



**Hidden Valley Lake Community Services District  
Personnel Committee Meeting  
April 26, 2023 - 8:30 a.m.  
19400 Hartmann Road, Hidden Valley Lake, Ca.**

**Attend in Person or Join by Teleconference**

To join the meeting by Teleconference, go to [www.hvlcsd.org](http://www.hvlcsd.org) select the April 26, 2023, Personnel Committee Meeting and select the Microsoft TEAMS link select Open Microsoft Teams select Join Now.

**This meeting is being recorded for live streaming and broadcasting purposes.**

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Proposed 7% Salary Adjustment
- 6) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Proposed Realignment of Field Staff
- 7) **PUBLIC COMMENT**
- 8) **BOARD MEMBER COMMENT**
- 9) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvlcsd.org/meetings](http://www.hvlcsd.org/meetings). In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** April 26, 2023

**AGENDA ITEM:** Consider a 7% Salary Adjustment for Employees

**RECOMMENDATIONS:** Approval of a 7% Salary Adjustment bringing District Employees up to the Median, based on the data of the 2020 Salary Study, Effective July 1, 2023

**FINANCIAL IMPACT:**

**BACKGROUND:**

December 2015	Salary and Wage Ranges Frozen Pending Salary Study
April 2018 CPS HR Consulting	Study approved - Effective July 1, 2018
September 2019 CPS HR Consulting	Study Found to be Based on the Mean and not the Median, Causing Discrepancies in Salary Ranges.
February 2020	DeLoach & Associates Awarded Contract to Conduct Salary & Compensation Study
June 2020 - DeLoach & Assoc.	Study Approved Adopting a 7% lag at Step E - Effective January 1, 2022

The most recent salary study, conducted in April 2020, indicated that the District’s compensation rates were behind the defined labor market median at the time the study. Effective January 2022 the Board approved a salary increase based on the study with a 7% lag of the hourly median. Salaries remain at a 7% lag of the recommended labor market median of the base salary study.

The General Manager is recommending the Committee consider a cost-of-living adjustment annually over the next 5 years equal to the February-to-February CPI change, effective each following July 1, not to exceed the labor market median. At the end of the fifth year consider a compensation study or continue to align salaries with the San Francisco CPI Labor Market.

The District Compensation Policy prescribes “*The District shall maintain and administer a compensation plan that is affordable, supports the mission statement, attracts, and retains skilled, capable staff, and affirms their value to the organization.*” Between 2020 and 2023, the district has lost five employees for higher paying jobs.

*The Compensation Plan shall be tied to the Consumer Price Index (CPI) for the Bay Area. Employees will receive a salary range adjustment equal to the February-to-February CPI change, effective each following July 1. T*



POSITION		A	B	C	D	E
Project Manager	Current	\$ 40.99	\$ 43.15	\$ 45.42	\$ 47.69	\$ 50.07
	Proposed	\$ 43.86	\$ 46.05	\$ 48.35	\$ 50.77	\$ 53.31
		7%	5%	5%	5%	5%
Admin Svs Mgr	Current	\$ 29.51	\$ 31.05	\$ 32.69	\$ 34.41	\$ 36.22
	Proposed	\$ 31.57	\$ 33.23	\$ 34.98	\$ 36.82	\$ 38.76
		5%	5%	5%	5%	7%
Acct Supervisor	Current	\$ 36.82	\$ 38.76	\$ 40.80	\$ 42.95	\$ 45.21
	Proposed	\$ 39.40	\$ 41.48	\$ 43.66	\$ 45.96	\$ 48.37
		5%	5%	5%	5%	7%
Water Resources Sp I	Current	\$ 26.77	\$ 28.11	\$ 29.52	\$ 31.00	\$ 32.56
	Proposed	\$ 28.38	\$ 29.87	\$ 31.44	\$ 33.10	\$ 34.84
		5%	5%	5%	5%	7%
Water Resources Sp II	Current	\$ 34.28	\$ 36.00	\$ 37.80	\$ 39.69	\$ 41.67
	Proposed	\$ 36.32	\$ 38.23	\$ 40.24	\$ 42.36	\$ 44.59
		5%	5%	5%	5%	7%
Sr. Acct Rep	CSD Current	\$ 25.45	\$ 26.79	\$ 28.20	\$ 29.69	\$ 31.25
	Proposed	\$ 27.24	\$ 28.67	\$ 30.18	\$ 31.77	\$ 33.44
		5%	5%	5%	5%	7%
Acct Rep	CSD Current	\$ 19.70	\$ 20.73	\$ 21.82	\$ 22.97	\$ 24.18
	Proposed	\$ 21.07	\$ 22.18	\$ 23.35	\$ 24.58	\$ 25.87
		5%	5%	5%	5%	7%
Utility Supervisor	CSD Current	\$ 39.59	\$ 41.67	\$ 43.87	\$ 46.18	\$ 48.89
	Proposed	\$ 42.61	\$ 44.85	\$ 47.21	\$ 49.70	\$ 52.31
		5%	5%	5%	5%	7%
Operator II	CSD Current	\$ 28.82	\$ 30.33	\$ 31.93	\$ 33.61	\$ 35.38
	Proposed	\$ 30.84	\$ 31.92	\$ 33.60	\$ 35.37	\$ 37.23
		7%	5.23%	5.23%	5.23%	5.23%
Operator I	CSD Current	\$ 23.47	\$ 24.70	\$ 26.00	\$ 27.37	\$ 28.81
	Proposed	\$ 25.11	\$ 26.43	\$ 27.82	\$ 29.29	\$ 30.83
		5%	5%	5%	5%	7%
Utility Tech	CSD Current	\$ 18.16	\$ 19.12	\$ 20.12	\$ 21.18	\$ 22.30
	Proposed	\$ 19.43	\$ 20.46	\$ 21.53	\$ 22.67	\$ 23.86
		5%	5%	5%	5%	7%



**Hidden Valley Lake  
Community Services District**

**Account Representative**

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**HOURLY PAY SCALE**

Reports to: Accounting Supervisor Status: Non-Exempt Effective: 1/1/2021 <b>PROPOSED</b>					
	<b>Step</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
	\$19.70	\$20.73	\$21.82	\$22.97	\$24.18
	<b>\$21.70</b>	<b>\$22.18</b>	<b>\$23.35</b>	<b>\$24.58</b>	<b>\$25.87</b>

**DEFINITION:**

Perform general office duties as they relate to customer service and account maintenance.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Accounting Supervisor.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Serve as receptionist; interact directly with District customers: in person, by telephone, email, and letter in order to address customer inquiries, complaints, service requests or billing arrangements.
- Perform data entry functions; post, verify and reconcile various accounts; gather, sort, and research records as necessary to maintain the integrity of customer account ledgers.
- Process and verify billing for commercial and residential customers; process and prepare supplemental bills for mailing.
- Receive and process cash payments, count change, balance cash, and prepare bank deposits; manage and reconcile petty cash.
- Collect, sort, and distribute incoming and outgoing mail; operate a variety of standard and specialized office equipment; perform related general clerical work such as typing, filing, proofing, photocopying, and collating.
- Procure and maintain office supply inventory.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Works primarily in an office environment; will routinely be required to make bank deposits and other deliveries/pickups.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This position relies heavily on speech, hearing, and vision. Communicates orally in group and one-to-one settings. Hearing within normal ranges with or without correction. Has the ability to hear well enough to receive information over the telephone, radio and in person. Vision within normal range with or without correction.
- May require occasional bending, stretching, stooping, reaching, twisting, and turning. This position works primarily in an office environment. Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; may also require walking short to moderate distances.
- Must be able to lift, push or pull at least 25 pounds. Hand and finger dexterity sufficient to operate a computer, keyboards, and some hand tools. Attentiveness and concentration necessary to perform multiple tasks concurrently.

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

A high School Diploma or equivalent is required.

Incumbents must be familiar with general office procedure and possess basic office skills.

(i.e., skills in word processing, spreadsheet, and database software.)

**Licenses/Certificates:**

A valid California driver’s license and satisfactory driving record to maintain insurability is required.

**Other Duties**

Perform other related duties as required.

**I have reviewed this Job Description with my Supervisor and agree with its contents**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



**Hidden Valley Lake  
Community Services District**

**Accounting Supervisor**

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**SALARY RANGE**

Reports to: General Manager					
Status: Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Effective: 1/1/2021	\$36.82	\$38.76	\$40.80	\$42.95	\$45.21
<b>PROPOSED</b>	<b>\$39.40</b>	<b>\$41.48</b>	<b>\$43.66</b>	<b>\$45.96</b>	<b>\$48.37</b>

**DEFINITION:**

Under general direction, plans, organizes, supervises, and participates in all aspects of the District's Financial activities, including general accounting, cash management internal control functions, customer accounts service, billing, payroll, accounts payable and accounts receivable; prepares a variety of monthly and annual reports; assists in the preparation and administration of the District's budget; provides highly responsible and complex staff assistance to the General Manager

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager. Exercises general supervision over Account Representative, Sr Account Representative staff.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for all accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, billing, customer accounts and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget. Serves as a financial resource to the General Manager and the Board of Directors as required; provides information regarding a variety of accounts, revenues, and expenditures.
- Reviews, edits, and updates financial information to be posted to the general ledger.
- Assists staff in the proper classification of revenues and expenditures.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
- Prepare comprehensive financial studies, reports and statements as directed. Maintain and adjust the District's fixed assets records.
- Performs the more technical and complex tasks and trains others to do the same.
- Participates in the interviewing and hiring of new staff; counsels' employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.
- Supervises and participates in customer service account and billing functions; handles and resolves the more difficult customer service inquiries.

- Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Review's bank and investment account statement reconciliations; assists with petty cash handling; ensures that all payments are received and appropriately posted; process payment errors, bank transfers and wire transfers as needed.
- Processes and reconciles miscellaneous payments received for miscellaneous payments, property taxes, liens and surplus payments.
- Supervises and participates in the preparation of the District's financial statements in accordance with knowledge of generally accepted accounting standards; reviews accounting documents to ensure accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions and fund availability; processes canceled checks; issues payment on invoices; maintains and issues payment for debt accounts.
- Oversees and participates in payroll activities; reviews timesheets and processes discrepancies; approves and ensures accuracy of pay rate changes; reviews and approves Federal and State quarterly reports; oversees vacation and sick leave payouts.
- Assists in preparing the District's annual budget and midyear budget as required by the General Manager.
- Prepares and participates in the preparation of the District's policies and procedures in accounts payable, accounts receivable, payroll, cash receipts, fixed assets, utility billings and the District's Financial Statements.
- Sets up, reviews, authorizes, and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Performs special projects for the General Manager.
- Responds to District staff, auditors, and other governmental agencies on a variety of requests relating to District accounting information and records.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk, and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information, and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

#### **QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*



## **Education and/or Experience**

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 graduation from a four-year college or university with a bachelor's degree in Accounting, Finance or Business Administration, and a minimum of two (2) years of experience in finance and accounting at a senior management level and supervisory capacity within local Government.

## **Licenses/Certificates:**

- Possession of a valid Class C California driver's license and satisfactory driving record is required.
- Possession of or ability to obtain within six months of employment, a valid Notary Public designation.

## **KNOWLEDGE/SKILLS/ABILITIES:**

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

### **Knowledge of:**

- Advanced principles, practices and terminology of general funds, and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Budgeting principles, methods, and terminology.
- Cost accounting principles, methods, and procedures.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures, and techniques of financial analysis.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Safe work methods and safety regulations.

### **Ability to:**

- Plan, assign, train, evaluate and supervise the work of subordinates engaged in accounting and customer service work.
- Develop and implement account system modifications.
- Analyze, interpret, and prepare financial and accounting records and reports.
- Analyze and interpret complex utility billing records and coordinate the Accounts Representative staff.
- Interpret and explain District financial policies and practices.
- Verify and ensure the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursement.
- Analyze, post, balance and reconcile complex financial data and accounts.
- Prepare clear, concise, and complete financial documents, statements, and reports.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with District staff and Board, and the general public.

- Operate a computer and related software at an advanced level.

**Other Duties:**

Perform other related duties as required.

PROPOSED



**Hidden Valley Lake  
Community Services District**

**Administrative Services Manager**

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**HOURLY PAY SCALE**

Reports to: General Manager					
Status: Non-Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Effective: 1/1/2021	\$29.51	\$31.05	\$32.69	\$34.41	\$36.22
<b>PROPOSED</b>	<b>\$31.57</b>	<b>\$33.23</b>	<b>\$34.98</b>	<b>\$36.82</b>	<b>\$38.76</b>

**DEFINITION:**

To provide administrative support to the General Manager and Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced management level class in which incumbents perform highly responsible administrative and management duties for the General Manager and Board of Directors and in support of a major function. Incumbents in this class work with substantial independence and assume responsibility for complex duties associated with administrative support and record keeping based on extensive knowledge of District operations, policies, procedures, and practices.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager. Exercises general supervision over administrative support staff.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Gathers and organizes a variety of information and materials for the General Manager and Board of Directors, Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings. Schedules and ensures completion of Board mandatory trainings.
- Performs highly responsible and complex administrative, secretarial and office support functions for the General Manager, Board of Directors and District staff.
- Prepares correspondence, memoranda, and other items as delegated by the General Manager and Board Members.
- Makes appointments, coordinates meetings with high level executives and maintains appointment calendar for the General Manager and Board of Directors; arranges travel and conference registrations for the General Manager, Board of Directors, and staff; processes expense reports and invoices for reimbursement and payment.

- Serves as a confidential assistant to the General Manager for District administrative functions.
- Maintains all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access.
- Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local "Right to Know" regulations.
- Administers the Fair Political Practices Commission guidelines and the filing of economic interest statements; issues campaign packets.
- Administer clerical tasks for District programs including Employee Relations, insurance, workers' compensation, public information, and education.
- Maintain District insurance records including District vehicle and facility inventory.
- Manage the District Records Retention and Records Destruction Policy.
- Maintain the District website and provide basic IT support for the District.
- Maintain personnel and payroll records; process paperwork for job postings including reviewing applicants/resumes, terminations, and promotions; monitor performance evaluation dates and provide appropriate forms to staff. Provide benefit enrollment assistance; serves as the employee benefit representative and processes benefit related changes.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions; handle vendor/solicitation phone calls and emails.
- Assists in the preparation of the annual budget related to administrative expenses and manages and reviews expenditures for accuracy.
- Serve as a District representative on various committees, as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Works weekends, evenings and holidays as required, to accommodate the District's needs in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk, and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information, and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public, and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

### **QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

### **Education and/or Experience:**

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 an Associate degree in business Administration, Public Administration, or a closely related field, and five (5) years of secretarial and office administration experience. Additional experience may be substituted for the educational requirement on a year-for-year basis.

**Licenses/Certificates:**

- Incumbent must possess a valid Class C California driver's license and satisfactory driving record.
- Special District Institute Certification is required and may be completed within the first two years of employment.
- Incumbent must be a Certified Notary.

**KNOWLEDGE/SKILLS/ABILITIES:**

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

**Knowledge of:**

- Modern office practices, equipment, and procedures.
- Business correspondence, filing systems, and standard office operations Statistical and record keeping methods.
- Operations, procedures, policies, and precedents of the District.
- Federal, State, and local laws, rules, and regulations relative to the Brown Act; records management; resolutions, ordinances, Political Reform Act; Public Information Act, Elections and Appointments, and related.
- Agenda preparation and distribution requirements for the District Board.
- District organization, functions, and policies.
- Water and sewer related services.
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software.
- Customer service and customer relations practices and principles.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision and work coordination.
- Research methods and techniques.
- Principles and practices of sound business communication.
- Safe work methods and safety regulations.

**Ability to:**

- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors with speed and accuracy.
- Prepare agenda, minutes, and records for the Board of Directors.
- Take notes and prepare minutes of meetings.
- Keyboard at a minimum speed of 65 words per minute.
- Provide supervision and work coordination for office support staff, as assigned.
- Perform research and prepare documents and reports.
- Operate a variety of office equipment including computers and applicable software at an advanced level.
- Effectively represent the District, including its programs and policies with the public.
- Exercise tact, diplomacy, and discretion in dealing with highly sensitive and confidential information.

- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective working relationships with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public, and others encountered in the course of work.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.

**Other Duties:**

Perform other related duties as required.

PROPOSED



## Hidden Valley Lake Community Services District

### Project Manager

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

### SALARY RANGE

Reports to: General Manager Status: Exempt Current: Approved 07/19/2022 <b>PROPOSED</b>	Hourly Salary				
	Step A	Step B	Step C	Step D	Step E
	\$40.99	\$43.15	\$45.42	\$47.69	\$50.07
	<b>\$43.86</b>	<b>\$46.05</b>	<b>\$48.35</b>	<b>\$50.77</b>	<b>\$53.31</b>

#### **DEFINITION:**

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager.

#### **ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Collects, compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies, and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts.
- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.



- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

**Education and/or Experience:**

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

**Licenses/Certificates:**

A Project Manager Professional (PMP) certification is desirable.

**KNOWLEDGE/SKILLS/ABILITIES:**

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

**Knowledge of:**

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services, and funding report requirements;
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

**Ability to:**

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems, and procedures, understand, interpret, and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.
- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

**Other Duties:**

Project Manager

Perform other related duties as requested by the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents

---

Employee Signature

Date

---

Employer Signature

Date

PROPOSED



**Hidden Valley Lake  
Community Services District**

**Senior Accounts Representative**

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**HOURLY PAY SCALE**

Reports to: Accounting Supervisor Status: Non-Exempt Effective: 1/1/2021  <b>PROPOSED</b>					
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
	\$25.45	\$26.79	\$28.20	\$29.69	\$31.25
	<b>\$27.24</b>	<b>\$28.67</b>	<b>\$30.18</b>	<b>\$31.77</b>	<b>\$33.44</b>

**DEFINITION:**

Performs a variety of clerical and data entry work related to customer account maintenance and assists Accounting Supervisor with basic accounting functions.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Accounting Supervisor.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Serve as receptionist; interact directly with District customers: in person, by telephone, email, and letter in order to address customer inquiries, complaints, service requests or billing arrangements.
- Perform data entry functions; post, verify and reconcile various accounts; gather, sort, and research records as necessary to maintain the integrity of customer account ledgers.
- Process and verify billing for commercial and residential customers; process and prepare supplemental bills for mailing.
- Receive and process cash payments, count change, balance cash, and prepare bank deposits; manage and reconcile petty cash.
- Collect, sort, and distribute incoming and outgoing mail; operate a variety of standard and specialized office equipment; perform related general clerical work such as typing, filing, proofing, photocopying, and collating.
- Procure and maintain office supply inventory.
- Process accounts payable warrant requests; prepare, review, and verify purchase orders, vendor invoices and related documentation; maintain related files.
- Assist in the preparation of property liens.
- Reconcile District's bank account(s) on a weekly basis.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Works primarily in an office environment; will routinely be required to make bank deposits and other deliveries/pickups.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- This position relies heavily on speech, hearing, and vision. Communicates orally in group and one-to-one settings. Hearing within normal ranges with or without correction. Has the ability to hear well enough to receive information over the telephone, radio and in person. Vision within normal range with or without correction.
- May require occasional bending, stretching, stooping, reaching, twisting, and turning. This position works primarily in an office environment. Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; may also require walking short to moderate distances.
- Must be able to lift, push or pull at least 25 pounds. Hand and finger dexterity sufficient to operate a computer keyboards and some hand tools. Attentiveness and concentration necessary to perform multiple tasks concurrently.

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

A high school diploma or equivalent and at least three (3) years clerical and/or customer service experience is required.

**LICENSES/CERTIFICATES:**

A valid California driver's license and satisfactory driving record to maintain insurability is required.

**KNOWLEDGE/SKILLS/ABILITIES:**

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

**Knowledge of:**

- An individual must possess strong customer service and communication skills; attention to detail.

**Ability to:**

- Must be able to multi-task.
- Position requires computer literacy and skills in word processing, spreadsheet, and database software.
- Must be able to count change.

**OTHER DUTIES:**

Perform other related duties as required.



## Hidden Valley Lake Community Services District

### Utility Operator I

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

#### HOURLY PAY SCALE

Reports to: Utility Supervisor					
Status: Non-Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Effective: 1/1/2021	\$23.47	\$24.70	\$26.00	\$27.37	\$28.81
<b>PROPOSED</b>	<b>\$25.11</b>	<b>\$26.43</b>	<b>\$27.82</b>	<b>\$29.29</b>	<b>\$30.83</b>

#### **DEFINITION:**

This is the first step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water, the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water and wastewater samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs, and the installation/removal of water meters.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from Utility Supervisor.

#### **ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Work independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, wastewater collection, treatment, and recycled water distribution systems;
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks;
- Maintain system equipment including: pumps, valves, motors, blowers, dewatering equipment and sewer line cleaning equipment. Operate control valves; record static and drawdown levels; perform water, wastewater, and recycled water quality analyses;
- Operate and perform light maintenance on a range of equipment including; vehicles, tractor, backhoe, and sewer line maintenance equipment;
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment as well as sanitary sewer collection, pumping and treatment equipment;
- Assist in cleanup of work sites; ensure proper disposal of hazardous materials;
- Troubleshoot wastewater collection, treatment and recycled water distribution malfunctions including the possible handling of untreated sewage;
- Collect and prepare water and wastewater samples for lab pickup and analysis;
- Perform routine laboratory tests;
- Keeps detailed logs and records of work performed;

- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner;
- Respond to District after-hour emergencies and participate in on-call customer service rotation;

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

**Environmental Factors:**

*The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

A high school diploma or equivalent and at least one year of experience with the maintenance and operation of a water and/or wastewater plant and knowledge of safe working practices is required.

**Education and/or Experience**

**Licenses/Certificates Requirement(s):**

A high school diploma or equivalent is required.

A class “B” California driver’s license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade I;
2. Water Distribution Grade I;
3. Wastewater Grade I;
4. Collection System Maintenance Grade I;

Must obtain all four certifications within 18 months of entering the position. Must maintain all certifications.

**KNOWLEDGE/SKILLS/ABILITIES:**

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

**Knowledge of:**

- Collection and analyzing water, wastewater, and recycled water samples;
- Use basic hand tools, power and pneumatic tools and automated equipment;
- Maintaining written logs and records;
- Assisting in the training of less experienced staff;
- Comprehend, speak, read, and write the English language. (A second language is strongly encouraged);
- Follow written and oral instructions;
- Establish and maintain cooperative working relationships with staff, management, and the general public.

**Ability to:**

- Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

**Must be able to respond to after-hours emergencies within 30 minutes.**

**Other Duties:**

Perform other related duties as required.



**Hidden Valley Lake  
Community Services District**

**Utility Operator II**

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**HOURLY PAY SCALE**

Reports to: Utility Supervisor					
Status: Non-Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Effective: 1/1/2021	\$28.82	\$30.33	\$31.93	\$33.61	\$35.38
<b>PROPOSED</b>	<b>\$30.84</b>	<b>\$31.92</b>	<b>\$33.60</b>	<b>\$35.37</b>	<b>\$37.23</b>

**DEFINITION:**

This is the second step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water, wastewater and recycled water samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs, and the installation/removal of water meters.

This classification differs from the Utility Operator I in that the Utility Operator II is expected to maintain higher certifications in all aspects, performs at a higher level and assumes responsibility of the Utility Supervisor in his/her absence.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from Utility Supervisor.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- This classification is expected to be able to perform all the duties of the Utility Operator I.
- Assist field staff in the absence of the Utility Supervisor.
- In absence of the Utility Supervisor, oversee District projects, schedule staff and hired contractor's projects.
- Read and understand plans and specifications, estimate and coordinate purchase of materials, schedule equipment rental.
- Train or assist in training of subordinates.
- Works independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater collection treatment and recycled water distribution systems.
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks;
- Maintain system equipment including, pumps, valves, motors, blowers, and dewatering equipment.
- Operate control valves, record static and drawdown levels, and perform water quality analyses.



- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, and backhoe.
- Perform preventative maintenance on pumps, valves, hydrants, and other water, wastewater collection/treatment and distribution equipment.
- Assist in cleanup of work sites, ensure proper disposal of hazardous materials.
- Troubleshoot wastewater collection, treatment and recycled water malfunctions including the possible handling of untreated sewage.
- Monitor and interpret gauges, digital displays and recording devices to ensure compliance with prescribed safety and operational guidelines. Perform preventive maintenance as needed.
- Collect and prepare water, wastewater and recycled water samples for lab pickup and analysis.
- Perform routine laboratory tests.
- Coordinate purchase of materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings, and infrastructure.
- Keep detailed logs and records of work performed.
- Compile data and draft reports for the Regional and State Water Boards for review and submission by the Utility Supervisor).
- Respond to public inquiries, complaints, and/or requests. Provide information within areas of assignment and resolve complaints in an efficient and timely manner utilizing customer care skills.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

#### **Environmental Factors:**

*The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

#### **QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices. At least one (1) year experience as a Utility Operator I for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required. Knowledge of recycled water distribution and regulations is desired.

### **Education and/or Experience**

#### **Licenses/Certificates:**

A high school diploma or equivalent is required.

A class "A" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade II;
2. Water Distribution Grade II;
3. Wastewater Grade II;
4. Collection System Maintenance Grade II;

Must obtain all four certifications within 18 months of entering the position. Must maintain all certifications.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

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

#### **Knowledge of:**

- Sample collect and analyze water, wastewater, and recycled water samples.
- Use basic hand tools, power and pneumatic tools and automated equipment.
- Maintain written logs and records.
- Assist in training of less experienced staff.
- Establish and maintain cooperative working relationships with staff, management, and the general public. Formulate and communicate instructions.
- Comprehend, speak, read, and write the English language. (A second language is strongly encouraged).
- Follow written and oral instructions.

#### **Ability to:**

- Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

#### **Must be able to respond to after-hours emergencies within 30 minutes.**

#### **Other Duties:**

Perform other related duties as required.



**Hidden Valley Lake  
Community Services District**

**Utility Supervisor**

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**SALARY RANGE**

Reports to: General Manager					
Status: Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Effective: 1/1/2021	\$39.59	\$41.67	\$43.87	\$46.18	\$48.89
<b>PROPOSED</b>	<b>\$42.61</b>	<b>\$44.85</b>	<b>\$47.21</b>	<b>\$49.70</b>	<b>\$52.31</b>

**DEFINITION:**

Supervises and oversees the operations, maintenance and day-to-day activities of the District's water production, transmission, and storage facilities; responsible for the operation and maintenance of the District's water treatment facility, distribution system, and water quality. Supervises and oversees the operations, maintenance and day-to-day activities of the District's wastewater collection, treatment, and reclamation storage and distribution systems. Schedule maintenance and directs the activities of field staff; performs a variety of technical and administrative support functions including mandated reports, Federal, State and County reporting requirements, site inspections, and verification of code compliance.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Supervise, train, direct, plan, schedule, and assign the work of field personnel.
- Coordinate and set priorities for operation and maintenance of water and wastewater systems. establish standard operating procedures to provide water of high quality, adequate quantity and pressure; establishes standard operating procedures to provide high quality wastewater treatment services and tertiary recycled water storage and distribution.
- Maintain records; prepare State and County water quality and wastewater reports.
- Facilitates effective communication amongst field operations staff and between field staff and administrative staff.
- Ensure a safe work environment, coordinate training in safe work techniques and policies, investigate and complete incident reports and near-misses.
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water, wastewater, and recycled water projects.
- Inspect and evaluate work in progress and completed work.
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities;
- Enforce District personnel policies and procedures.
- Assist in planning and design of system modifications.

- Maintain inventory of parts and supplies.
- Recommend and justify capital purchases, assist with the review of Capital Improvement projects, gather, and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities and serve as contact with contractors and consultants.
- Assist with budget preparation and monitoring.
- Monitor and evaluate work performed by staff and contractors.
- Conduct field operations staff and safety meetings and participate in management meetings.
- Supervise development and implementation of other procedures and programs (e.g., safety, maintenance schedule, emergency response, FEMA training, process control, purchasing, training, SCADA system, and inventory control).
- Oversee the maintenance of District vehicles and equipment.
- Administer District On-Call Program in cooperation with the Utility Technician (Tech) and Utility Operators (I & II).
- Respond to District after-hour emergencies as appropriate.
- Prepare a monthly field operation report to the Board of Directors.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Utility Supervisor position.

While performing the duties of this job, the employee is regularly required to talk, speak, and hear, use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

**Environmental Factors:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential duties and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

College level course work in industrial technology, management, water and wastewater system operation and design is desired. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices. At least one (1) year experience as a Utility Operator II for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required. Knowledge of recycled water distribution and regulations is desired.

**Education and/or Experience, Licenses/Certificates:**

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water/wastewater/recycled water operation, preventative maintenance, and safe work practices. Five (5) years' experience as an Operator II for HVLCSD or comparable position. A class "A" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade II
2. Water Distribution Grade II
3. Wastewater Grade III
4. Collection System Maintenance Grade III
5. Cross-Connection Control Specialist Certification (AWWA or County Health)

Must obtain all five certifications within 18 months of entering the position. Must maintain all certifications.

**KNOWLEDGE/SKILLS/ABILITIES:**

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

**Knowledge of:**

- Principles of supervision, training and performance evaluation, District policies, rules, regulations, procedures and the development and implementation of Standard Operating Procedures (SOP's).
- Public relations courtesies and effective customer service.
- Federal, State, and local laws, ordinances, codes, and regulations regarding: Water treatment, storage, distribution and quality; wastewater collection treatment, disposal; and recycled water storage, distribution and usage.
- Occupational hazards and standby safety precautions prevalent in the water, wastewater, and recycled water industry and how to mitigate such hazards.
- The principles and practices of budget development and monitoring.
- Materials, methods, practices, and equipment used in maintenance of water, wastewater, and recycled water electronics, SCADA, pumps, and valves.

**Ability to:**

- Perform a variety of skilled maintenance, repair, and operations work related to the pumping, treatment, storage, and distribution of water; the collection and treatment of wastewater; the storage and distribution of recycled water.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Take water and wastewater samples; perform basic laboratory tests.
- Maintain written logs and records.
- Train staff; establish and maintain cooperative working relationships.
- Formulate and communicate instructions.

- Draft standard operating procedures and procedural manuals.
- Read and write the English language.
- Follow written and oral instructions.

**Must be able to respond to after-hours emergencies within 30 minutes.**

**Other Duties**

Perform other related duties as required.

PROPOSED



## Hidden Valley Lake Community Services District

### Utility Technician

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

#### HOURLY PAY SCALE

Reports to: Utility Supervisor					
Status: Non-Exempt Effective: 1/1/2021	Step A	Step B	Step C	Step D	Step E
	\$18.16	\$19.12	\$20.12	\$21.18	\$22.30
<b>PROPOSED</b>	<b>\$19.43</b>	<b>\$20.46</b>	<b>\$21.53</b>	<b>\$22.67</b>	<b>\$23.86</b>

#### **DEFINITION:**

This is the entry-level non-certified class in the Utility Operator series. Performs a variety of skilled and unskilled duties pertaining to the construction, repair and maintenance of water distribution and sanitary sewer collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters under the guidance of a certified Water Operator; operates a variety of light and moderately heavy equipment.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from Utility Supervisor.

#### **ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Perform daily monitoring of tank levels, well production, and pump performance.
- Respond to routine service orders.
- Read residential and commercial water meters.
- Assist a Certified Water Operator with connection and disconnection of water services/meters for residential and commercial customers.
- Assist a Certified Operator with the repair and maintenance of water treatment and distribution system, sewer collection and treatment systems or independently repair and maintain District facilities, and vehicles.
- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars.
- Recognize and respond to variations in operating conditions.
- Assist Certified Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle,

or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

**Environmental Factors:**

*The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability are required.

Experience in water distribution, water treatment, wastewater collection or wastewater treatment maintenance and repair is preferred, however, experience as a general laborer in the field of electrical, plumbing, or general contraction will be considered as well.

**Education and/or Experience**

**Licenses/Certificates Requirement(s):**

A valid California driver's license and satisfactory driving record to maintain insurability is required. Possession of a Wastewater Operator in Training Certification from the State Water Resources Control Board within six months.

**KNOWLEDGE/SKILLS/ABILITIES:**

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

**Knowledge of:**

- Use basic hand tools.
- Perform strenuous manual labor.
- Comprehend, speak, read and write the English language. (A second language is strongly encouraged.)
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management, and the general public.

**Ability to:**

- Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.



**Must be able to respond to after-hours emergencies within 30 minutes.**

**Other Duties:**

Perform other related duties as required.

PROPOSED



**Hidden Valley Lake  
Community Services District**

**Water Resources Specialist  
Flex I/II**

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**HOURLY PAY SCALE**

Reports to: General Manager					
Status: Non-Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Specialist I Effective:	\$26.77	\$28.11	\$29.52	\$31.00	\$32.56
<b>PROPOSED</b>	<b>\$28.38</b>	<b>\$29.87</b>	<b>\$31.44</b>	<b>\$33.10</b>	<b>\$34.84</b>
Specialist II Effective:	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67
<b>PROPOSED</b>	<b>\$36.32</b>	<b>\$38.23</b>	<b>\$40.24</b>	<b>\$42.36</b>	<b>\$44.59</b>

**DEFINITION:**

Under general supervision; a **Water Resource Specialist I** participate in technical studies and special projects to support District operations and policy/program development; maintains a variety of technical databases; compiles various regulatory reports on a regular basis; supports the District's GIS and SCADA programs and databases; work with various vendors that provide services to the District; may administer grants and loans; may represent the District in various state and local boards and public forums; and performs related duties as assigned.

**Additional Definition/Summary for the Water Resources Specialist II**

Under general supervision; a **Water Resource Specialist II** plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Collects, assembles, analyzes, and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with maintenance of water production, treatment, and/or water use computer databases. Monitors service orders for water loss calculations.

- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- May represent the district at public and utility-related organizations and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Works with multiple vendors in accordance with contract terms and support needs.
- May administer grants and loans according to relevant terms.
- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary.
- Maintains the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff.
- Supports billing staff during high call volumes.

#### **Additional Essential Functions for the Water Resources Specialist II**

- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Manages multiple vendors in accordance with contract terms and support needs.
- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.
- Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.
- Performs lead activities to oversee the District's CivicSpark fellowship and internship program.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

The physical demands described here are representative of those necessary to successfully perform the essential functions of the **Water Resources Specialist I & II** position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

### **Environmental Factors**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the **Water Resources Specialist I & II** position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

### **QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

#### **Education and/or Experience:**

Education and Experience for the **Water Resources Specialist I:**

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) An Associate Degree with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) One year of experience with a water supply/management organization

Education and Experience for the **Water Resources Specialist II**

- a) Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) Three years of experience with a water supply/management organization

#### **Licenses/Certificates:**

A valid California driver's license and satisfactory driving record to maintain insurability is required.

### **KNOWLEDGE/SKILLS/ABILITIES:**

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

#### **Knowledge of:**

- Rules of English grammar, punctuation, and spelling.
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer.
- Principles of database management.
- Supervisory Control and Data Acquisition (SCADA) systems and software.
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and

- ArcGIS database software.

**Ability to:**

- Perform basic mathematical computations.
- Compile and interpret water resources data.
- Write technical reports regarding various water and wastewater reporting and compliance issues.
- Conduct analytical and research studies.
- Support project activity, including scheduling and overseeing vendor activities.
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics, and desktop publishing programs.
- Learn and apply the District's Utility Billing Software.
- Maintain computer records and databases.
- Prepare effective educational and informational written materials.
- Make effective oral presentations to Board of Directors and public groups.
- Additional Abilities Required for the Water Resources Specialist II.
- Write grant proposals, loan proposals, and Requests for Proposals.
- Direct the planning and administration of grant and loan programs.
- Plan and conduct advanced analytical and research studies.
- Represent the District at various state and local boards and groups.
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

**Additional Abilities Required for the Water Resources Specialist II**

- Write grant proposals, loan proposals, and Requests for Proposals.
- Direct the planning and administration of grant and loan programs.
- Plan and conduct advanced analytical and research studies.
- Represent the District at various state and local boards and groups.
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

**Other Duties:**

Perform other related duties as required.

# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

