



**Hidden Valley Lake Community Services District  
Personnel Committee Meeting  
Wednesday, January 31, 2024 - 8:30 a.m.  
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:** Recommendation for Approval of the Administrative Support Assistant Job Description
- 6) **PUBLIC COMMENT**
- 7) **BOARD MEMBER COMMENT**
- 8) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvicsd.org/meetings](http://www.hvicsd.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:** January 31, 2024

**AGENDA ITEM:** Recommendation for approval of the Administrative Support Assistant job description.

**RECOMMENDATIONS:** Approve the job description for the Administrative Support Assistant.

**FINANCIAL IMPACT:** Annual impact with salary and benefits:  
\$80,736.4

**BACKGROUND:** The District currently has 16 budgeted full-time positions, 15 of those positions are filled with dedicated and committed staff providing high quality service. Many of which are at or nearing retirement.

It is highly probable that over the next ten years, 50% of the Districts current staff will likely retire. It is imperative that there be a focus on succession planning to retain valuable knowledge and maintain district operations.

Staff have been working towards succession planning to proactively prepare and manage future retirements. Given the size of the District, there are many duties where a single position is responsible for the entire function making the District vulnerable whenever a specialized position is vacated. Standard Operating Procedures are being created to document position activities and responsibilities and to identify what other positions are to be responsible to assume the duties when a key position is vacated.

Administrative staff currently in position will provide on-the-job training/mentoring to the Administrative Support Assistant to assume the role of the administrative staff in their absence.

Job Title	Years w/District	Eligible to Retire 2024	Eligible to Retire Within 5 Years	Eligible to Retire within 10 Years	Vested with CalPERS
General Manager	21	X			Yes
Administrative Services Mgr.	7	X			Yes
Accounting Supervisor	17	X			Yes
Project Manager	9	X			Yes
Water Resources Specialist	3		N		No
Sr Account Rep	2		Y		No
Account Rep	3		Y		No
Utility Supervisor	15			Y	Yes
Operator II	3			N	No
Operator II	3			N	No
Operator II	1			N	No
Operator I	4			Y	Yes
Operator in Training	1			N	No
Operator in Training				N	No
Operator in Training				N	No



**Hidden Valley Lake  
Community Services District**

**Administrative Support Assistant**

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>
Effective: Pending Approval	\$20.73	\$21.81	\$22.95	\$24.16	\$25.44

**DEFINITION:**

This is a specialized classification that provides administrative secretarial, and office support for management staff. Incumbents will acquire a wide variety of complex administrative, accounting, and/or secretarial skills under direct supervision to assume the role of the administrative staff in their absence.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the General Manager and/or management staff, depending on area of assignment. Exercises no direct supervision over staff.

**ESSENTIAL FUNCTIONS:**

*Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.*

**Administrative Duties**

Under general supervision performs administrative duties and provides support to administrative staff, as necessary.

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Answer phones, prepare routine forms, reports, and other related documents.
- Performs a wide variety of specialized administrative office and executive support assignments.

**Accounting Duties**

Under general supervision, performs a variety of accounting and fiscal support duties, assignments may become more varied, complex, and difficult as experience is gained.

- May provide customer support.
- Reviews, verifies, and processes employee time reports and payroll.

### **Project Driven Duties**

Under general supervision, performs a variety of data research, gather supporting documentation related to projects.

- Research, compile, track and analyze data for special projects and various reports as needed and/or requested.
- May provide support and/or work on special projects, reports, studies, or publications, 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 requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.*

### **MINIMUM QUALIFICATIONS:**

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

- Customer service principles and techniques.
- Basic arithmetic concepts.
- Phone etiquette.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment, and software applications including Microsoft 365 i.e., Publisher, Excel, Word, and Teams
- Filing and recordkeeping principles and methods.

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

Any combination of education and experience that would 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 secretarial and office administration experience.

Additional experience may be substituted for the educational requirement.

### **Licenses/Certificates:**

- Incumbent must possess a valid California driver's license and satisfactory driving record.

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

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

### **Preferred Knowledge of:**

- Modern office practices, and procedures.
- Business correspondence, filing systems, and standard office operations and record keeping methods.
- Computer operation and related software applications including word processing, spreadsheet, and presentation software.
- Research methods and techniques.
- Safe work methods and safety regulations.

### **Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Attend District board meetings and committee meetings as needed.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Keyboard at a minimum speed of 45 words per minute.

- 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 staff, management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, 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.
- Work well under pressure, multitask, organizational skills, and meeting critical deadlines.
- Skillfully and safely operate a motor vehicle when required while performing work duties.

**Other Duties:**

Perform other related duties as required.