilities.
- Perform comprehensive administrative reviews of the District's operations and maintenance activities, costs, staffing and facilities requirements, as required.

- Provide overall supervision and ensure all required operations and maintenance personnel certifications, training, and safety programs are current and up to date for the District.
- Conduct annual performance evaluations for the Field Superintendent and Water Treatment Operator Lead and provide on-going feedback regarding effectiveness and performance.
- Develop recommendations and assist the General Manager with long-range planning for District improvements and maintenance and service requirements.
- Assist the General Manager in developing required and appropriate budgets and expenditure controls.
- Development of appropriate proposals and contracts for professional services and construction projects.
- Perform special projects as assigned by the General Manager.
- Attend Board meetings as requested by the General Manager and responds to all questions and inquiries from Board members in a professional manner.
- Maintain an understanding of stormwater construction permitting.
- Maintain cross control program in compliance with state regulations.
- Represent all District operations with the public, contractors, and representatives of other government agencies in a professional manner.

Other Duties

- Provides input and review for the development and administration of construction contracts.
- Performs special projects as delegated by the General Manager.
- Represent District maintenance, operations, and construction functions with the public, contractors and representatives of other governmental agencies.
- Confers with district staff and coordinates activities.
- Prepares or review periodic or special reports
- Monitors employee certifications.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles, methods, and practices used in water, wastewater, and irrigation system maintenance, operations, and construction work.
- Principles, methods, and practices of automotive and construction equipment operation, use, maintenance, and repair.
- Principles, methods, and practices used in building maintenance, grounds maintenance, and landscaping.

- Principles, methods, and practices used in communications-control equipment installation, maintenance, and repair.
- Principles, methods, and practices used in treatment plant operations, maintenance, and construction work.
- Rules, regulations, and codes applicable to District maintenance, operations, and construction functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.

Ability to:

- Read and interpret laws, regulations, and codes applicable to District's water treatment and distribution functions, wastewater treatment and disposal functions, and water quality monitoring and reporting requirements.
- Read and interpret construction plans and specifications, operations and maintenance manuals, professional services contracts, and Requests for Proposals.
- Read, interpret, and implement District ordinances, resolutions, policies, and procedures.
- Understand and apply principles, methods, and practices used in water treatment, storage, and distribution, wastewater treatment and disposal.
- Understand and apply principles, methods, and practices used in operation, maintenance, and repair of water and wastewater facilities and systems.
- Communicate orally with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies in a professional manner.
- Communicate effectively in writing with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies in a professional manner.
- Establish and maintain cooperative professional working relationships with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies.
- Use typical office equipment of a utility district such as telephones, computers, copiers, and FAX machines.

Typical Physical Activities

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Highly Desirable Qualifications

A Bachelor's degree from an accredited college or university in Engineering, Environmental Science, or other related Natural Resource degree. Effective speaking, language and writing skills.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.
- Possession of California Grade 3 Water Treatment Plant Operators Certificate
- Possession of California Grade 3 Water Distribution Operators Certificate

- Possession of California Cross Control Specialist Certificate

License Certificate Recommended

- Microsoft Office Specialist
- OSHA Safety Training Certificate

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.

TITLE: WATER RESOURCES/QUALITY MANAGER

Employee Name: **Reports to: General Manager**
Grade: **Salary Range:**
Status: Exempt **Date:**
Other: Supervises Waste Water Technician

Definition/Summary

Under the general supervision of the General Manager, positions in this classification manage water rights and water quality monitoring, analysis, permitting, and reporting; wastewater quality monitoring, analysis, permitting, and reporting; prepare comprehensive research reports and recommendations; and provide information to District management and other agencies.

Essential Functions

- Plans, organizes, directs and coordinates the District's water rights monitoring, reporting, and permitting; water quality testing program, water loss monitoring, wastewater monitoring, reporting, permitting, and management; damsafety compliance; and storm water permit compliance.
- Provides general management and administration of the District's dams, reservoirs, wastewater disposal systems, and laboratory services.
- Oversees the proper functioning of the dams, reservoirs, and wastewater disposal systems; coordinating inspections, repairs and maintenance, and operations personnel and management.
- Ensures District compliance with all relevant California Division of Safety of Dams regulations, water rights and permit requirements, water quality regulations, and wastewater discharge requirements.
- Provides hands-on coverage as needed for the District's onsite wastewater management zone and laboratory.
- Provides supervision, training, and work evaluation for assigned personnel.
- Develops recommendations and assists the General Manager with long- range planning for system improvements and service requirements.
- Develops appropriate budgets and controls costs.
- Makes spot inspections of plants and wastewater disposal systems to ensure proper utilization of staff and equipment.
- Provides on-going feedback regarding effectiveness and performance to employees under supervision.

- Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
- Provides input and review for the development and administration of new plant and system construction contracts.
- Performs special projects as delegated by the General Manager.
 - Represents District water treatment and wastewater management functions with the public, contractors, and representatives of other government agencies.
 - Develop and control budgets.

Other Duties

- May provide direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
 - Represents District studies, services and programs with the public, community groups, and other organizations.
 - Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles, methods, and practices used in reservoir operations, water treatment and distribution, wastewater treatment and disposal, water quality laboratory analysis for drinking water and wastewater systems.
- Principles, methods, and practices used in operation, maintenance, and repair of water and wastewater systems.
- Chemical and quality testing of water conditions and the operation of a water quality- testing laboratory.
- Rules, regulations, permits, and codes applicable to District dams, reservoirs, water treatment and distribution functions, wastewater treatment and disposal functions, non- storm water discharge, and water quality laboratory testing and certification.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.

Ability to:

- Plan, organize, manage, and administer the District dam and reservoir inspections and operations, water rights and permits, wastewater collection and disposal system, storm water management, and water quality testing functions.
- Oversee the establishment and maintenance of applicable certification, training, and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
- Insure the proper maintenance, construction, operation, and repair of District

wastewater disposal systems within the framework of the Onsite Wastewater Disposal Zone

Typical Physical Activities

- Travels regularly by vehicle to inspect District facilities and operations.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to fifty (50) lbs.
- Stoops, kneels, crouches, crawls and climbs during plant maintenance and repair work.
- Frequently works in an outdoor environment.
- Works frequently works in an environment with exposure to dust, dirt, heat and chemicals.
- Uses chemical laboratory equipment and performs chemical analysis requiring constant and close attention to details.
- Communicates orally with District Board members, co-workers, and the public in face- to-face and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Environmental Factors

1. Exposure to the sun: 10% or less time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Highly Desirable Qualifications

Education - Completion of Bachelor's degree in engineering, environmental health, environmental engineering, biology, chemistry or a closely related science.

Experience - Experience in water quality laboratory with chemical, biological, and microbiological testing and control; or

Experience or education/training in the permitting, design, construction and management of water treatment and/or distribution facilities; and/or wastewater collection and disposal

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.
- California Department of Public Health Registered Health Specialist Certification

- National Association of Wastewater Technicians Inspector Certification

License Certificate Recommended

- American Water Works Association Water Audit Validator Certificate
- California Water Environment Association – Collection System Maintenance and Repair Certificate
- National Pollutant Discharge Elimination System Stormwater Inspector Certificate

Registration as a professional engineer or environmental health specialist is desired but not required.

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.

APPENDIX B

CAUSES FOR DISCIPLINE

The General Manager or their designee may dismiss, or suspend without pay, an employee for any of the following reasons:

1. Drunkenness on duty.
2. Insubordination.
3. Fraud in securing employment.
4. Dishonesty.
5. Inexcusable neglect of duty.
6. Inefficiency.
7. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this subsection.
8. Immorality in the scope of the employees work and/or representing the District.
9. Usage of substances (including alcohol, illegal drugs, legal drugs, prescription medications, or other substances) that impair an employee's work performance and for which reasonable accommodation is not possible.
10. Refusal to take and subscribe to an oath or affirmation, which is required by law in connection with their employment.
11. Participation in any illegal activity while on duty.
12. General misconduct.
13. Job abandonment. An employee shall be deemed to have abandoned his/her job and may be dismissed if such employee fails to report for duty, and while able to notify the District office, fails to do so for two consecutive working days, or if such employee fails to give notice or report for duty within two consecutive working days following expiration of a leave of absence.
14. Inexcusable absence without leave.
15. Misuse of sick leave.
16. Misuse of District property.
17. Refusal or inability to perform the work established in the employee's job description.
18. Incompetence.
19. Political activity in violation of the law.
20. Violation of District rules and regulations.
21. Failure to comply with the District's Affirmative Action/Equal Employment Opportunity policies.
22. Unlawful discrimination, including harassment and/or sexual abuse.
23. Unlawful retaliation against any other employee or member of the public who in good faith reports, discloses, divulges or otherwise brings to the attention of the General Manager or any Board member or any other appropriate authority, any facts or information relative to actual or suspected violation of any law of this state or the United States occurring on the job or directly related to the job.

24. Engaging in outside employment that has a detrimental effect on attendance or ability to perform work or is in conflict with the District.
25. Discourteous treatment of the public and/or any District employee.
26. Any and all acts or threats of violence toward employees or officers of the District, or toward the general public.
27. Any and all acts or conduct tending to bring the reputation of the District into disrepute or, that in the opinion of the General Manager, are so severe as to warrant immediate disciplinary action.
28. Any other failure of good behavior or acts either during or outside of duty hours which are incompatible with or inimical to public service and which is of such a nature that it causes discredit to the appointing authority or the person's employment

APPENDIX C

CALENDARS FOR HOLIDAYS

2024

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3						1	2		1	2	3	4	5	6	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6				1	2	3		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

2025

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1						1		1	2	3	4	5			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30				
														30	31												

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7		1	2	3	4	5				1	2	3		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5	6				1	2	3	4						1	1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

2026

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14								
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21								
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28								
25	26	27	28	29	30	31								29	30	31												

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6							1	2	3	4					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25							
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31								
31																											

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1	2	3												
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14							
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21							
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28							
27	28	29	30				25	26	27	28	29	30	31	29	30												

2027

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6															
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27							
24	25	26	27	28	29	30	28							28	29	30	31										
31																											

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5																
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24							
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31							
30	31																										

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1	2													
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20							
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27							
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30											

2028

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					