



Those persons wishing to speak on any item included on the agenda should fill out a “Request to Speak” form (name and address optional), which is available in the Board Room and submit it to the Interim Senior Administrative Assistant. If you have any questions, you can contact the Interim Senior Administrative Assistant via email at lqureshi@cbwcd.org or contact the District office at (909) 626-2711.

The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District’s office at (909) 626-2711, at least 48 hours prior to the advertised starting time of the meeting.

PERSONNEL COMMITTEE MEETING

Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, CA 91763

Monday, June 27, 2022

12:00 p.m.

AGENDA

CALL TO ORDER and FLAG SALUTE

ROLL CALL

Personnel Committee Members: Committee Chair Marc Grupposo, Vice President Margaret Hamilton, and Director Ryan Sonnenberg.

ADDITIONS OR CHANGES TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.

PRESENTATIONS – None

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Personnel Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Personnel Committee may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Personnel Committee.

DISCUSSION ITEMS

1. Consideration of Title Changes

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of potential title changes for management positions.

ORAL REPORTS

Committee Chair Marc Gruposso – Board Suggestion Box

CLOSED SESSION

Government Code section 54957.6, discussion re: salary schedule.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section 54957.
Title: General Manager.

ADJOURN

The Personnel Committee will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, which will be held on, July 11, 2022.

I, Lovely Qureshi, Interim Senior Administrative Assistant of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 12:00 p.m. on Friday, June 24, 2022.



Lovely Qureshi, Interim Senior Administrative Assistant



**STAFF REPORT
CHINO BASIN WATER CONSERVATION DISTRICT
PERSONNEL COMMITTEE MEETING**

MEETING DATE: June 27, 2022 **AGENDA ITEM:** DI 1

FROM: Elizabeth Skrzat, General Manager

SUBJECT: Consideration of Title Changes

ATTACHMENT: 1) Proposed Koff & Associates Job Description
2) Current Administrative Services Manager Job Description

RECOMMENDATION

Review, discuss, and recommend Board approval of potential title changes for management positions.

FISCAL IMPACT

None.

BACKGROUND

In March 2022, the General Manager requested that Koff & Associates look into the appropriate classification and job descriptions of management positions to determine if changes should be made. Koff & Associates requested that each manager fill out a Position Description Questionnaire and participate in a forty-five-minute interview. The main piece of feedback on this miniature study was that the Administrative Services Manager was working out of class in a much more robust position and was working as a “number two” in the organization. Koff & Associates listed several options for more appropriate job titles for this position:

- Assistant General Manager
- Deputy General Manager
- Administrative Services Director

ISSUES & ANALYSIS

While Koff & Associates suggested enhancing the title of the Administrative Services Manager, they did not suggest changing the organization chart in any way. Koff & Associates believed that each of the four managers should continue reporting directly to the General Manager as before.

Rather, the identification of a “number two” position is to simply designate a person in charge when the General Manager is not present – when she or he is offsite either at conferences, community events, on vacation, or on leave. This person can also serve as the person in charge if the General Manager leaves the organization until an interim or a replacement is found. It creates a clear succession of authority. The “number two” in the organization can be briefed on all relevant matters to be able to take charge if the need should arise. The San Bernardino Valley Water Conservation District had a similar role of “Assistant General Manager” assigned to a higher-ranking professional in the organization for the reasons outlined above, so there is precedent established with the other water conservation district in the area.



INSERT NEW TITLE

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the District's human resources, finance, budgeting, accounting, information technology, procurements, contracts, and Board of Director support functions; maintains and coordinates review of district policies with district counsel for compliance with federal state, and local laws and advises staff on applicable policies; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; serves as General Manager in the General Manager's absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This management classification oversees, directs, and participates in activities of the District's human resources, finance, budgeting, accounting, information technology, procurements, contracts, and Board of Director support functions, including short- and long-term planning, as well as development and administration of District-wide policies, procedures, and services. This classification provides highly responsible and complex management assistance to the General Manager and Board of Directors in coordinating and directing District-wide activities and operations; assists the General Manager in executing the long-term vision for the District in collaboration with the Board of Directors and General Manager. The position carries the same types of operational responsibilities as the General Manager but may not have direct accountability for strategic or policy related planning and development.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, oversees, coordinates, and manages the District's human resources, finance, budgeting, accounting, information technology, procurements, contracts, and Board of Director support functions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures; communicates District policy to department managers, supervisors, and employees; advises the General Manager regarding implementation of District policies.
- Participates in the development, administration, and oversight of the District budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; evaluates and projects costing of budget requests submitted by department managers.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Oversees District human resources functions including classification and compensation, recruitment and selection, on-boarding, employee certification and pay, performance evaluation, disciplinary action, employer-employee relations, benefits administration, risk management, employee safety, personnel records, off-boarding, and staff development and education.
- Manages District accounting, record keeping, financial activities, inventory, investments, payroll, financial reporting, including year-end procedures, and related regulatory requirements; researches and provides long term financing recommendations for the District; provides advice and consultation on the development of District financial resources, programs, and policies.
- Handles financial transactions, including fund transfers and payments, according to District policy; assists with applying, securing, and tracking grant funding with the support of grant writing consultants.
- Provides leadership to all District departments to enable department managers to maximize available resources effectively and efficiently; coordinates assigned activities with other District departments, officials, outside agencies, and the public.
- Submits Local Agency Formation Commission (LAFCO) Fiscal Indicators on behalf of the District; ensures the District remains compliant with LAFCO policies and procedures.
- Collaborates with the Administrative Team and other staff to enforce financial controls as recommended by the District's auditors; oversees annual auditing process and ensures documentation is filed with the appropriate authorities in a timely manner.
- Prepares, releases, and monitors Requests for Proposals (RFPs); oversees the selection and management of District consultants and contractors providing various professional services; drafts contract documents; monitors contractor performance, progress, payments, costs, and schedules of projects.
- Prepares agendas and staff reports for Board and Committee meetings; ensures compliance with the Brown Act when posting agendas and minutes; oversees the creation and delivery of Board packets; oversees scheduling for Board, Committee, and other special meetings.
- Administers Board election procedures in conjunction with the San Bernardino County Registrar of Voters and candidates for office.
- Reviews pending legislation which may impact District operations; develops legislative priorities for the District and advocates on its behalf; provides advice and consultation regarding proposed and adopted legislation; creates, updates, and maintains legislative policy guidebooks and procedures.
- Ensures compliance with regulations including but not limited to employment law, California Environmental Quality Act (CEQA), LAFCO, and municipal, county, state, and federal regulations.
- Manages District records, including resolutions, Board and committee agendas, meeting materials and minutes, and public records requests.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, boards, and outside agencies.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.

- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; provides staff support to the Board, commissions, committees, and task forces, as necessary.
- Attends and participates in staff and professional group meetings; stays abreast of new trends and innovations in municipal finance, human resource management, and related fields; researches emerging trends and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of human resources and risk management.
- Principles and practices of municipal finance and accounting.
- Principles and practices of administration and long-range capital planning.
- Principles and practices of purchasing, including the preparation of bid specifications.
- Principles and practices of project cost accounting.
- Principles and practices of project management, contract development, negotiations, and project implementation.
- District policies, procedures, and related legal requirements.
- Board governance, ethics, and local government regulations.
- Basic surface and ground water hydrologic principles.
- Principles and practices of water distribution, production, treatment, storage, and transmission.
- Rights and laws affecting District facilities and rights-of-way.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the assigned operations.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- District and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage District finance, human resources, information technology, and overall District strategic activities.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Assist the General Manager with long-range financial planning, protection of District assets, and maintenance of budget controls.
- Provide advice and consultation on the development of District financial resources, programs, and policies.
- Oversee and provide expertise regarding all District human resources and employee relations programs and functions.
- Maintain confidentiality.
- Investigate or analyze all aspects of District operations, as required, and report findings to the General Manager, or when so directed to the District Board of Directors.
- Establish overall priorities, allocate resources, direct work plans, and monitor and evaluate work methods and procedures.
- Communicate District policy to department managers, supervisors, and employees.
- Prepare clear and concise reports, correspondence, policies, procedures, presentations, and other written materials.
- Provide clear, straightforward, professional direction to professional and technical consultants and contractors.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals; serve on project teams, attend conferences, meetings and seminars; make oral presentations.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, human resources, business administration, public administration, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in governmental accounting, finance, human resources, or a related field, of which three (3) years should be in a managerial or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Attachment 2



POSITION ADMINISTRATIVE SERVICES MANAGER

SALARY GRADE 209

CLASSIFICATION Exempt under the Fair Labor Standards Act (FLSA).

DATE March 9, 2020

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast paced, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Administrative Services Department works with the Executive Director on the business and personnel functions of the District. Administrative Services:

- Is responsible for District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District Records, including resolutions, Board and committee agendas, meeting materials and minutes, and public records requests;
- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;
- Provides support to the Board of Directors; and
- Oversees procurements, contracts, and agreements.

ABOUT THE POSITION

SUMMARY/OBJECTIVE

The Administrative Services Manager position answers directly to the Executive Director and is responsible for general support to District management, staff, Board of Directors and public meetings while adhering to all Brown Act requirements; manages all accounting, record keeping, financial reports, including year-end procedures and related regulatory/GASB requirements; meeting all required deadlines for regulatory, financial, and staff related activities. The Administrative Services Manager position works closely with the Managers of each of the District's three operational departments and will assist the Executive Director in tracking implementation of programs, goals and related due-dates. This position also is responsible for assisting the Executive Director in developing, overseeing, and implementing any technical projects and programs, including Water Resource, Capital Improvement Projects, Operations and Maintenances, and providing program support. The Administrative Services Manager oversees the District's contracts for various professional services, including but not limited to: accounting, auditing, human resources, insurance, engineering, environmental services, branding and marketing, website, and IT. This position assists with applying, securing, and tracking grant funding with the support of grant writing consultants.

ESSENTIAL FUNCTIONS

Primary duties include, but are not limited to, the following:

General:

- Assisting the Executive Director, as directed, with the District's programs, projects, operations, policies, and procedures;
- Assisting the Executive Director, as directed, with setting and tracking project and program due-dates;
- Maintaining continuous awareness of administrative practices and recommending changes that increase the efficiency and cost-effectiveness of CBWCD operations;
- Reviewing legislation and providing advice and consultation regarding such legislation;
- Writing and reviewing District policies & procedures;
- Compiling studies and surveys from fellow managers to determine the effectiveness of CBWCD programs, as directed;

Contracts:

- Writing, releasing, and monitoring Requests for Proposals (RFPs);
- Writing contracts for professional and other services;
- Monitoring select contractor performance and all contractor payments;

Financial:

- Assisting with the preparation of the budget and the mid-year budget adjustments;
- Completing monthly and quarterly financial reports;
- Working with administrative staff and the management team to ensure that the organization runs on-budget month-to-month and maintains liquidity;
- Handling financial transactions, including fund transfers and payments, according to District policy;
- Supervising the District's payroll process and ensuring that payroll is balanced and on-time;
- Overseeing the annual auditing process and ensuring that all paperwork is filed with the appropriate authorities in a timely manner;
- Working with the Administrative Team and other staff to enforce financial controls as recommended by the District's auditors;
- Submitting Local Agency Formation Commission (LAFCO) Fiscal Indicators on behalf of the District and ensuring that the District remains compliant with LAFCO policies and procedures.

Human Resources:

- Assisting with the administration of personnel related matters, including employment procedures, classification and pay, on-boarding and off-boarding, background checks, and employer-employee relations;
- Administering the safety program;
- Monitoring employee certification and pay.

Board of Directors Support:

- Preparing Agendas and Staff reports for Board and Committee Meetings;
- Ensuring Brown Act Compliance with postings of agendas and minutes;
- Overseeing the creation and delivery of Board packets;
- Overseeing scheduling for Board Meetings, Committee Meetings and other Special Meetings.

Regulatory Compliance:

- Ensuring compliance with all regulations pertaining to the District, including but not limited to employment law, California Environmental Quality Act (CEQA), LAFCO, and municipal, County, State, and Federal regulations.

Elections:

- Administering all election procedures with the San Bernardino County Registrar of Voters and candidates for office.

COMPETENCIES

Knowledge and Experience

- Minimum of 5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency.
- Experience in governmental accounting regulations.
- Knowledge of Brown Act requirements desired, but not required.
- Knowledge of human resources and risk management, accounting processes and principles, Board governance and ethics, and local government regulations.
- Principles and practices of project management, contract development, negotiations, and project implementation.
- Federal, state, and local laws relating to groundwater and water storage desired, but not required.
- Principles and practices of project cost accounting.
- Principles and practices of administration and long-range capital planning.
- Principles and practices of budgeting and purchasing, including the preparation of bid specifications.
- Knowledge of District policies, procedures, and related legal requirements.
- Expertise/proficiency in QuickBooks Pro (version 2012 or higher).
- Expertise in Microsoft Office products.
- Knowledge of Adobe Creative Cloud products.

Skills

- Can communicate complex programs, projects, and issues clearly and concisely, both verbally and in writing.
- Exceptionally detail-oriented, with superb organizational skills.
- Effectively applies knowledge and experience to foresee, avert, and/or solve a range of problems.
- Can effectively handle several projects, assignments, deadlines, and tasks at once.
- Remains calm under stress.
- Ability to actively collaborate with staff at all levels.
- Effectively manages priorities and resources in support of those priorities.
- Provides clear, straightforward, professional supervision and direction to employees and professional and technical consultants and contractors.
- Gather data, compile information, and prepare reports.

Abilities

- Analytical thinking.
- Interpersonal ability – works to assist the team as a whole to achieve common goals.
- Perform quality work within deadlines and with or without direct supervision.
- Interact professionally with other employees, customers, the public, and vendors.
- Retrieve financial data in QuickBooks to prepare reports.

- Communicate effectively, both orally and in written form, with proper English usage.
- Maintain confidentiality.

SUPERVISION

- Reports to: Executive Director
- Supervises: Board Clerk/Administrative Coordinator, Office Assistant, and Part-time Bookkeeper

POSITION TYPE AND EXPECTED HOURS OF WORK

- FULL time, FLSA Exempt, 40-hour work week.
- The standard work schedule is 8am – 5pm, five days each week.
- This position requires occasional Saturday work.

EDUCATION AND EXPERIENCE

Required:

- Bachelor's Degree from an accredited college or university.
- Minimum of 5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency with at least two years of supervisory experience.

Preferred

- Major coursework in public administration, business administration, accounting, finance, human resources, engineering, environmental studies, ecology, resource management, hydrology, geology, or any other directly related fields.
- Experience in governmental accounting regulations and Brown Act requirements.

WORK ENVIRONMENT

- Standard office setting.
- Frequent interaction with the Board of Directors, District staff, managers, and the public.

PHYSICAL DEMANDS

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, books, boxes, and office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regular use of telephone for communication.
- Use of office equipment such as computers, copiers, and fax machines.
- Sitting for extended periods.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Strong computer skills using Microsoft products

OTHER DUTIES

- Some limited local driving is involved
- Performs other duties as assigned

MANDATORY REQUIREMENTS UPON HIRE

- Must pass a physical exam including a screening for the use of illegal substances to meet the District's zero tolerance policy.
- Must undergo a background check including fingerprinting at the employee's expense and be cleared by the Department of Justice prior to beginning employment. No person shall be employed if they have been convicted of any sex offense, a controlled substance offense, or any violent or serious felony.
- Must demonstrate ability to legally work in the United States and possess appropriate documentation.