



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

ROBERT E. ALVARADO
Division 1

DON WILSON
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

April 16, 2020

**AGENDA FOR A MEETING
OF THE PERSONNEL COMMITTEE
OF THE PALMDALE WATER DISTRICT**
Committee Members: Gloria Dizmang-Chair, Kathy Mac Laren
TO BE HELD VIA TELECONFERENCE ONLY
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 3223770#
Submit Public Comments at: <https://www.gomeet.com/471-089-636>
THURSDAY, APRIL 23, 2020
2:30 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held February 6, 2020.
- 4.2) Consideration and possible action on approval of salary ranges for Junior Engineer, Assistant Engineer, Associate Engineer, and Senior Engineer positions in the Engineering Department. (No Budget Impact – Human Resources Director Emery)
- 4.3) Consideration and possible action on revision to Organizational Structure moving the SCADA Instrumentation Tech positions from the Facilities Department to the Information Technology Department. (No Budget Impact – Human Resources Director Emery/Information Technology Manager Stanton)
- 5) Reports.
 - 5.1) Human Resources Director Emery:
 - a) Personnel policy effects of COVID-19 event.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: April 15, 2020 **April 23, 2020**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF SALARY RANGES FOR JUNIOR ENGINEER, ASSISTANT ENGINEER, ASSOCIATE ENGINEER, AND SENIOR ENGINEER POSITIONS IN THE ENGINEERING DEPARTMENT. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Personnel Committee recommend that the full Board approve the following salary ranges for positions within the Engineering Department:

Junior Engineer	Salary Range 31
Assistant Engineer	Salary Range 32
Associate Engineer	Salary Range 35
Senior Engineer	Salary Range 38

Alternative Options:

The alternative is to choose different salary ranges than what are being recommended.

Background:

History:

Historically, the District has twelve similar water districts which are utilized to establish the salary ranges for Palmdale Water District positions. These Districts were chosen due to their similarity in facilities, size, or location. All are without the Southern California region. The attached salary survey utilized these District's currently available information.

We will be recruiting for the Associate Engineer position. The Associate Engineer position will be taking the place of a retirement in another position and, as such, will fall under our succession budget.

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

April 15, 2020

The Palmdale Water District will be completing a significant number of projects in the upcoming years. As such, we have a need for another licensed Engineer. This position is also a successor position for the Engineering/Grant Manager position. Currently many of our projects have been on hold, but we will be pushing to complete them as soon as it is feasible to do so without risking community health. We would like to have this position filled and ready to go when we are able to start our projects.

Impact of Taking No Action:

If we do not approve the salary ranges, we will have positions without established salaries.

Strategic Plan Initiative / Mission Statement:

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District’s Mission Statement.

Budget:

No additional cost to budget.

Supporting Documents:

- Salary Survey with Key
- Engineering Department salary ranges

Palmdale Water District
Cucamonga Valley Water District
Las Virgenes Municipal Water District
Yorba Linda Water District
Olivenhain Municipal Water District
Western Municipal Water District
Santa Clarita Valley Water Agency
Desert Water Agency
Eastern Municipal Water District
Mesa Consolidated Water District
Rancho California Water District
Walnut Valley Water District
Padre Dam Municipal Water District



	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42			
	5308.38	5573.79	5852.48	6145.11	6452.36	6774.98	7113.73	7469.42	7842.89	8235.03	8646.78	9079.12	9533.08	10009.73	10510.22	11035.73	11587.52	12166.89	12775.24	13414	14084.7	14788.93	15528.38			
Senior Engineer	No Equivalent Position														\$10510.22 - \$12775.24											
															Senior Engineer \$10309.87 - \$13405.60											\$13,405.60
															Senior Engineer \$8484.67 - \$10861.07											\$10,861.07
	No Equivalent Position																									
															Senior Engineer \$9480.25 - \$13833.33											\$13,833.33
															Senior Engineer \$9888 - \$12047											\$12,047.00
															Senior Engineer \$10263 - \$12496											\$12,496.00
	No Equivalent Position																									
	No Equivalent Position														Senior Civil Engineer \$9193 - \$12672											\$12,672.00
															Engineering Supervisor \$7901 - \$12295											\$12,295.00
															Engineer \$8206 - \$12769											\$12,769.00
																										\$100,379.00 \$12,547.38 Salary Range 38
Associate Engineer															\$9079.12- \$11035.73											
															Assoicate Engineer \$7544 - \$9808											\$9,808.00
															Assoicate Engineer \$8793.20 - \$11433.07											\$11,433.07
															Assoicate Engineer \$7328.53 - \$9380.80											\$9,380.80
	No Equivalent Position																									
															Engineer II \$8818.58 - \$12867.42											\$12,867.42
															Associate Engineer \$8135 - \$9912											\$9,912.00
															Associate Engineer \$8441 - \$10263											\$10,263.00
															Civil Engineer II \$9197.07 - \$11431.33											\$11,431.33
															Associate Engineer II \$8328 - \$11480											\$11,480.00
															Associate Engineer \$8234.03 - \$11031.80											\$11,031.80
															Senior Civil Engineer \$7511 - \$11724											\$11,724.00
															Engineer \$7413 - \$11532											\$11,532.00
																										\$120,863.42 \$10,987.58 Salary Range 35
Assistant Engineer															\$7842.89 - \$9533.08											
															Assistant Engineer \$6313 - \$8207											\$8,207.00
															Assistant Engineer \$7727.20 - \$10044.66											\$10,044.66
	No Equivalent Position																									
	No Equivalent Position																									
															Engineer 1 \$7631.50 - \$11135.92											\$11,135.92
															Assistant Engineer \$7026 - \$8561											\$8,561.00
	No Equivalent Position																									
															Civil Engineering Associate II \$7404.80 - \$9197.07											\$9,197.07
															Associate Engineer I \$7181 - \$9899											\$9,899.00
															Assistant Engineer \$7469.11 - \$10006.68											\$10,006.68
															Civil Engineer \$6865 - \$10717											\$10,717.00
															Engineer \$7413 - \$11532											\$11,532.00
																										\$89,300.33 \$9,922.26 Salary Range33 Recommend Salary Range 32
Junior Engineer															\$43.0928 - \$52.3796											
	No Equivalent Position																									
	No Equivalent Position																									
															Assistant Engineer I \$4719.87 - \$6042.40											\$6,042.40
	No Equivalent Position																									
	No Equivalent Position																									
	No Equivalent Position																									
															Staff Engineer \$7462 - 9073											\$9,073.00
															Civil Engineering Assistant I \$6408.13 - \$7956											\$7,956.00
	No Equivalent Position																									
	No Equivalent Position																									
	No Equivalent Position																									
															Engineer \$6207 - \$9658											\$9,658.00
																										\$32,729.40 \$8,182.35 Salary Range 30 Recommend Salary Range 31

	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
	5055.6	5573.79	5852.48	6145.11	6452.36	6774.98	7113.73	7469.42	7842.89	8235.03	8646.78	9079.12	9533.08	10009.73	10510.22	11035.73	11587.52	12166.89	12775.24	13414	14084.7	14788.93	15528.38	16304.8	17120.04
Engineering Technician I	\$32.1565 - \$39.08643																								
Construction Inspector I		\$33.7643 - \$41.0408																							
Engineering Technician II			\$35.4525- \$43.0928																						
Construction Inspector II				\$39.0864- \$47.5098																					
Engineering Design Technician II				\$39.0864- \$47.5098																					
Cross Connection Control Specialist				\$39.0864- \$47.5098																					
Junior Engineer						\$43.0928 - \$52.3796																			
Assistant Engineer							\$7842.89 - \$9533.08																		
Management Analyst								\$47.5098 - \$57.74846																	
Engineering Analyst												\$9079.12- \$11035.73													
Project Manager												\$9079.12- \$11035.73													
Associate Engineer												\$9079.12- \$11035.73													
Senior Engineer															\$10510.22 - \$12775.24										
Engineering/Grant Manager																					\$14084.7 - \$17120.04				

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: April 15, 2020 **April 23, 2020**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Jennifer Emery/Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON REVISION TO ORGANIZATIONAL STRUCTURE MOVING THE SCADA INSTRUMENTATION TECH POSITIONS FROM THE FACILITIES DEPARTMENT TO THE INFORMATION TECHNOLOGY DEPARTMENT. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY/INFORMATION TECHNOLOGY MANAGER STANTON)***

Recommendation:

Staff recommends that the Personnel Committee recommend that the Board approve moving the SCADA Instrumentation Tech positions into the Information Technology Department.

Alternative Options:

The alternative is to leave these positions in the Facilities Department.

Background:

History:

Historically, Supervisory Control and Data Acquisition (SCADA) systems were not included in Information Technology (IT). Operations or Facilities Departments were normally tasked with the responsibility for the SCADA system. The responsibility included the selection and management of the platform and the SCADA software. In many cases, a lone technician was responsible for the entire SCADA system. In this era, the SCADA system was rarely interconnected with the IT network and never connected to the Internet. SCADA data were only shared with specific staff and not widely distributed to all staff.

Bringing IT and SCADA in sync:

Historically, there has been some industry friction in bringing these two very different cultures together. At the top level, the IT department generally looks at its systems as dynamic and having a focus on communicating with everyone through managed cybersecurity process. The focus of the SCADA system is to deliver extremely high

April 15, 2020

reliability and safety in managing system operations. Due to the critical nature of real-time data, even short-term disruptions can impact the distribution system. In today's technology environment, it is critical to get real time information into our Operators' hand in the safest way. For this reason, combining the needs of IT and SCADA into a uniform cybersecurity policy will help mitigate the security risk.

SCADA Success in IT:

In addition to keeping the system safe, benefits of moving SCADA to IT include increased transparency of technology, heightened cybersecurity, and improvements in system reliability like reducing the recovery time of a system if a disaster occurs.

America's Water Infrastructure Act (AWIA) and American Waterworks Association (AWWA) Assessments:

This move will help the District meet many of the deficiencies outlined in the current AWIA and AWWA assessments. Moving SCADA to IT will create a cohesive group that can better meet the mitigation requirements outlined in the AWIA and AWWA assessments as well as meet the cyber challenges of the future.

Succession Planning:

Moving SCADA to IT will expand District personnel's career development paths. Personnel will have the chance to be exposed to six uniquely different jobs and career paths; GIS Coordinator, IT Specialist, Network Administrator, IT Manager, SCADA Instrumentation Tech II and SCADA Instrumentation Tech III. The culture of the IT Department is to share knowledge. In this culture, an IT Specialist could be mentored by a SCADA Instrumentation Tech to gain a working knowledge of SCADA, and vice versa the SCADA Instrumentation Tech can be mentored by the IT Specialist to gain a working knowledge of networking. The paths and skillsets available are only limited by the individual's incentive to learn.

Impact of Taking No Action:

AWIA and AWWA mitigation recommendations will be difficult, if not impossible, to implement. IT will continue to provide technical support to the Instrumentation Techs as needed.

Strategic Plan Initiative / Mission Statement:

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

Budget:

No additional cost to budget.

Supporting Documents:

- Proposed Organizational Chart



LEGEND

*ASSUMES THE ROLE OF GENERAL
MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION:	88
CONCEPTUAL/FUTURE POSITION:	0
PROPOSED POSITON:	0
INTERN FUNDED POSITION:	0
TOTAL POSITIONS:	88

