



Hidden Valley Lake Community Services District

Personnel Committee

AGENDA

Tuesday April 13, 2021
3:30 PM

Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor's Executive Orders, this Meeting is being conducted via Microsoft Teams, and there will be no physical location from which members of the public may participate. The Public can listen or watch the Live Stream video on the District's website at: <http://www.hvlcsd.org>

To join this meeting go to the www.hvlcsd.org select the April 13, 2021 Personnel Committee Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

Please submit your comments to pcuadras@hvlcsd.org or mail comments to the attention of: Administrative Services Manager, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Committee Chair as related to the agenda item or during Public Comment.

DATE: April 13, 2021

TIME: 3:30 PM

PLACE: **Virtual via Microsoft Teams**
Hidden Valley Lake CSD
Administration Office, GM Office
19400 Hartmann Road
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. REVIEW and DISCUSS: Temporary Staffing for Meter Replacement Project
6. REVIEW and DISCUSS: Proposed Operator I and Part Time Accounts Representative
7. PUBLIC COMMENT
8. COMMITTEE MEMBER COMMENT
9. ITEMS FOR NEXT AGENDA:
10. ADJOURN

Public records are available upon request. Board Packets are posted on our website at 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 (707)987-9201 at least 48 hours prior to the scheduled meeting. 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 13, 2021

AGENDA ITEM: Review and Discuss: Recommend approval of four Temporary Meter Replacement Technicians for the AMI Project

RECOMMENDATIONS: Staff asks that the Personnel Committee recommend that the full Board approve four Temporary Meter Replacement Technicians for the AMI Project

FINANCIAL IMPACT: . Were the District to hire four temporary employees, labor for 6 months would be estimated at \$65,280 (includes estimated mgt fees) broken into 3 phases.

BACKGROUND:

Staff propose to hire four temporary employees through a Temp Agency, using the proposed Meter Replacement Technician Job Description.

To estimate the number of meters temporary staff would be able to replace, an average of 45 minutes per meter replacement was used. With this average timeframe in mind, and accounting for an 8-hour day, four temporary staff members should be able to replace 40 meters per day. At this rate, the project would be completed in approximately 2-3 months.



Meter Replacement Technician

Hidden Valley Lake Community Services District

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.

Temporary/Full Time Position

| | |
|--------------------------------|----------------|
| Reports to: Utility Supervisor | |
| Status: Full Time / Temporary | \$17.00 Hourly |
| Approved: | |

DEFINITION:

This is a temporary full-time position that will end at the completion of the AMI Water Meter Installation Project.

The successful candidate will assist field staff in performing all work necessary for the replacement and installation of AMI water meters.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision from the Utility Supervisor or his designee.

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

Remove and disassemble the existing meters; fit for and install new AMI meter.

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.

Typical Physical Activities:

- Operate and work in direct vicinity of vehicles and equipment in the water facilities construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and part weighing up to 50 pounds.
- Stoop, kneel, crouch, crawl and climb during field replacement and installation project.
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicate orally with District staff.
- Stand and walk for periods of time.
- Hearing and vision within normal limits.

Environmental Factors:

Work is performed outdoors in hot and cold weather under dusty, noisy conditions. There is occasional exposure to fumes, odors, dust, and grass, and to allergy causing agents (such as poison oak, grasses)

and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery and occasional mechanical and electrical hazard and possible abrasion and contusion.

KNOWLEDGE/SKILLS/ABILITIES:

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

- Successful candidates will have basic mechanical skills for plumbing and wiring along with reliable transportation.
- Previous plumbing, pipefitting or electrical experience a plus but not required; training will be provided.
- Must be self-motivated, have a great work ethic, and be able to work well with minimal supervision, in various environments or in inclement weather.
- Must be committed to providing a safe work environment including following CDC and State of California guidelines to help prevent the spread of COVID-19.

Ability to:

- Perform basic work assignments in the removal and installation of water service meters.
- Operate a motor vehicle.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Work in the elements of an outside environment.

License and Certifications:

Maintain and possession of a valid California Class C Driver License 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

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

DATE: April 13, 2021

AGENDA ITEM: Review and Discuss: Recommendation for approval of a Part-Time Accounts Representative and one additional Operator I

RECOMMENDATIONS: Staff asks that the Personnel Committee recommend that the full Board approve the addition of a Part-Time Accounts Representative and one additional Operator I

FINANCIAL IMPACT: (Annual Impact with Salary and Benefits)

\$20,723 Part-Time Accounts Representative

\$91,840 Operator I

BACKGROUND:

The Part-Time Accounts Representative would be responsible for entering AMI data and support to front staff. Position will be evaluated at the completion of the project, for consideration of retaining or dissolving the part-time position.

With the addition of an Operator I, field staff would have a designated staff member assigned to complete meter service order throughout the Meter replacement project. The position will come into play, as the District enters into more projects that will be completed in-house, saving the District considerable cost due to outsourcing contractors at prevailing wage.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Organizational Chart

