



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

ROBERT E. ALVARADO

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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

January 23, 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 at the District's office at 2029 East Avenue Q, Palmdale**

THURSDAY, JANUARY 30, 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 November 14, 2019.
- 4.2) Consideration and possible action on approval of job descriptions. (No Budget Impact – Engineering/Grant Manager Rogers)
- 4.3) Discussion of Internship Program. (Chair Dizmang/Human Resources Director Emery)
- 4.4) Review 2019 Personnel Committee goals and establish 2020 Personnel Committee goals.
- 5) Information items.
 - 5.1) Other.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT

VIA: Mr. Adam Ly, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager

January 22, 2020

- Littlerock Reservoir Grade Control Structure (Strategic Initiative No. 1)
- Littlerock Reservoir Sediment Removal Project (Strategic Initiative No. 1)
- Palmdale Regional Groundwater Recharge and Recovery Project (Strategic Initiative No. 1)
- Five Year Infrastructure Revitalization Plan (Strategic Initiative No. 3 Systems Efficiency)

In order to provide opportunities for staff, it is recommended that the District create the following positions (Strategic Initiative No 2):

- Junior Engineer, Assistant Engineer, and Associate Engineer will allow for a pathway of opportunities for advancement and reward staff that show effort to advance in their careers at the District.
- Engineering Intern (Part time) will remain to provide pathways for newly degreed engineers to join the District to learn about water industry and opportunities at the District. Moreover, the District will have better oversight of projects, increased productivity within the Department, and improve efficiency.

At the November Personnel Committee Meeting, the Committee approved the Organizational Chart. Today, we would like the Committee to approve the job descriptions.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Initiative No. 1 – Water Resource Reliability, No. 2 – Organizational Excellence, No. 3 – Systems Efficiency, and No. 6 – Customer Care, Advocacy and Outreach.

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

Budget:

No impact to budget.

Supporting Documents:

Job Descriptions:

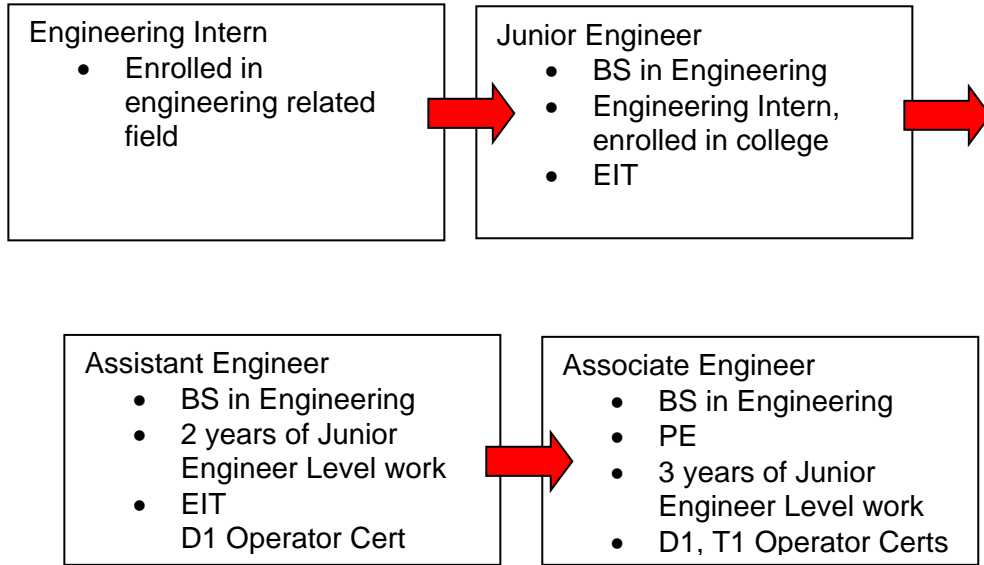
- Engineering Intern (Update Job Description)
- Junior Engineer (Added Position, unfilled)
- Assistant Engineer (Added Position, unfilled)
- Associate Engineer (Added Position, unfilled)

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT

VIA: Mr. Adam Ly, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager

January 22, 2020

Position Descriptions and Minimum Qualifications:



ENGINEERING INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform technical engineering duties in drafting/design, plan check review, mapping, engineering calculations, and assist with customer service inquiries related to the District's water distribution system and facilities improvement projects.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Engineering series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents must be enrolled in an accredited college or university with major coursework related to engineering. Experience gained as an Engineering Intern maybe considered qualifying for entry level professional classifications.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Engineering Manager; may receive technical and functional supervision from other Engineering staff as directed by the Engineering Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; learn use manual or computerized methods to develop or revise engineering drawings during design and construction phases.

Performs compilation, tabulation, and analysis of information and data, required for engineering reports, evaluations, specifications, and plans, primarily using a personal computer, with tasks directed by individual assignment instructions and reviewed by professional engineering staff in progress or upon completion of the assignment

Gathers alignment information to be used by engineering staff in the preparation of alignment studies and improvement plans, following the methods prescribed to access a variety of data sources (assessor's maps, record maps, tract and parcel improvement plans, aerial photographs), with the resulting information obtained to be reviewed upon task completion

Technical design review including conceptual and detailed design review according to District standards and polices;

Collects field data (photos, measurements, samples) in order to obtain information needed for analysis, reporting, plan preparation and inventory activities, using methods and processes which may involve making field notes or notations on plans or other written records and may utilize equipment to collect (soil, groundwater, potable water) samples or use equipment for field testing, typically performed under direct supervision in the field.

Provides support for staff on a variety of construction management activities (inspection tasks, daily reporting, documentation, progress payments, construction survey) in order to complete construction of District projects in accordance with approved plans and all appropriate regulations, using standard construction management practices and methods, which may involve the use of a personal computer and various surveying equipment, with work directly supervised by engineering staff in the field.

Learn a variety of technical engineering software including computer aided design/drafting (CADD), produce and maintain maps via geographic information systems (GIS); maintain and make adjustments to the District's distribution system hydraulic model.

Learn mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.

Establish, maintain, and close out project files, including tract, commercial, single parcel and specification files according to District engineering standards; ensure compliance with project documentation requirements; prepare and maintain as-built drawings.

Learn database management of maps and records; add new layers, edit documents or make corrections as needed to document project and engineering/construction history and maintain District mapping records in an up-to-date status.

Create and run queries and prepare format output for various routine and special reports required by District departments; update programs and systems with patches and service pack releases provided by outsourced vendors.

Provide assistance by responding to inquiries from the general public, contractors, developers, land-owners, consultants, and other agencies or utilities either by telephone, email, or regular correspondence. Inquiries may include but not limited to the following: availability of and requirements for water service and fire flow, issue rejection or will-serve notifications, and other requested items.

Assist in the design and preparation of plans for new or expanded District buildings; prepare plan specifications or modifications and ensure compliance with building and design codes and regulations.

Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

Knowledge of:

Basic computerized practices and methods used in civil engineering drafting, design, and mapping including CADD and GIS.

Application of principles of algebra, geometry, and trigonometry in the design of water systems.

Engineering applications as it applies to water system planning, design and construction.

Basic surveying practices and related equipment.

Computer software used in computer aided design, geographic information systems, word processing, data analytics, and database applications.

Business communications both written and spoken.

Principles and practices of good customer service.

Ability to:

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, including engineering calculations; observe and problem solve operational and technical policies and procedures; and greater understanding of both State and Federal regulations.

Perform mathematical calculations with speed and accuracy.

Use a variety of computer software to draft and design engineering plans, maps; charts, spreadsheets, and other related documents; maintain databases and records.

Maintain and update a variety of electronic and hardcopy files.

Learn policies, procedures and engineering standards established by the District.

Learn principles and practices of property research, including boundary determination and land title examination.

Work outside under a variety of climatic and geographic conditions.

Establish and maintain effective, professional working relationships with those contacted in the course of work.

REQUIREMENTS:

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

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

JUNIOR ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under direct and close supervision, to do the less complex office and field professional engineering work; and to do other work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the professional water engineering series. Incumbents receive office and field assignments of a less complex nature on a training basis. They are expected to develop a variety of engineering skills and abilities and are gradually given more difficult and responsible assignments.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision or direction from Assistant Engineer and/or Engineering Manager and/or higher-level classes, may receive technical and functional supervision from other Engineering staff as directed by the Engineering Manager. Incumbents in this class do not routinely exercise supervision.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Learns to perform and assists in the design and planning of water infrastructure improvements, facilities, and structures by preparing plans, profiles, and establishing tentative alignments and elevations.

Assists in conducting water quality and water rights studies, and other modeling-oriented studies; may participate in inspections during construction.

Assists in the preparation of contracts, cost estimates, and specifications for water projects; assists in the review of bids and contract documents; assists in the coordination of bid openings.

Learns to review plans, parcel maps, specifications, and other information for accuracy and format; reviews for conformance to established water engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare conditions of approval for proposed developments.

Assist in performing engineering calculations, hydraulic calculations, and water modeling for domestic and fire flows; variety of field surveys; research studies for reporting, compliance and other informational purposes; and CAD drafting.

Learns how to responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys and prepares reports.

Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May assist in preparing GIS, water pipeline plan and profile, and water model maps.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

OPTION I - Education:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering or a closely related field.

OPTION II - Experience:

Current employment in the classification of Engineering Intern, enrollment in university with an accredited engineering program, and possession of a valid certificate as an Engineer-in-Training issued by the California State Board of Registration for Professional Engineers.

License/Certificate:

Possession of a valid Class C California Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

(The following are a representative sample of the KSA's necessary to perform essential duties of the position)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of

water production wells, water treatment, transmission and distribution facilities; principles and practices of project development, administration and management; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; understanding of applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper business communication, English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and

cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

ASSISTANT ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general supervision, learns to perform and performs field and office water engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Assistant Water Engineer is the journey-level classification in the professional water engineering series. Incumbents are expected to perform less complex work with little supervision, while closer control would be exercised over more difficult work. Responsibilities may include providing technical direction and guidance to sub-professionals. As experience is gained, a greater independence of action is established within guidelines. Incumbents may advance to the higher level after gaining the requisite experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision or direction from the Engineering Manager and/or higher-level classes. Incumbents in this class will periodically exercise supervision of lower classifications.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Learns to perform and performs a variety of water engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.

Inspects water lines, water meters, hydrants, service lines, fire lines, cross connection control devices, related water operations and storm drains, sewers as related to water facilities, and structures for various types of construction projects; re-inspects for compliance.

Assists in the decision making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum system pressure requirements.

Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

Performs plan checks for Water Improvement Plans; maintains hydraulic computer model and performs hydraulic calculations for domestic and fire flow; assist with SCADA programming, monitoring and operations support.

Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders if necessary for alteration of plans and specifications.

Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.

Responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.

Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.

Establishes positive professional working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May attend meetings and participate in discussions regarding engineering activities or projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education:

The required qualification is to possess a Bachelor's of Science degree from an accredited college or university in Civil Engineering or a closely related field.

Experience:

Possess two years of progressively responsible journey-level experience in water infrastructure engineering or civil engineering equivalent to the Junior Water Engineer classification.

License/Certificate:

Possession of a valid Class C California driver's license. Possession of a valid certificate of Engineer-in-Training issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists; possession of a Grade D1 Certificate within 18 months from date of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA): (The following are a representative sample of the KSA's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and the Associate levels.)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of construction of water production, water treatment, transmission and distribution facilities; principles and practices of project development and administration; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly, professionally, and concisely, both orally and in writing; establish and maintain effective working relationships.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general supervision, learns to perform and performs field and office water engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Associate Water Engineer is the fully qualified working level classification in the professional water engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Water Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. Incumbents may promote to the Senior Water Engineer only through competitive recruitment and examination.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Principal Water Engineer and/or the General Services Manager. May provide technical and functional supervision over training personnel or staff.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Learns to perform and performs a variety of water engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.

Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; re-inspects for compliance.

Assists in the decision making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.

Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

Performs plan checks for Water Improvement Plans; maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; assist with SCADA programming, monitoring and operations support.

Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders if necessary, for alteration of plans and specifications.

Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.

Responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.

Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May attend meetings and participate in discussions regarding engineering activities or projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering or closely related field.

Experience:

The required qualification is to possess three years of progressively responsible professional experience in water facility or civil engineering equivalent to that of an Assistant Water Engineer classification at the City of Indio.

License/Certificate:

Possession of a valid Class C California driver's license. Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is desirable; possession of a Grade D2 Certificate and a Grade T1 Certificate within 18 months from date of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

(The following are a representative sample of the KSA's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and the Associate levels.)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of construction of water production, water treatment, transmission and distribution facilities; principles and practices of project development and administration; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance;

interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective, professional working relationships.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 22, 2020 **January 30, 2020**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.3 – DISCUSSION OF INTERNSHIP PROGRAM.
(CHAIR DIZMANG/HUMAN RESOURCES DIRECTOR EMERY)***

Background:

The Palmdale Water District has had a strong desire to give back to the community by providing opportunities for community members to gain valuable training with the District. In light of this desire, the Palmdale Water District board began an Internship Program, which has been consistently providing opportunities since 2014. We have worked with Antelope Valley College, College of the Canyons, Antelope Valley Youth Build, and Work Source to provide opportunities to various sectors of our community. Currently, the District is working with Antelope Valley Union High School District to provide opportunities to high school students, which allows them to work up to twenty hours per week in the department of their choice and obtain high school credits.

We also remain open to Work Source internships and are provided applicants when they become available. Work Source allows the District to utilize public grants to employ interns returning to the work force.

The District also pursues grant opportunities through the local colleges when they are available.

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.

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: January 22, 2020 **January 30, 2020**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.4 – REVIEW 2019 PERSONNEL COMMITTEE GOALS AND ESTABLISH 2020 PERSONNEL COMMITTEE GOALS.***

Background:

In 2019, the Personnel Committee met five times. Our focus was on career development, improving structural efficiencies, maintaining a competitive benefit package, and our Community Workforce Agreement.

The District had four high school students intern in our Engineering Department for their spring semester. We focused on Emergency Management and worked on a Mutual Aid Agreement with neighboring cities and agencies. We also submitted for a Hazard Mitigation Grant to aid in the update of our Hazard Mitigation Plan. It was a very busy year for recruitment with 13 recruitments taking place. We had four retirements in 2019 and sadly we weathered the passing of one of our team members.

In 2019, the District did an extensive Management Training Program for the District’s management team. The situational leadership model will continue to be stressed throughout 2020 as we strive for excellence. Staff identified four values as a part of our organizational culture. These values are – integrity, diversity, teamwork, and passion.

Goals for 2020:

In 2020, we would like to focus on systems. The first step will be to look at all job descriptions throughout the District. Our goal will be to build in consistencies such as certification requirements, education requirements, and experience requirements. We may also want to create descriptions for positions not currently open in order to create succession pathways which will aid the District in retaining institutional knowledge and skills. This will also be essential to prepare for next year’s salary survey.

Emergency Management will be a big focus in 2020 with the District’s Hazard Mitigation Plan, Emergency Response Guide, and Emergency Response Plans all being updated. We will also wrap up our Mutual Aid Agreements with local agencies, which will create a stronger local response to emergencies. In addition, we will be meeting throughout the year with local agencies for tabletop exercises related to specific emergency planning topics.

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

January 22, 2020

This is also our year to work on a complete Employee Handbook revision. We will be putting together a committee that will meet throughout the year to discuss any updates for the Personnel Committee's consideration.

We currently have a Public Affairs high school intern and an IT high school intern who will be working with the District for the spring semester. We expect to have approximately four to six each semester. We will continue this program as a part of our outreach to the community.

This year, we plan to focus our organizational training on the values chosen by staff. These values are Diversity, Teamwork, Integrity, and Passion. We recently had an excellent training session on diversity, and we will continue to hold sessions throughout the year on all of the values. In addition, we would like to extend training this year to our supervisory group and will focus our available budget in these areas.