



**CHINO BASIN WATER CONSERVATION DISTRICT
PERSONNEL COMMITTEE MEETING AGENDA**

WEDNESDAY, JANUARY 17, 2024, AT 1:00 P.M.

**BOARD ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763**

COMMITTEE MEMBERS

**Ryan Sonnenberg, Director
Kati Parker, Director
Gil Aldaco, Director**

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

NOTICES

PUBLIC COMMENTS: Those interested in participating during the Public Comment period or public testimony period for Public Hearings of the Board meetings, may do so in person the day of the meeting, or by contacting the Administrative Services Manager via email at afernandez@cbwcd.org at least two hours prior to the start of the meeting. Speakers will be required to sign in and each person's name will be called in the order received.

AMERICANS WITH DISABILITIES ACT: 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 office at (909) 626-2711 at least 72 hours prior to the advertised starting time of the meeting.

AGENDA MATERIALS: The agenda and/or agenda packet are available for public inspection at District's website at: <https://cbwcd.org/agendas/>.

CALL TO ORDER

ROLL CALL

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 Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the 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 Board.

DISCUSSION ITEMS**1. REVIEW AMENDED POLICY NO. 50 - DRESS CODE**

Recommendation: It is recommended that the Committee review, discuss, and provide feedback on Policies 26-1, 50 and 55.

2. PROVIDE FEEDBACK AND DIRECTION TO STAFF ON DISTRICT POLICY NO. 32 - DIRECTOR, GENERAL MANAGER, SALARIED, AND HOURLY EMPLOYEE BENEFITS.

Recommendation: It is recommended that the Committee review, discuss, and provide feedback on language within District Policy No.32 - Director, General Manager, Salaried, and Hourly Employee Benefits.

3. REVIEW UPDATED ADMINISTRATIVE ASSISTANT I/II AND PROPOSED ADMINISTRATIVE ANALYST

Recommendation: It is recommended that the Committee review, discuss, and consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24.

4. CLASSIFICATION AND COMPENSATION SCHEDULE ADJUSTMENT FY 23-24 AND UPDATING THE PROGRAM EDUCATOR I/II JOB DESCRIPTION

Recommendation: It is recommended that the Committee review, discuss, and consider the recommended adjustments from two (2) full-time and one (1) part-time Educators to three (3) full-time Educators and recommend Board approval of changes to the Program Educator I/II job description.

ORAL REPORTS

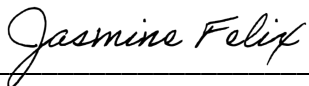
This is the time and place for the Committee to report on any items of interest. Upon request by an individual Committee Member, the Committee may choose to take action on any of the subject matters listed below.

- Reading entries in the Board Suggestion Box

ADJOURNMENT

The Committee will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, February 12, 2024, at 2:00 p.m.**

I, Jasmine Felix, Interim Board Clerk of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted on or before **Sunday, January 14, 2024, by 1:00 p.m.**



Jasmine Felix, Interim Board Clerk

**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: January 17, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: REVIEW AMENDED POLICY NO. 50 – DRESS CODE

RECOMMENDATION

It is recommended that the Personnel Committee review, discuss, and provide feedback on the following:

1. Amend Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures”; and
2. Amend Policy No. 50 – “Uniforms” to “Dress Code”; and
3. Rescind Policy No. 55 – “Boot Allowance” and incorporate the language into the amended “Dress Code” policy.

BACKGROUND

Currently the District doesn’t have a policy that clearly defines guidelines or a formal dress code. However, there is a small section within Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures” that briefly addresses employee dress code, appearance, and personal hygiene. That section states that employees shall:

- Wear appropriate clothing.
- Be neat in appearance, well groomed, bathed, and in clean clothes.
- Keep long hair, mustache, or beard clean, trimmed, combed, or groomed. As to not interfere with work safety.
- Be clean shaven unless they would like to start growing a mustache/beard.
- Dress in a manner that affords safety from unnecessary risk of injury, including not wearing sandals, thongs, slippers, or unsafe footwear.

It’s suggested that Policy 26-1, be updated to remove the above-mentioned section, and consolidate Policy No. 50 – “Uniforms” and Policy No. 55 – “Boot Allowance” to create a more in-depth dress code policy that provides clear guidelines for all employees, by retitling Policy No. 50 to “Dress Code”.

DISCUSSION/ANALYSIS

Staff would like to propose approving a formal dress code policy for the District. The dress code policy shall enhance professionalism and promote the District's image with the public or partnering agencies, while in accordance with the law and requirements of specific working conditions and/or job classifications. Implementing a dress code policy will provide clear guidelines on dress, appearance, and grooming standards. The policy will vary between departments or depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms, or other circumstances as defined by management.

The management team provided feedback to draft a policy that brings a balance between professionalism and flexibility. The proposed amended Policy No. 50 – "Dress Code", Attachment No. 1, was then designed to align with the District's organizational values, culture, and industry standards. Staff recommends amending Policy No. 50 – "Uniforms" by retitling it to "Dress Code", to include a detailed dress code and incorporating Policy No. 55 – "Boot Allowance" into the updated policy.

FISCAL IMPACT

No fiscal impact is associated with approving this updated Dress Code policy.

ATTACHMENT(S)

1. Policy No. 50 – "Dress Code", Proposed Amended Policy with Redlines
2. Policy 26-1 – "Management Rights, Progressive Discipline of Employees, and Related Records and Procedures"
3. Redlined Policy 26-1 – "Management Rights, Progressive Discipline of Employees, and Related Records and Procedures"
4. Policy No. 50 – "Uniforms"
5. Policy No. 55 – "Boot Allowance"

Policy No.: 50 ATTACHMENT 1
Issue No.: 2-3
Effective Date: ###/###/23
Subject: ~~Uniforms~~ Dress Code

Policy No. 50 – ~~Uniforms~~ Dress Code

Purpose: Employee appearance contributes to the District's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by clients and customers. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to the community. These standards are established to ensure a professional appearance, the safety of employees, and to maintain standards of neatness and cleanliness among employees, to further the purposes related to the conduct of District business.

Policy/Procedures

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as defined by the department head and/or Administration Services Department. The standards in this policy apply when an employee has officially reported to work. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

An employee's religious beliefs or medical conditions, as defined by applicable law that requires deviation from the standards as set forth will be considered on an individual basis.

Clothing

During working time or when representing the District, employees are expected to present a clean, neat, and in good condition. Each employee is expected to wear business casual clothing *and/or* in accordance with the requirements of their position.

While not an exhaustive list, acceptable attire includes the following:

Business Attire	Casual Attire
Dress pants, slacks/trousers, khakis, Dockers, Chinos, or similar style pants.	Jeans or work pants (must be clean and free of rips, tears, dark stains, patches, and fraying).
Business style dresses, skirts.	Casual dresses, skirts.
Dress shirts, blouses, and sweaters.	Casual shirts, blouses, and sweaters. All shirts/blouses with buttons or collars are acceptable, including polo shirts.
Business style blazers, sweaters, sport coats.	District logo approved attire/uniform, including District uniform shorts or T-shirts for events.
	Specialty clothing for outdoor hot weather/sun exposure.

**The length of dresses or skirts should be no shorter than mid-thigh*

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While not an exhaustive list, unacceptable attire includes the following:

- Athletic clothing, including: warm-up or jogging suits and pants, biker shorts, basketball shorts, yoga pants, tight fitted workout pants, sweats, or pajama pants.
- Shorts.
- T-shirts or sweatshirts/hoodies of any kind.
- Clothing with offensive, political, and/or inappropriate slogans, graphics, messages, images.
- Mini-skirts or mini-dresses.
- Tank tops or muscle shirts.
- Halter tops/shirts or dresses with spaghetti straps unless covered by a business style blazer, sweater, sport coat, or other outer garment; shirts that expose stomach or midriff area (e.g., crop tops); fishnet or see-through tops.
- Any clothing that reveals undergarments.
- Low front or low back attire.
- Pants worn below the waist or hip line.
- Rips or tears in any clothing.
- Slippers/thong sandals/flip-flops.
- Inappropriate/extreme jewelry, including body piercings (must not detract from a professional appearance or pose any safety hazards).
 - Discrete facial body piercings are *acceptable*.
- Tattoos on the head, face, neck, and hands must be covered up for employees working in an office environment and serving the public, program participants, and/or partnering organizations.
 - Any visible tattoos cannot be obscene, sexually explicit, discriminatory as to sex, race, religion, national origin, or be extremist in nature or gang related. Any tattoos in violation of this section must be covered with clothing or a bandage while at work.

Uniforms

The District will pay one hundred (100%) percent of uniform rental, up to a maximum of eleven sets of uniforms, for all employees working outdoors. This may include the following job classifications:

- Facilities and Operations Manager;
- Facilities & Basins Technician; and
- Landscape Maintenance Worker I-III; and
- Conservation Maintenance Worker I-II.

All employees receiving uniforms are required to wear them during working hours, unless attending a more formal meeting. At no time should these uniforms be worn for personal use outside of District functions.

The employee is responsible for one hundred (100%) percent of the cost (billed to the District by the uniform supplier) of damages to their uniforms due to and for lost or unreturned uniforms. Failure to comply with this policy is subject to District disciplinary action.

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Footwear

During working time, while representing the District, interacting with the public, or meeting with partnering agencies, employees must wear footwear on the acceptable list and/or in accordance with the requirements of their position.

Acceptable	Unacceptable
Business professional shoes, such as dress shoes and sandals; dress heels/pumps; loafers, flats/ballet flats.	Casual sliders; flip-flop sandals.
Dress boots, ankle boots, and work boots.	Unsafe footwear.
Sneakers – must be clean and free of rips.	Slippers.

**Croc sandals are acceptable to wear to rest your feet, only while you're at your desk; otherwise, employees must be prepared to wear shoes on the acceptable list.*

Boot Allowance

For safety purposes, the District shall require employees in certain classifications to wear safety boots appropriate to his/ her specific working conditions and/or job classification. Each fiscal year, employees in the job classifications listed below will have available to them one-hundred eighty dollars (\$180.00) towards the purchase of boots and boot related accessories.

This may include the following job classifications:

- Facilities and Operations Manager;
- **Facilities & Basins Technician;** and
- Landscape Maintenance Worker I-III/Lead
- ~~Landscape Maintenance Worker II~~
- ~~Landscape Maintenance Worker I~~
- Conservation Programs Manager
- Conservation Specialist I-II
- Conservation Technician I-II

Department Management shall have discretion over classifications appropriate for boot allowance.

Meetings

When meeting clients or partnering organizations, the business/casual attire dress guidelines must be observed, unless indicated otherwise. Employees shall wear clothing listed as acceptable.

Grooming Standards

Maintain good personal hygiene and grooming standards. Hairstyles and facial hair should be well-groomed and not disruptive to the work environment.

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Enforcement and Violations

Employees are responsible for familiarizing themselves and complying with this dress code policy. Employees are encouraged to seek clarification from their immediate supervisor and/or the Administration Services Manager on the dress code policy.

Employees violating this policy will be required to return home on their own time and change into appropriate attire. Repeated violations may be subject to disciplinary procedures.

ATTACHMENT 2

Policy No.: 26-1
Issue No.: 3
Effective Date: 01/17/2024
Subject: Management Rights, Progressive Discipline of Employees,
and Related Records and Procedures

**Policy No. 26-1 – Management Rights, Progressive Discipline of Employees,
and Related Records and Procedures**

Policy/Procedures:

GENERAL STATEMENT AND MANAGEMENT RIGHTS

"General Statement." The employment policies and rules and regulations for the administration of employer/employee relations and all additions, amendments, and revisions that may be made are for the guidance of the management and the employees of the District and their employee organizations. These policies and rules and regulations shall be subject to the following limitations, conditions, constructions, and interpretations:

1. Certain of the policies and rules and regulations may be changed at any time and from time to time by the Board of Directors of the District in accordance with the "meet and confer" provisions of the Government Code of the State of California.
2. The policies and rules and regulations shall not be construed as a contract with any union or employee organization or as an unalterable relationship with any employee. District employment is employment at will as per California Labor Code Section 2922. The employee may thus resign at any time and conversely his employment may be terminated at any time. Nothing in these policies and rules and regulations or in any District document or statement, whether oral or written, shall limit the right of the employer to terminate at will employment.

"Management Rights." The exclusive rights of the District shall include, but not be limited to, the right:

- to determine the organization of the District and the purpose and mission of its constituent agencies,
- to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations,
- to establish and effect administrative regulations and employment rules and regulations consistent with law and the specific provisions of this manual to direct its employees,
- to take disciplinary action for just cause,
- to relieve its employees from duty because of lack of work or for other legitimate reasons,
- to determine whether goods or services shall be made, purchased, or contracted for,

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Issue No.: 3
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- to determine the methods, means and personnel by which the District's services are to be provided, including the right to schedule and assign work and overtime, and
- to otherwise act in the interest of efficient service to the community.

DISCIPLINE/PROGRESSIVE DISCIPLINE/RECORDS AND DEMOTION

A. DISCIPLINE

"Disciplinary Policy." The discipline policy of the District is not an item which the District will discuss with its employees under "meet and confer", but rather is a subject which the District considers as being within its "management rights". It is intended that discipline be imposed for corrective purposes and to address deficiencies in work performance and behavior modification. The District expects its employees to carry out District policies and instructions from management without criticizing or undermining those policies and instructions to District personnel, customers or the general public. Derogatory comments about the District, its policies, activities, personnel or governing body while on duty will not be condoned and may constitute the basis for discipline, demotion or discharge. Although an employee may have grounds for disagreement, such disagreement must not be insubordinate, slanderous, libelous, or bear untruths.

"Disciplinary Acts". Acts by an employee which may constitute a basis for discipline up to and including discharge include:

1. Engaging in unsafe horseplay, scuffling, or throwing things.
2. Disorderly or immoral conduct or indecency while on District premises or business.
3. Abusive behavior towards others, including harassing, threatening, intimidating, coercing, interfering with fellow employees.
4. Provoking or instigating a fight on District property. (Protection of self will be given special consideration.)
5. Being tardy without verifiable excuse or absent without authorization.
6. Contributing to unsanitary conditions or unsafe or unhealthy housekeeping.
7. Abuse or misuse of District tools and equipment and operating, using, or possessing machines, tools, or equipment to which the employee has not been trained.
8. Unauthorized gambling activities such as dice playing, craps, cards, etc., on District premises unless approved by management.
9. Violating a safety rule or safety practice.
10. Carelessness affecting personal safety.
11. Leaving the job during the work shift without permission.
12. Willful failure to follow or refusal to follow job instructions, verbal or written.

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13. Misusing, destroying, or damaging any District property or property of any employees.
14. Reporting for work obviously under the influence of alcohol or nonprescription drugs.
15. Consumption of any alcoholic beverage or the use of drugs on the premises or on District time. [Consumption of alcoholic beverages at a District sponsored event shall not be grounds for discipline.]
16. Sleeping on the job during working hours.
17. Insubordination.
18. Receipt by the District of a wage assignment or garnishment against employee's wages.
19. Falsifying District records or other records useful to or used by the District.
20. Possessing firearms or explosives on District premises without authorization.
21. Smoking in prohibited areas.
22. Theft of any District or employee property.
23. Unauthorized removal or use of District property without authorization.
24. Failure to keep supervisor aware of one's whereabouts during duty time when availability may be required.
25. Abuse of sick leave.
26. Incompetence.
27. Dishonesty.
28. Violation of District rules.
29. Documented unsatisfactory work performance.
30. Inappropriate dress. Failure to exercise acceptable personal hygiene practices.

This list is not to be construed as all-inclusive, but merely the more common causes for disciplinary action.

"Just Cause." Application of this section shall be equally applied to all employees, and it is the express policy of this District to discipline only for just cause. The elements of just cause are:

1. The employee had forewarning or foreknowledge of possible or probable disciplinary consequences for violation of the District rule or managerial order or the basis if discipline is so obvious that forewarning or foreknowledge can be inferred.
2. The rule or managerial order violated was reasonably related to the orderly, efficient, and safe operation of the District.
3. Determination by the General Manager before administering discipline that the employee did in fact violate the rule or order of management.
4. The investigation into the charge was conducted fairly and objectively.
5. A preponderance of evidence indicates that the employee has violated a District rule or order of management.

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6. The degree of discipline may be increased or tempered if mitigating or aggravating factors are present.

These factors include such circumstances as:

- a. Employee's prior record.
- b. Prior progressive discipline within a reasonable period of time for the same or similar violation.
- c. Extenuating circumstances.
- d. Employee's length of service.
- e. Provocation leading to a violation.
- f. Gravity of the consequences of the violation.
- g. Impact of violation on District customers of the District's efficient operation.
- h. Attitude of employee (desire and ability to learn from mistakes).

B. PROGRESSIVE DISCIPLINE

"Progressive Discipline Procedure." When an infraction occurs, the General Manager shall consider the elements of just cause and administer discipline as appropriate. The following steps are not mandatory, and if the infraction is deemed to be sufficiently serious, the General Manager may recommend and impose more severe discipline.

"Oral Warnings." An oral warning may be given to the employee regarding his failure to comply with the rule(s) or managerial order and very clearly state what is expected in the future.

1. The General Manager shall keep a record of the date, time, and particulars of the conversation;
2. The employee shall be advised that a record of the verbal warning is being kept, and that another warning may lead to more severe action.

"Written Warning/Instruction." The particulars of the verbal warning (date of warning, rule violated, highlights of instructions, etc.) may be stated under "Reason for Warning". The General Manager may stress again verbally, what is expected and what the consequences may be if there is no improvement.

"Suspension Without Pay." Any single or combination of disciplinary action may be considered as a major infraction. Certain actions by an employee after the elements of just cause have been considered may be so serious as to constitute a major infraction. Suspension without pay may be imposed. However, an employee's rights to a grievance on such action are not impaired.

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"Discharge." Discharge will be considered for major infractions, and/or failure to respond appropriately to prior disciplinary action. Should events compel the General Manager to take immediate action where discharge appears to be necessary, the employee may be immediately suspended for a specific period of time pending an investigation of the circumstances and a hearing based on the findings.

C. RECORDS

"Disciplinary Records." Disciplinary records shall be kept as follows:

1. An Oral Warning shall not be placed into a personnel file and shall remain with the General Manager.
2. All other levels of discipline shall be included in the employee's file.

D. DEMOTION

"Demotion." Demotion to a position having a lower salary range may be imposed for disciplinary purposes. (Demotions resulting from employee's inability to perform required duties, organizational changes, and layoffs are not disciplinary.)

GRIEVANCE DEFINED AND PROCEDURES

"Grievance." A grievance is defined as a disagreement between District Management and a District Employee concerning the interpretation, application, or violation of these personnel guidelines and policies.

"Purpose." A grievance procedure has been established for the following purposes:

1. To promote improved employer/employee relations by establishing an appropriate means for determining the validity of grievances; i.e., claims by an employee that the District has violated, misinterpreted or misapplied an obligation to the employee as such obligation is expressed and written in the District's Rules and Regulations.
2. To provide a method of resolving such claims as closely as possible to the date of origin and as informally as possible.
3. To encourage free communication between management and employees.

"Grievance Procedure Steps."

1. Step One: General Manager

Employees who have a grievance shall first take it up informally with the General Manager within fifteen (15) working days after they knew or reasonably should have known of the occurrence of the cause of the grievance.

2. Step Two: President of the Board of Directors

If the grievance is not resolved within five (5) working days after its submission in Step One, the employee may submit a detailed written presentation of the grievance in a sealed envelope to the President of the

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Board of Directors through the General Manager within five (5) working days thereafter. The President shall meet with the employee within five (5) working days after submission of the grievance and shall deliver his answer in writing to the employee within five (5) working days after such meeting.

At this and all subsequent steps in the grievance procedure, the employee has the right to present his grievance with or without a representative, at his option.

3. Step Three: Personnel Committee

If the grievance is not resolved in the Second Step, the aggrieved employee may submit it in writing to the Personnel Committee within five (5) working days after the President's answer is received by submitting the request in a sealed envelope to the General Manager for delivery to the Personnel Committee. The Personnel Committee shall meet with the employee within five (5) working days after receiving the grievance and shall deliver their answer in writing five (5) working days after such meeting. These time limits may be extended to a definite date by mutual agreement of the employee and the General Manager.

"General Provisions."

1. If appeal is not made by the employee within the time limits indicated, the grievance will be considered to be settled on the basis of the last decision rendered. Any grievance not responded to by the District within the prescribed time limits shown will have automatically been advanced to the next higher step unless the time limit is extended by mutual agreement.
2. All grievance materials, correspondence and decisions shall be placed in the personnel file of the grievant.
3. Employees are assured freedom from reprisal for using the grievance procedure.

Revision:

Issue No. 1 – Original Policy

Issue No. 2 – 03/08/00

Issue No. 3 – 01/12/24 (Excluded "Employee Conduct, Dress, Appearance, and Personal Hygiene" section)

Policy No.: 26-1 ATTACHMENT 3
Issue No.: ~~2-3~~
Effective Date: 03/08/00
Subject: Management Rights, Progressive Discipline of Employees, and Related Records and Procedures

Policy No. 26-1 – Management Rights, Progressive Discipline of Employees, and Related Records and Procedures

Policy/Procedure:

GENERAL STATEMENT AND MANAGEMENT RIGHTS

"General Statement." The employment policies and rules and regulations for the administration of employer/employee relations and all additions, amendments, and revisions that may be made are for the guidance of the management and the employees of the District and their employee organizations. These policies and rules and regulations shall be subject to the following limitations, conditions, constructions and interpretations:

1. Certain of the policies and rules and regulations may be changed at any time and from time to time by the Board of Directors of the District in accordance with the "meet and confer" provisions of the Government Code of the State of California.
2. The policies and rules and regulations shall not be construed as a contract with any union or employee organization or as an unalterable relationship with any employee. District employment is employment at will as per California Labor Code Section 2922. The employee may thus resign at any time and conversely his employment may be terminated at any time. Nothing in these policies and rules and regulations or in any District document or statement, whether oral or written, shall limit the right of the employer to terminate at will employment.

"Management Rights." The exclusive rights of the District shall include, but not be limited to, the right:

- to determine the organization of the District and the purpose and mission of its constituent agencies,
- to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations,
- to establish and effect administrative regulations and employment rules and regulations consistent with law and the specific provisions of this manual to direct its employees,
- to take disciplinary action for just cause,
- to relieve its employees from duty because of lack of work or for other legitimate reasons,
- to determine whether goods or services shall be made, purchased, or contracted for,

Policy No.: 26-1
Issue No.: 2
Effective Date: 03/08/00
Subject: Management Rights, Progressive Discipline of Employees, and Related Records and Procedures

- to determine the methods, means and personnel by which the District's services are to be provided, including the right to schedule and assign work and overtime, and
- to otherwise act in the interest of efficient service to the community.

~~"Employee Conduct, Dress, Appearance, and Personal Hygiene." All employees, in order to safeguard the best interests of themselves, the District and the public are expected to comply with standards of conduct on the job at a minimum equivalent to those all citizens must meet in private life.~~

~~In performing their work, employees will probably come into contact with the public, which judges the quality of the District service by the appearance and behavior of its employees and has the right to expect appropriate clothing, neat appearance, good manners, and service. Therefore, all employees should attempt to keep themselves as well groomed as possible under the circumstances. They should start their work day bathed and in clean clothes.~~

~~All employees having long hair or wearing a mustache or beard must keep them clean, trimmed, combed, and otherwise groomed so as not to interfere with work safety or be offensive to other employees or the general public.~~

~~Those employees who normally do not wear a beard or mustache and who normally shave must keep themselves clean shaven unless they inform the General Manager ahead of time that they are starting a mustache or beard.~~

~~Employees must dress in a manner that affords them safety from unnecessary risk of injury. In keeping with these requirements, when working in the field, employees must not wear perforated jerseys, sandals, thongs, slippers, or unsafe footwear. Likewise, the office employee must keep in mind the impression he/she makes as a representative of the District and must not in appropriate clothing.~~

~~When, on occasion, employees have to deal with discourteous persons, it is especially important for them to maintain their friendly attitude. Continuing courtesy on the part of employees will do much to promote an excellent relationship between the District and the community.~~

DISCIPLINE/PROGRESSIVE DISCIPLINE/RECORDS AND DEMOTION

A. DISCIPLINE

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intended that discipline be imposed for corrective purposes and to address deficiencies in work performance and behavior modification. The District expects its employees to carry out District policies and instructions from management without criticizing or undermining those policies and instructions to District personnel, customers or the general public. Derogatory comments about the District, its policies, activities, personnel or governing body while on duty will not be condoned and may constitute the basis for discipline, demotion or discharge. Although an employee may have grounds for disagreement, such disagreement must not be insubordinate, slanderous, libelous, or bear untruths.

"Disciplinary Acts". Acts by an employee which may constitute a basis for discipline up to and including discharge include:

1. Engaging in unsafe horseplay, scuffling, or throwing things.
2. Disorderly or immoral conduct or indecency while on District premises or business.
3. Abusive behavior towards others, including harassing, threatening, intimidating, coercing, interfering with fellow employees.
4. Provoking or instigating a fight on District property. (Protection of self will be given special consideration.)
5. Being tardy without verifiable excuse or absent without authorization.
6. Contributing to unsanitary conditions or unsafe or unhealthy housekeeping.
7. Abuse or misuse of District tools and equipment and operating, using, or possessing machines, tools, or equipment to which the employee has not been trained.
8. Unauthorized gambling activities such as dice playing, craps, cards, etc., on District premises unless approved by management.
9. Violating a safety rule or safety practice.
10. Carelessness affecting personal safety.
11. Leaving the job during the work shift without permission.
12. Willful failure to follow or refusal to follow job instructions, verbal or written.
13. Misusing, destroying, or damaging any District property or property of any employees.
14. Reporting for work obviously under the influence of alcohol or non-prescription drugs.
15. Consumption of any alcoholic beverage or the use of drugs on the premises or on District time. [Consumption of alcoholic beverages at a District sponsored event shall not be grounds for discipline.]
16. Sleeping on the job during working hours.
17. Insubordination.
18. Receipt by the District of a wage assignment or garnishment against employee's wages.

Policy No.: 26-1
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19. Falsifying District records or other records useful to or used by the District.
20. Possessing firearms or explosives on District premises without authorization.
21. Smoking in prohibited areas.
22. Theft of any District or employee property.
23. Unauthorized removal or use of District property without authorization.
24. Failure to keep supervisor aware of one's whereabouts during duty time when availability may be required.
25. Abuse of sick leave.
26. Incompetence.
27. Dishonesty.
28. Violation of District rules.
29. Documented unsatisfactory work performance.
30. Inappropriate dress. Failure to exercise acceptable personal hygiene practices.

This list is not to be construed as all-inclusive, but merely the more common causes for disciplinary action.

"Just Cause." Application of this section shall be equally applied to all employees, and it is the express policy of this District to discipline only for just cause. The elements of just cause are:

1. The employee had forewarning or foreknowledge of possible or probable disciplinary consequences for violation of the District rule or managerial order or the basis if discipline is so obvious that forewarning or foreknowledge can be inferred.
2. The rule or managerial order violated was reasonably related to the orderly, efficient, and safe operation of the District.
2. Determination by the General Manager before administering discipline that the employee did in fact violate the rule or order of management.
3. The investigation into the charge was conducted fairly and objectively.
4. A preponderance of evidence indicates that the employee has violated a District rule or order of management.
5. The degree of discipline may be increased or tempered if mitigating or aggravating factors are present.

These factors include such circumstances as:

- a. Employee's prior record.
- b. Prior progressive discipline within a reasonable period of time for the same or similar violation.
- c. Extenuating circumstances.

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- d. Employee's length of service.
- e. Provocation leading to a violation.
- f. Gravity of the consequences of the violation.
- g. Impact of violation on District customers of the District's efficient operation.
- h. Attitude of employee (desire and ability to learn from mistakes).

B. PROGRESSIVE DISCIPLINE

"Progressive Discipline Procedure." When an infraction occurs, the General Manager shall consider the elements of just cause and administer discipline as appropriate. The following steps are not mandatory, and if the infraction is deemed to be sufficiently serious, the General Manager may recommend and impose more severe discipline.

"Oral Warnings." An oral warning may be given to the employee regarding his failure to comply with the rule(s) or managerial order and very clearly state what is expected in the future.

1. The General Manager shall keep a record of the date, time, and particulars of the conversation;
2. The employee shall be advised that a record of the verbal warning is being kept, and that another warning may lead to more severe action.

"Written Warning/Instruction." The particulars of the verbal warning (date of warning, rule violated, highlights of instructions, etc.) may be stated under "Reason for Warning". The General Manager may stress again verbally, what is expected and what the consequences may be if there is no improvement.

"Suspension Without Pay." Any single or combination of disciplinary action may be considered as a major infraction. Certain actions by an employee after the elements of just cause have been considered may be so serious as to constitute a major infraction. Suspension without pay may be imposed. However, an employee's rights to a grievance on such action are not impaired.

"Discharge." Discharge will be considered for major infractions, and/or failure to respond appropriately to prior disciplinary action. Should events compel the General Manager to take immediate action where discharge appears to be necessary, the employee may be immediately suspended for a specific period of time pending an investigation of the circumstances and a hearing based on the findings.

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C. RECORDS

"Disciplinary Records." Disciplinary records shall be kept as follows:

1. An Oral Warning shall not be placed into a personnel file and shall remain with the General Manager.
2. All other levels of discipline shall be included in the employee's file.

D. DEMOTION

"Demotion." Demotion to a position having a lower salary range may be imposed for disciplinary purposes. (Demotions resulting from employee's inability to perform required duties, organizational changes, and layoffs are not disciplinary.)

GRIEVANCE DEFINED AND PROCEDURES

"Grievance." A grievance is defined as a disagreement between District Management and a District Employee concerning the interpretation, application, or violation of these personnel guidelines and policies.

"Purpose." A grievance procedure has been established for the following purposes:

1. To promote improved employer/employee relations by establishing an appropriate means for determining the validity of grievances; i.e., claims by an employee that the District has violated, misinterpreted or misapplied an obligation to the employee as such obligation is expressed and written in the District's Rules and Regulations.
2. To provide a method of resolving such claims as closely as possible to the date of origin and as informally as possible.
3. To encourage free communication between management and employees.

"Grievance Procedure Steps."

1. Step One: General Manager

Employees who have a grievance shall first take it up informally with the General Manager within fifteen (15) working days after they knew or reasonably should have known of the occurrence of the cause of the grievance.

2. Step Two: President of the Board of Directors

If the grievance is not resolved within five (5) working days after its submission in Step One, the employee may submit a detailed written presentation of the grievance in a sealed envelope to the President of the Board of Directors through the General Manager within five (5) working days thereafter. The President shall meet with the employee within five (5) working days after submission of the grievance and shall deliver his answer in writing to the employee within five (5) working days after such meeting.

Policy No.: 26-1
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At this and all subsequent steps in the grievance procedure, the employee has the right to present his grievance with or without a representative, at his option.

3. Step Three: Personnel Committee

If the grievance is not resolved in the Second Step, the aggrieved employee may submit it in writing to the Personnel Committee within five (5) working days after the President's answer is received by submitting the request in a sealed envelope to the General Manager for delivery to the Personnel Committee. The Personnel Committee shall meet with the employee within five (5) working days after receiving the grievance and shall deliver their answer in writing five (5) working days after such meeting. These time limits may be extended to a definite date by mutual agreement of the employee and the General Manager.

"General Provisions."

1. If appeal is not made by the employee within the time limits indicated, the grievance will be considered to be settled on the basis of the last decision rendered. Any grievance not responded to by the District within the prescribed time limits shown will have automatically been advanced to the next higher step unless the time limit is extended by mutual agreement.
2. All grievance materials, correspondence and decisions shall be placed in the personnel file of the grievant.
3. Employees are assured freedom from reprisal for using the grievance procedure.

Policy No.: 50 ATTACHMENT 4
Issue No.: 2
Effective Date: 03/09/20
Subject: Uniforms

Policy No. 50 – Uniforms

Purpose: To establish a policy and procedure for the use of District supplied uniforms.

Policy/Procedure:

The District will pay one hundred (100%) percent of uniform rental, up to a maximum of eleven sets of uniforms, for all employees working outdoors. This may include the following job classifications: Facilities and Operations Manager, Landscape Maintenance Worker III/Lead, Landscape Maintenance Worker II, and Landscape Maintenance Worker I. All employees receiving uniforms are required to wear them during working hours, unless attending a more formal meeting. At no time should these uniforms be worn for personal use outside of District functions.

The employee is responsible for one hundred (100%) percent of the cost (billed to the District by the uniform supplier) of damages to their uniforms due to excessive wear and tear and for lost or unreturned uniforms. Failure to comply with this policy is subject to District disciplinary action.

Revision:

Issue No. 1 – 12-14-09 (Original Policy)

Issue No. 2 – 3-9-20 (Changes to job classifications/titles)

ATTACHMENT 5

Policy No.: **55 - Rescind policy and incorporate into proposed Policy No. 50,**
Issue No.: **"Dress Code"**
Effective Date: 1
Subject: 03/09/20 ~~Boot Allowance~~

~~Policy No. 55 – Boot Allowance~~

~~**Purpose:** To provide employees with District paid safety boots appropriate for his/her working conditions and job classification.~~

~~Policy / Procedure:~~

~~For safety purposes, the District shall require employees in certain classifications to wear safety boots appropriate to his/ her specific working conditions.~~

~~Each fiscal year, employees in the job classifications listed below will have available to them one hundred eighty dollars (\$180.00) towards the purchase of boots and boot related accessories.~~

~~This may include the following job classifications:~~

- ~~• Facilities and Operations Manager~~
- ~~• Landscape Maintenance Worker III/Lead~~
- ~~• Landscape Maintenance Worker II~~
- ~~• Landscape Maintenance Worker I~~
- ~~• Conservation Programs Manager~~
- ~~• Conservation Specialist I~~
- ~~• Conservation Specialist II~~
- ~~• Conservation Technician I~~
- ~~• Conservation Technician II~~

~~Department Management shall have discretion over classifications appropriate for boot allowance.~~

~~Revision:~~

~~Issue No. 1 3-9-20 (Original Policy)~~



**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: January 17, 2024

FROM: Elizabeth Willis, General Manager

BY: Elizabeth Willis, General Manager

SUBJECT: PROVIDE FEEDBACK AND DIRECTION TO STAFF ON DISTRICT POLICY NO. 32 – DIRECTOR, GENERAL MANAGER, SALARIED, AND HOURLY EMPLOYEE BENEFITS

RECOMMENDATION

It is recommended that the Committee review, discuss, and provide feedback on language within District Policy No.32 - Director, General Manager, Salaried, and Hourly Employee Benefits.

BACKGROUND

In the past few months, several questions have been raised about the implementation of Policy No. 32 related to how benefits are calculated and distributed. The policy was last updated in September 2017 after a thorough review of options for changing the way the District handles benefits. Previously, the District paid 100% of the least expensive family plans for medical, as well as 100% of vision and dental plans. That amount was reduced to 90% of the cheapest family plan on September 11, 2017 due to budgetary concerns.

DISCUSSION/ANALYSIS

There are two issues to consider that arose out of different members of the Board, District staff, and Eide Baily staff reading the policy and coming to different conclusions. Such a circumstance requires that the policy be adjusted to ensure clarity and to ensure that the intent of the Board is put into practice.

The first issue that arose concerns staff benefits. It is unclear if the Board intended that the 90% cap on employee health benefits covers 90% of the least expensive family medical plan and 100% of the dental and vision plans or if the District pays for 90% total of the cheapest family medical plan as well as 90% of the vision and dental plans. There are no choices on the vision and dental plans, they are all the same.

For the calendar year 2023, the District set the cap at \$2,003.52. Anything over that amount is paid for by the employee. Typically, the average employee on a family medical plan pays \$222.61 per month for their medical insurance.

Additionally, the Personnel Committee may choose to take this opportunity to suggest an adjustment to the 90% cap on medical benefits in the interest of employee attraction and retention.

The second issue is benefits provided to Directors. A few people have read the policy's meaning as allowing Directors to either be put on the District's health insurance plan as a single person or to be reimbursed by the District for insurance purchased elsewhere. As the policy does not explicitly state one way or another about the possibility of being on the District's plan, staff thought it best to bring the issue to the Personnel Committee for further discussion.

FISCAL IMPACT

The District currently pays a maximum of \$2,003.52 per month for employee health care. The least expensive HMO family plan is the Kaiser HMO plan, which costs \$2,226.13, with vision and dental included. This leaves \$222.61 per month deducted from paychecks for employees with family coverage. This arrangement saves the District approximately \$2,671,32 per year for employees with family coverage.

Coverage for a single individual costs \$775.36 for Anthem Blue Cross PPO, \$954.71 for Anthem Blue Cross HMO, and \$740.13 for Kaiser HMO. The total cost of adding Directors to the District's health plan varies depending on the number of Directors participating and the level of coverage they choose.

ATTACHMENT(S)

1. **Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits.**

Policy No.: 32 ATTACHMENT 1
Issue No.: 10
Effective Date: 09/11/17
Subject: Director, General Manager, Salaried, Hourly Employee Benefits

Policy No. 32 – Director, General Manager, Salaried, Hourly Employee Benefits

Purpose: To establish and set forth benefits provided to Director, salaried and hourly District employees.

Definitions:

Director – A publicly elected or appointed member of the District's Board of Directors.

General Manager – An exempt employee who has a unique Employment Agreement.

Salaried employee – An exempt employee who works a minimum of 80 hours during a scheduled Alternative Work Week.

Full-time hourly employee - A non-exempt, hourly employee who works a minimum of 80 hours during a scheduled Alternative Work Week receiving the same vacation, sick, and medical benefits as a salaried employee.

Part-time hourly employee – A non-exempt hourly employee not working a full-time hourly schedule.

Policy/Procedure:

Retirement Plan:

The retirement plan provided by the District is through CalPERS and applies to salary and hourly employees meeting plan requirements and who work 1,000 hours or more each year. The District pays the employee and employer portion of the plan for Classic CalPERS members. The employee pays the employee portion of the plan and the District pays the employer portion of the plan for PERPA* CalPERS members. The District administers the plan pursuant to CalPERS rules and regulations.

* The California Public Employees' Pension Reform Act (PEPRA), which took effect in January 2013, changes the way CalPERS retirement and health benefits are applied, and places compensation limits on members.

As defined by PEPRA, a new member includes:

- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who has no prior membership** in any California public retirement system
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who is not eligible for reciprocity** with another California public retirement system

Policy No.: 32
Issue No.: 10
Effective Date: 09/11/17
Subject: Director, General Manager, Salaried, Hourly Employee Benefits

All members that don't fall into the definitions above are considered Classic members. Classic members will retain the existing benefit levels for future service with the same employer.

Medical Benefits:

The General Manager is eligible for medical benefits covering the General Manager, spouse, and qualified family members as of the first of the next month after the date of employment with the District paying premiums as specified in the General Manager Employment Agreement.

Salaried and full-time hourly employees are eligible for medical benefits covering the employee, spouse, and qualified family members as of the first of the next month after the date of employment with 90% of the lowest Family HMO plan, Dental and Vision premium paid by the District.

As of the first of the next month after the date a Director is "sworn-in" as a Director for this District, individual Directors may elect to utilize a basic health care plan of their own choosing, which is comparable in monthly premium amounts and benefits to that offered to all District salaried or full-time employees. If a Director elects to secure his/her own basic medical insurance coverage and desires reimbursement through the District, the Director shall provide a receipt or other acceptable proof of payment in accordance with the auditor's guidelines. The District will then issue a reimbursement check to the Director. The District will only pay that portion of the insurance premium covering the Director; it does not pay insurance premiums for a Director's spouse or family members.

Dental Benefits:

Salaried or full-time hourly employees are eligible for dental benefits as of the first of the next month after the date of employment. Directors are not eligible for dental benefits.

Vision Benefits:

Salaried or full-time hourly employees are eligible for vision benefits as of the first of the next month after the date of employment. Directors are not eligible for vision benefits.

Car Allowance:

The General Manager receives a monthly car allowance as delineated in District Policy No. 22.

Revision:

Issue No. 9 – (Update adding PEPPRA to Retirement Plan and General Manager Title)

Issue No. 10 – 9-11-17 (Update adding General Manager Definition and Medical Benefits, and adding 90% cap to Family Medical, Dental and Vision Plans.



STAFF REPORT
PERSONNEL COMMITTEE MEETING

DATE: January 17, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: REVIEW UPDATED ADMINISTRATIVE ASSISTANT I/II AND PROPOSED ADMINISTRATIVE ANALYST

RECOMMENDATION

It is recommended that the Committee review, discuss, and consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24.

BACKGROUND

In June of 2020, the District engaged Koff & Associates to prepare a Classification and Compensation Study to evaluate and compare District positions and compensation with other similar agencies. During this detailed analysis it was determined that the Office Assistant I/II's job descriptions were outdated, containing duties that no longer applied to those positions and would not be appropriate to continue; therefore, Staff proposed changing those job descriptions as well to change the job titles to "Administrative Assistant I/II".

On December 20, 2020, the District approved the updated job description for the Administrative Assistant I position which was vacant. At the time staff proposed it remain unfilled but be filled when needed, should the Board decide to do so. In addition, the Administrative Assistant II job description was also updated to include the finance duties that were previously performed by the Bookkeeper, who resigned on or about February 27, 2020. Although the job description was updated to include new responsibilities, the salary grade of 111 remained the same for the Administrative Assistant II position.

On January 11, 2021, the District approved updating labor grades as recommended Koff & Associates Classification and Compensation Study. As a result, the Administrative Assistant I salary grade was changed to 113 and the Administrative Assistant II salary grade was changed to 123. When the classification and compensation study was completed, the Administrative Assistant II and Bookkeeper positions were analyzed as two separate positions. To date, the Bookkeeper position has remained vacant since February of 2020; therefore, the current

Administrative Assistant II has been working above their class for almost 4 years as of February 2024.

DISCUSSION/ANALYSIS

On June 12, 2023, the Board approved the position and updated the job description for the Administrative Assistant I position for the purpose of effective job training and knowledge transfer of the Administrative Assistant II position. During this time the Administrative Services Manager, who onboarded in May of 2023, created a matrix of all duties performed by the staff within the Administration Department. The matrix was created for the purpose of new-hire/job training, cross-training the team, to better understand the operations of the department, and to create a training manual/guide that would benefit the District in the future.

As a result, staff has streamlined the Administrative Assistant I (**Attachment 1**) and Administrative Assistant II (**Attachment 2**) job descriptions for each of the job titles by removing duties that no longer applied or were duplicated throughout, adding actual duties performed but not listed, improved clarity, and differentiated the experience levels between the two positions. Greater clarity will benefit those who currently hold these positions and will assist potential job seekers in understanding the nature of these positions prior to applying for them, as well as attracting better qualified candidates.

In addition, to best maintain an efficient and effective workforce, staff recommends the addition of an Administrative Analyst position (**Attachment 3**). The Administrative Analyst position would be filled internally, as the current Administrative Assistant II has been continuously and successfully working above their class since February of 2020. This recommendation is based on the employee's exceptional performance, increased responsibilities, and the potential benefits of retaining talent within our organization by allowing room for advancement. Creating this position will not only recognize the member for their contributions but it will also foster a culture of growth and development by motivating and empowering other team members. Recognizing and promoting employees who excel in their roles is crucial for retaining top talent within the organization.

Staff compiled a list of similar Administrative Assistant positions from 16 agencies within San Bernardino County to complete a salary analysis for the Administrative team (**Attachment 4**). The minimum, midpoint and maximum salary ranges were researched for the Administrative Assistant I, II, and Administrative Analyst/Administrative Assistant III positions, and the average hourly rate was used to determine the proposed salary range. The salary analysis concluded that the current minimum hourly rate for Administrative Assistant I position is about 16% below market and the maximum hourly rate is 14% below market. The results for the Administrative Assistant II concluded that the current minimum hourly rate is 17% below market and the maximum hourly rate is 16% below market. As a result of the salary analysis, staff recommends updating the labor grade for the Administrative Assistant I from 120 to 125; updating the labor grade for the Administrative Assistant II from 123 to 128; and placing the Administrative Analyst in labor 132 (**Attachment 5**).

FISCAL IMPACT

Approving the Administrative Analyst position at Labor Grade 132 would result in an estimated increase in staff expenses of \$2,400 for FY 23/24. Approving the proposed Classification and Compensation Schedule for the Administrative I position at Labor Grade 125 would result in an estimated increase in staff expenses of \$3,300 for FY 23/24.

ATTACHMENT(S)

1. Attachment 1 – Administrative Assistant I Job Description
2. Attachment 2 – Administrative Assistant II Job Description
3. Attachment 3 – Administrative Analyst Job Description
4. Attachment 4 – Salary Analysis and Proposed Labor Grades
5. Attachment 5 – Updated Classification and Compensation Schedule

ATTACHMENT 1



POSITION	ADMINISTRATIVE ASSISTANT I
SALARY GRADE	120 125
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	JULY 1, 2023 TBD (to be presented at 2/10/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, 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 is responsible for the business and personnel functions of the District and for supporting other Departments in fulfilling their goals and the District mission. Administrative Services:

- Is responsible for administration of 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 meetings materials and minutes, and public records requests;
- 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;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

ABOUT THE POSITION

SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of semi-skilled and skilled duties to support office staff, including clerical duties, financial record keeping, greeting visitors in person and on the telephone, processing mail, making copies, scanning, filing, typing, indexing, ordering office supplies, janitorial work, as well as performing light maintenance at the District office. Assists the general public visiting District facilities as needed. This is an entry level position. Positions assigned to this level perform limited or routine clerical and light janitorial duties at the District facilities. The ~~Office~~ **Administrative** Assistant I position differs from the ~~Office~~ **Administrative** Assistant II position in that the more senior position is assigned additional duties of providing the General Manager and Administrative Services Manager direct ~~clerical assistance~~ **administrative support**, maintaining the District's filing system, and handling accounts payable, which requires **3-4 years of progressive clerical and administrative experience.**

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification.

Board of Director/Committee Support:

Administrative Assistant I is responsible for the following duties:

- Assembles and delivers agenda packets and **other documents/informational materials to Board Members.**
- Sets up for Board/Committee ~~and all general District~~ meetings and cleans up afterward.
- **Logs**, researches, and retrieves actions and policies by the Board of Directors, as well as other historical documents upon request.
- ~~Posts notices and agendas.~~
- ~~Delivers documents to Board members and others, as needed.~~
- ~~Proofreads agendas, minutes, announcements, and other materials as requested.~~

Financial Support Accounting:

Administrative Assistant I may assist in the following duties in the absence of the Administrative Assistant II/ Analyst:

- Processes accounts receivable, **including recording transactions in QuickBooks.**
- Processes accounts payable, **including recording transactions in QuickBooks.**
- **Compiles and maintains District payroll documents and creates the payroll packet for Board meetings.**
- Prepares and records **County** property tax income **deposits and** reports.
- Processes/**records** bank deposits and cash **and maintains bank statements.**
- Prepares District checks with supporting documentation **on a weekly basis for** ~~and~~ **coordinates** signatures.
- Processes and mails signed accounts payable checks.
- Applies for and oversees annual Wellness Grant.
- Assists with locating and maintaining files for annual financial audit.
- **Prepares Cal Card reconciliation for all departments.**

- Runs QuickBooks reports for all departments as requested.
- Periodically review bank account balances to avoid insufficient funds.
- Retrieves investment account statements and records transfers as needed.
- ~~Copies incoming checks and records in deposit log.~~

Communication:

Administrative Assistant I is responsible for the following duties:

- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs Processes telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Greets and directs visitors to appropriate person, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.
- Handles telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes, logs, and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage, and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.
- ~~Maintains and updates the public display case (insert and remove agendas, meeting notices, holiday, and other notices in a timely manner).~~

Regulatory Support:

Administrative Assistant I is responsible for the following duties:

- Logs time tracking sheets for basin staff hours.
- ~~Tracks and maintains basin data as directed.~~
- ~~Tracks and reports on chemical inventory and usage as directed.~~
- ~~Maintains basin work staff hour logs as directed.~~

General Clerical/Staff Support:

Administrative Assistant I is responsible for the following duties:

- Assists the Administrative Services Manager and General Manager as needed.
- Assists with preparing for activities associated with District special and ongoing events and activities (ex: Waterwise Garden and Pumpkin Festival, student contests, workshops etc.).
- Responsible for facility opening and closing procedures, including outside bathrooms and gardens.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster accordingly.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, electronic storage, and purging out-of-date files when required.
- Prepares Orders District Business Cards as needed.

- ~~Provides~~ ~~Performs miscellaneous~~ **clerical support and word processing assistance to the Administrative Services Department.**
- Performs related duties or special projects as assigned.
- Proofreads agendas, minutes, announcements, letters, reports, and other materials as requested.
- For District-sponsored events, assists with ordering food and set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.
- Prepares & sets up for all District meetings, including staff meetings and cleans up afterwards.
- **Responsible for maintaining copier, including programming users.**
- Monitors and records visitor data.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).
- Coordinates use of the Waterwise Community Center facilities by internal and external parties.
- **Maintains District Kitchen organization and tidiness.**
- **Maintains and keeps common areas organized.**
- Maintains District's Outlook internal **and meeting room** calendars.
- Maintains appropriate levels of office, **kitchen**, janitorial, and **facility first-aid** supplies.
- **Coordinates District wide janitorial services with vendor.**
- **Coordinates District wide laundry services with vendor.**
- Gathers and prepares recycling for disposal.
- Assists with maintaining Board and staff training records.
- ~~Processes reproduction of District documents.~~
- ~~Maintains the District's letter reference numbers and log.~~
- ~~Organizes and maintains the District historical archives.~~
- ~~Assists in new hire process as needed.~~

Meeting/Event Support

- ~~For District-sponsored events, assists with ordering food and set up, nametags, guest lists, and other basic tasks.~~
- ~~For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.~~
- ~~Sets up for all District meetings and cleans up afterwards.~~

Janitorial

- ~~Provides light office cleaning.~~
- ~~Maintains District kitchen organization and tidiness.~~
- ~~Maintains and keeps common areas organized.~~
- ~~Cleans up after meetings and events.~~

Miscellaneous

- ~~Supervises volunteers and interns as needed.~~
- ~~Performs related duties or special projects as assigned.~~
- ~~Maintains records of work, time, and material usage.~~
- ~~Runs errands as needed.~~

COMPETENCIES

Knowledge and Experience:

- **Basic/Intermediate technical experience** Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat, and/or other related software.**
- **Minimum of 1-2 years of clerical/administrative experience directly related to the primary duties and essential functions of the specified, preferably with a public agency.**
- ~~Proficient in QuickBooks Pro (Version 2012 or higher)~~ QuickBooks (invoicing, income receipts, financial reports, bank statement reconciliation, accounts payable, accounts receivable) desired, but not required.
- **Basic office procedures, knowledge of office equipment,** general filing techniques and standard telephone etiquette/techniques.
- ~~Basic office procedures. General filing techniques.~~
- ~~Standard telephone techniques.~~
- ~~Basic operation of standard office equipment and personal computers.~~
- ~~Proper work safety standards.~~
- ~~Vehicular and worker safety codes, practices, and procedures.~~

Skills:

- **Customer/Client service oriented.**
- **basic technical skills.**
- **Basic oral and written communication proficiency.**
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.
- ~~Operate standard office equipment.~~
- ~~Operate Personal Computer.~~
- ~~Fully developed keyboarding skills.~~
- ~~Perform mathematical calculations.~~

Abilities:

- **Ability to work individually and as part of a team, under supervision.**

- Ability to prioritize and organize workload.
- Detail oriented.
- Comply with the District's ~~Safety, Health, and Environmental~~ policies and procedures.
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- Project professional image and communicate effectively both orally and in written form, with proper English usage. ~~in English with others, including the public.~~
- Safely and efficiently use a variety of hand tools, cleaning solutions and equipment in the performance of janitorial and office type work.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Proofread documents to ensure accuracy in spelling, punctuation, and grammar.
- Work overtime or on various shifts as assigned.
- Administer District telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently without direct supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, vendors.
- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- ~~• Understand and follow oral and written instructions in English.~~
- ~~• Learn and employ District procedures to safely and efficiently accomplish assigned tasks.~~
- ~~• Deal tactfully and courteously with internal and external contacts.~~

SUPERVISION

Receives direct supervision from the Administrative Services Manager and supports the General Manager. The incumbent in this position does not routinely exercise supervision.

- ~~• Reports to: Administrative Services Manager.~~
- ~~• Supports: General Manager.~~
- ~~• Supervises: Volunteers or interns as needed.~~

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires occasional evenings and weekend work. ~~Saturday work.~~

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.
- Minimum of 1-2 years of basic/intermediate experience such as a front desk representative, administrative clerk, administrative assistance, or relevant clerical experience.
- Ability to type 35+ words per minute with speed and accuracy.
- Basic/intermediate technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.
- Conversational Spanish speaker is preferred, but not required.

~~**Required:** 6-12 months of clerical experience. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties.~~

WORK ENVIRONMENT

This job operates in a professional/standard office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

- ~~• Standard office setting.~~
- ~~• Frequent interaction with staff and public.~~

PHYSICAL DEMANDS

- Work at a desk for an extended period.
- Work in an office environment, lift and move objects up to 20 pounds such as large binders, books, boxes, and office equipment.
- Possess aided or unaided hearing and vision within normal ranges.
- Frequent travel by automobile in conducting District business.
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- Sitting for extended time periods.
- Safely use office equipment such as a personal computer, printer, copier, and fax machine.
- Regular use of a telephone for communication.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, stopping, climbing, and bending.
- Use both hands and all fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive

pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30 – 60 minutes for daily totals between five (5) to seven (7) hours.

- ~~Communicate orally in English with District management, co-workers, and the public in face-to-face, one-on-one and group settings.~~
- ~~Lifting (up to 20-50 Lb.).~~
- ~~Safely operate and maintain a variety of office equipment.~~

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- **Beginner computer skills using Microsoft products.**
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ATTACHMENT 2



POSITION	ADMINISTRATIVE ASSISTANT II
SALARY GRADE	111 128
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	December 20, 2020 TBD (to be presented at 2/10/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, 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

Under administrative direction, performs a variety of semi-skilled and skilled duties to support office staff, including clerical duties, financial record keeping, greeting visitors in person and on the telephone, processing mail, making copies, filing, typing, indexing, ordering office supplies, as well as prepping rooms for meetings. Assists the public visiting District facilities as needed. The Administrative Assistant I position differs from the Administrative Assistant II position in that the latter is assigned additional duties of providing accounts payable and credit card reconciliation that requires additional clerical and administrative experience.

Positions assigned to this level perform a full range of clerical duties under general supervision. Because employees in this classification are expected to be fully trained and competent, the position requires significant previous work experience in the appropriate areas.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

Board of Director/Committee Support:

Administrative Assistant II may assist in the following duties in the absence of the Administrative Assistant I and/or is responsible for:

- Assembles, mails, and delivers agenda packets and informational materials as needed.
- Sets up for Board/Committee ~~and all general District~~ meetings and cleans up afterward.
- **Logs** and researches and retrieves actions and policies passed by the Board of Directors, as well as ~~contracts with District vendors, and~~ other historical documents upon request.
- ~~Assists with organization of records management as needed.~~
- ~~Posts notices for Board and Committee meetings in compliance with the Brown Act.~~
- ~~Delivers documents to Board members and others, as needed.~~

Financial Support:

Administrative Assistant II may assist in the following duties in the absence of the Administrative Analyst and/or is responsible for:

- Processes accounts receivable, **including recording transactions in QuickBooks.**
- Processes accounts payable, **including recording transactions in QuickBooks.**
- Compiles and maintains District payroll documents **and creating the payroll packet for Board meetings.**
- Prepares and records **County** property tax income **deposits and** reports.
- Processes/**records** bank deposits and cash **and maintains bank statements.**

- Prepares District checks with supporting documentation **on a weekly basis** ~~for~~ and **coordinates** signatures.
- Processes and mails signed accounts payable checks.
- Applies for and oversees annual Wellness Grant.
- Assists with locating and maintaining files for annual financial audit.
- **Prepares Cal Card reconciliation for all departments.**
- **Runs QuickBooks reports for all departments as requested.**
- **Periodically review bank account balances to avoid insufficient funds.**
- **Retrieves investment account statements and records transfers as needed.**
- **Scans expense reports for payroll processing, including e-filing.**
- **Assist with processing payroll in the absence of the Board Clerk.**
- ~~• Maintains copies incoming checks and records in deposit log.~~
- ~~• Cuts checks weekly.~~

Communication:

Administrative Assistant II is responsible for the following duties:

- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs.
- Greets and directs visitors to appropriate person, screens management calls, ~~and~~ **locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.**
- ~~• Processes~~ **Handles** telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes, logs, and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.
- ~~• Maintains and updates the public display case (inserts and removes agendas, meeting notices, holiday and other notices in a timely manner).~~

Regulatory Support:

Administrative Assistant II is responsible for the following duties:

- **Logs time tracking sheets for basin staff hours.**
- ~~• Maintains basin work staff hour logs.~~
- ~~• Tracks and reports on chemical inventory and usage.~~

General Administrative Support:

Administrative Assistant II is responsible for the following duties:

- Assist the Administrative Services Manager and **General Manager** ~~Senior Administrative Assistant~~ as needed.
- Assist with attending and preparing for activities associated with District special and ongoing events and activities (ex: Earth Day Festival, student contests, workshops, etc.).

- Responsible for facility opening and closing procedures, including outside bathrooms and gardens.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster accordingly.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, microfilming, electronic storage, and purging out-of-date files when required.
- Prepares Orders District Business Cards as needed.
- Provides administrative clerical support and word processing assistance to the Administrative Services Department District personnel and Board members.
- Performs related duties or special projects as assigned.
- Proofreads agendas, minutes, announcements, letters, reports and other materials as requested.
- For District-sponsored events, assists with ordering food and set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.
- Prepares & sets up for all District meetings, including staff meetings and cleans up afterwards.
- Responsible for maintaining copier, including programming users.
- Monitors and records visitor data.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).
- Coordinates the use of the Waterwise Community Center facilities.
- Maintains District Kitchen organization and tidiness.
- Maintains and keeps common areas organized.
- Maintains the District's Outlook internal and meeting room calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility first-aid supplies.
- Coordinates District wide janitorial services with vendor.
- Coordinates District wide laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Assists with organization of Finance records.
- Assists with purchasing/procurement, as needed.
- ~~Maintains records of work, time, and material usage.~~
- ~~Processes reproduction of District documents.~~
- ~~Maintains the District's letter reference numbers and log.~~
- ~~Organizes and maintains the District historical archives.~~

COMPETENCIES

Knowledge and Experience:

- Proficient in Microsoft Office products (Word, Excel, PowerPoint, Outlook), Adobe Acrobat and/or other related software.

- Minimum of 3-4 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency.
- QuickBooks (invoicing, income receipts, financial reports, bank statement reconciliation, accounts payable, accounts receivable) desired, but not required.
- Principles and practices of records management.
- **Basic office procedures, knowledge of office equipment**, general filing techniques and standard telephone etiquette/techniques.

Skills:

- **Customer/Client service oriented.**
- **Intermediate/Advanced technical skills.**
- **Intermediate/Advanced oral and written communication proficiency.**
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.

Abilities:

- **Ability to work individually and as a part of a team, under minimal supervision.**
- **Ability to prioritize and organize workload.**
- **Detail oriented.**
- Comply with the District's policies **and procedures.**
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- **Project professional image and** communicate effectively, both orally and in written form, with proper English usage.
- Safely and efficiently use a variety of hand tools, cleaning solutions and equipment in the performance of setup and cleanup of District meetings.
- **Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.**
- **Proofread documents to ensure accuracy in spelling, punctuation, and grammar.**
- Work over-time or on various shifts as assigned.
- Administer District telephone system, as required.
- Assist the ~~Senior Administrative~~ **Services Manager Assistant** with projects where needed.
- Work safely and efficiently ~~without~~ **minimal direct** supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, vendors.

- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.

SUPERVISION

Receives direct supervision from the Administrative Services Manager and supports the General Manager. The incumbent in this position does not routinely exercise supervision.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires **occasional** ~~periodic~~ evenings and weekend work.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.
- Minimum of ~~3~~ **3-4** years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency **or a combination of a bachelor's degree and 1-2 years' experience.**
- **Ability to type 45+ words per minute with speed and accuracy.**
- **Intermediate technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.**
- **Conversational Spanish speaker is preferred, but not required.**

WORK ENVIRONMENT

This job operates in a professional/standard office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

- ~~Standard office setting.~~
- ~~Frequent interaction with staff and public.~~

PHYSICAL DEMANDS

- Work at a desk for an extended period.
- Work in an office environment, lift and move objects up to **20** ~~25~~ pounds such as large binders, books, boxes, and office equipment.
- **Possess aided or unaided hearing and vision within normal ranges.**
- **Frequent travel by automobile in conducting District business.**
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- Sitting for extended time periods.
- **Safely** use office equipment such as computers, copiers, and fax machines.

- Regular use of telephone for communication.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, stopping, climbing, and bending.
- Use both hands and all fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30 – 60 minutes for daily totals between five (5) to seven (7) hours.
- ~~Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.~~

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- ~~Intermediate/Advanced~~ Strong computer skills using Microsoft products.
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- ~~This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.~~
- ~~Performs other duties as assigned.~~

ATTACHMENT 3



POSITION	ADMINISTRATIVE ANALYST
SALARY GRADE	111 132
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	TBD (to be presented at 2/10/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, 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

Under administrative direction, performs a variety of semi-skilled and skilled duties to support office staff, including clerical duties, financial record keeping, greeting visitors in person and on the telephone, processing mail, making copies, filing, typing, indexing, ordering office supplies, as well as prepping rooms for meetings. Assists the public visiting District facilities as needed. The Administrative Assistant I position differs from the Administrative Assistant II position in that the latter is assigned additional duties of providing accounts payable and credit card reconciliation that requires additional clerical and administrative experience.

Positions assigned to this level perform a full range of clerical duties under general supervision. Because employees in this classification are expected to be fully trained and competent, the position requires significant previous work experience in the appropriate areas.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

Board/Committee Support:

Administrative Analyst may assist in the following duties in the absence of the Administrative Assistant I/II and/or is responsible for:

- Assembles and delivers agenda packets and **other documents**/informational materials to **Board Members**.
- Sets up for Board/Committee ~~and all general District~~ meetings and cleans up afterward.
- **Logs**, researches, and retrieves actions and policies passed by the Board of Directors, as well as ~~contracts with District vendors, and~~ other historical documents upon request.
- **Assists with organization of records management, including District wide records retention and destruction.**
- ~~Posts notices for Board and Committee meetings in compliance with the Brown Act.~~
- ~~Delivers documents to Board members and others, as needed.~~

Financial Support:

Administrative Analyst is responsible for the following duties:

- Processes accounts receivable, **including recording transactions in QuickBooks.**
- Processes accounts payable, **including recording transactions in QuickBooks.**
- ~~Assists with~~ Compiles ~~ing~~ and maintains ~~ing~~ District payroll documents **and creates the payroll packet for Board meetings.**
- Prepares and records **County** property tax income **deposits and** reports.
- Processes/**records** bank deposits and cash **and maintains bank statements.**
- Prepares District checks with supporting documentation **on a weekly basis** ~~for~~ **and coordinates** signatures.

- Processes and mails signed accounts payable checks.
- Applies for and oversees annual Wellness Grant.
- Assists with locating and maintaining files for annual financial audit.
- Prepares Cal Card reconciliation for all departments.
- Runs QuickBooks reports for all departments as requested.
- Periodically review bank account balances to avoid insufficient funds.
- Retrieves investment account statements and records transfers as needed.
- Scans expense reports for payroll processing, including e-filing.
- Assist with processing payroll in the absence of the Board Clerk.
- ~~Maintains copies incoming checks and records in deposit log.~~
- ~~Cuts checks weekly.~~

Communication:

Administrative Analyst is responsible for the following duties:

- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs.
- Greets and directs visitors to appropriate person, screens management calls, ~~and~~ locates employees for callers, ~~and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.~~
- ~~Assists with processing~~ Handles telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes logs and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.
- ~~Maintains and updates the public display case (inserts and removes agendas, meeting notices, holiday and other notices in a timely manner).~~

Regulatory Support:

- Logs time tracking sheets for basin staff hours.

General Administrative Support:

Administrative Analyst may assist in the following duties in the absence of the Administrative Assistant I/II and/or is responsible for:

- Assist the Administrative Services Manager and ~~General Manager~~ Senior Administrative Assistant as needed.
- Assist with attending and preparing for activities associated with District special and ongoing events and activities (ex: Earth Day Festival, student contests, workshops, etc.)
- Responsible for facility opening and closing procedures, including outside bathrooms and gardens.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster accordingly.

- Performs general records management duties including creating and maintaining files, central filing, archives, library, ~~microfilming~~, electronic storage, and purging out-of-date files when required.
- ~~Prepares~~ **Orders** District Business Cards as needed.
- Provides **advanced administrative** ~~clerical~~ support and word processing assistance to **the Administrative Services Department** ~~District personnel~~ and Board members.
- Performs related duties or special projects as assigned.
- **Proofreads agendas, minutes, announcements, letters, reports and other materials as requested.**
- **For District-sponsored events, assists with ordering food and set up, nametags, guest lists, and other basic tasks.**
- **For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.**
- **Prepares & sets up for all District meetings, including staff meetings and cleans up afterwards.**
- **Responsible for maintaining copier, including programming users.**
- Monitors and records visitor data.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).
- Coordinates the use of the Waterwise Community Center facilities.
- Maintains District Kitchen organization and tidiness.
- Maintains and keeps common areas organized.
- Maintains the District's Outlook internal **and meeting room** calendars.
- Maintains appropriate levels of office, **kitchen**, janitorial, and **facility** ~~first-aid~~ supplies.
- **Coordinates District wide janitorial services with vendor.**
- **Coordinates District wide laundry services with vendor.**
- **Gathers and prepares recycling for disposal.**
- Assists with organization of Finance records.
- **Manages all scheduling of internal/external appointments for the General Manager and assists with Board calendar in the absence of the Board Clerk.**
- **Assists with searching for records to respond to public records requests.**
- **Assists with recruiting process such as posting/removing job recruitments, preparing interview binders, preparing board room, organizing/filings candidate information, responding to unselected candidates.**
- **Assisting with onboarding processes such as preparing on-boarding documentation, creating employee file folders, scanning documents, preparing keys and for first day of work.**
- **Monitor employee anniversary milestones.**
- **Serves as backup for all administrative duties performed in the absence of the Administrative Assistant I/II.**
- ~~Maintains records of work, time, and material usage.~~
- ~~Processes reproduction of District documents.~~

- ~~• Maintains the District's letter reference numbers and log.~~
- ~~• Organizes and maintains the District historical archives.~~

COMPETENCIES

Knowledge and Experience:

- Proficient in Microsoft Office products (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat, and/or other related software.**
- Minimum of ~~3~~ **5** years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency.
- QuickBooks (invoicing, income receipts, financial reports, bank statement reconciliation, accounts payable, accounts receivable) ~~desired, but not required.~~
- Principles and practices of records management.
- **Basic office procedures, knowledge of office equipment,** general filing techniques and standard telephone etiquette/techniques.

Skills:

- **Customer/Client service oriented.**
- **Intermediate/Advanced technical skills.**
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.

Abilities:

- **Ability to work individually and as a part of a team, with little to no supervision.**
- **Ability to prioritize and organize workload.**
- **Intermediate/Advanced oral and written communication proficiency.**
- Comply with the District's policies **and procedures.**
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- **Project professional image and** communicate effectively, both orally and in written form, with proper English usage.
- Safely and efficiently use a variety of hand tools, cleaning solutions and equipment in the performance of setup and cleanup of District meetings.
- **Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.**
- **Proofread documents to ensure accuracy in spelling, punctuation, and grammar.**
- Work over-time or on various shifts as assigned.
- Administer District telephone system, as required.

- Assist the ~~Senior Administrative~~ **Services Manager Assistant** with projects where needed.
- Work safely and efficiently without direct supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, vendors.
- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.

SUPERVISION

Receives direct supervision from the Administrative Services Manager. The incumbent in this position does not routinely exercise supervision.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires **occasional** ~~periodic~~ evenings and weekend work.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.
- Minimum of ~~3~~ **5** years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency **or a combination of a bachelor's degree and 3-4 years' experience.**
- **Ability to type 55+ words per minute with speed and accuracy.**
- **Intermediate/advanced technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.**
- **Conversational Spanish speaker is preferred, but not required.**

WORK ENVIRONMENT

This job operates in a professional/standard office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

- ~~Standard office setting.~~
- ~~Frequent interaction with staff and public.~~

PHYSICAL DEMANDS

- Work at a desk for an extended period.
- Work in an office environment, lift and move objects up to ~~20~~ **25**-pounds such as large binders, books, boxes, and office equipment.

- Possess aided or unaided hearing and vision within normal ranges.
- Frequent travel by automobile in conducting District business.
- Sitting for extended time periods.
- Safely use office equipment such as computers, copiers, and fax machines.
- Regular use of telephone for communication.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, stopping, climbing, and bending.
- Use both hands and all fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30 – 60 minutes for daily totals between five (5) to seven (7) hours.
- ~~Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.~~

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Intermediate/Advanced ~~Strong~~ computer skills using Microsoft products.
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
- ~~Performs other duties as assigned.~~

SALARY ANALYSIS AND PROPOSED LABOR GRADES

ATTACHMENT 4

ADMINISTRATIVE ASSISTANT I

Agency	Position	Salary Min	Midpoint	Salary Max
Chino Basin Watermasters	Office Specialist/Receptionist	\$ 48,360.00	\$ 56,940.00	\$ 65,520.00
Cucamonga Valley Water District	Administrative Assistant I	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
East Valley Water District	Senior Administrative Assistant	\$ 65,728.00	\$ 69,139.20	\$ 72,550.40
Hi-Desert Water District	Admin Assistant I/Accounting Technician I	\$ 57,574.40	\$ 68,556.80	\$ 79,539.20
Inland Empire Resource Conservation District	Administrative Assistant	\$ 48,880.00	\$ 57,772.00	\$ 66,664.00
Inland Empire Utilities Agency (IEUA)	Admin Assitant I	\$ 64,251.20	\$ 70,307.12	\$ 76,363.04
Joshua Basin Water District	Accounting Technician	\$ 57,408.00	\$ 66,372.80	\$ 75,337.60
Jurupa Community Services District	Office Assistant	\$ 51,292.80	\$ 56,825.60	\$ 62,358.40
Mojave Water Agency	Administrative Assistant I	\$ 46,488.00	\$ 55,796.00	\$ 65,104.00
San Bernardino Valley Municipal Water District	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
Yucaipa Valley Water District	Adminisitrative Assistant I	\$ 64,896.00	\$ 75,036.00	\$ 85,176.00
Ontario	Administrative Technician	\$ 56,014.19	\$ 62,046.30	\$ 68,078.40
Monte Vista Water District	Administrative Assistant	\$ 59,716.80	\$ 69,024.80	\$ 78,332.80
Pomona	Administrative Assistant	\$ 45,780.80	\$ 50,720.80	\$ 55,660.80
Chino Hills	Administrative Secretary	\$ 57,345.60	\$ 63,523.20	\$ 69,700.80
San Bernardino Valley Water Conservation District	Administrative Assistant	\$ 50,461	\$ 58,531.20	\$ 66,602

Min	\$ 45,780.80	\$ 50,720.80	\$ 55,660.80
Max	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
Average	\$ 57,143.83	\$ 65,112.04	\$ 73,080.25
Average Hourly	\$ 27.47	\$ 31.30	\$ 35.13

CBWCD - Administrative Assistant I	Range 120	\$ 22.94	\$ 26.52	\$ 30.10
% difference from average		12%	-15%	-14%

	Min	Mid	Max
CBWCD	\$ 22.94	\$ 26.52	\$ 30.10
Average (30% differential)	\$ 27.47	\$ 31.30	\$ 35.13
40% differential for Admin Positions	\$ 26.04	\$ 31.30	\$ 36.47
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65
Salary Range 125 (Proposed)	\$ 27.25	\$ 31.50	\$ 35.75
Salary Range 124	\$ 26.58	\$ 30.73	\$ 34.88
Salary Range 123	\$ 25.94	\$ 30.01	\$ 34.08

ADMINISTRATIVE ASSISTANT II

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	Chino Basin Watermasters	Administrative Assistant	\$ 57,990.40	\$ 67,839.20	\$ 77,688.00
2	Cucamonga Valley Water District	Administrative Assistant I	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
3	East Valley Water District	Senior Administrative Assistant	\$ 65,728.00	\$ 69,139.20	\$ 72,550.40
4	Hi-Desert Water District	Accounting Technician II / Admin Assistant II	\$ 61,276.80	\$ 72,956.00	\$ 84,635.20
5	Inland Empire Resource Conservation District	Administrative Programs Lead	\$ 44,200.00	\$ 60,008.00	\$ 75,816.00
6	Inland Empire Utilities Agency (IEUA)	Admin Assistant II	\$ 72,546.03	\$ 80,468.54	\$ 88,391.06
7	Joshua Basin Water District	Accounting Technician II	\$ 61,817.60	\$ 71,468.80	\$ 81,120.00
8	Jurupa Community Services District	Administrative Assistant(70)	\$ 58,968.00	\$ 65,322.40	\$ 71,676.80
9	Mojave Water Agency	Administrative Assistant II	\$ 51,334.40	\$ 61,599.20	\$ 71,864.00
10	San Bernardino Valley Municipal Water District	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
11	Yucaipa Valley Water District	Administrative Assistant II	\$ 77,640.00	\$ 89,772.00	\$ 101,904.00
12	Ontario	Administrative Assistant	\$ 60,091.20	\$ 66,560.00	\$ 73,028.80
13	Monte Vista Water District	Administrative Assistant II	\$ 64,313.60	\$ 74,339.20	\$ 84,364.80
14	Pomona	Administrative Assistant II	\$ 50,544.00	\$ 55,983.20	\$ 61,422.40
15	Chino Hills	Management Aide	\$ 61,360.00	\$ 67,964.00	\$ 74,568.00
16	San Bernardino Valley Water Conservation District	Administrative Specialist I	\$ 67,621	\$ 78,436.80	\$ 89,253

Agencies Surveyed: 16

Min	\$ 44,200.00	\$ 55,983.20	\$ 61,422.40
Max	\$ 77,640.00	\$ 89,772.00	\$ 101,904.00
Average	\$ 61,917.42	\$ 71,136.40	\$ 80,355.39
Average Hourly	\$ 29.77	\$ 34.20	\$ 38.63

CBWCD - Administrative Assistant II

Range 123	\$ 24.71	\$ 28.57	\$ 32.42
% difference from average	-17%	-16%	-16%

	Min	Mid	Max
CBWCD	\$ 24.71	\$ 28.57	\$ 32.42
Average (30% differential)	\$ 29.77	\$ 34.20	\$ 38.63
40% differential for Admin Positions	\$ 28.45	\$ 34.20	\$ 39.84
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45
Salary Range 129	\$ 30.08	\$ 34.78	\$ 39.47
Salary Range 128 (Proposed)	\$ 29.34	\$ 33.92	\$ 38.50
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65

ADMINISTRATIVE ANALYST

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	Chino Basin Watermasters	Administrative Analyst	\$ 64,750.40	\$ 75,764.00	\$ 86,777.60
2	Cucamonga Valley Water District	Administrative Assistant II	\$ 65,832.00	\$ 75,722.40	\$ 85,612.80
3	East Valley Water District	Senior Administrative Assistant	\$ 65,728.00	\$ 69,139.20	\$ 72,550.40
4	Hi-Desert Water District	Administrative Assistant III	\$ 74,651.20	\$ 88,306.40	\$ 101,961.60
5	Inland Empire Resource Conservation District	Administrative Programs Lead	\$ 44,200.00	\$ 60,008.00	\$ 75,816.00
6	Inland Empire Utilities Agency (IEUA)	Executive Assistant	\$ 88,172.03	\$ 97,799.52	\$ 107,427.01
7	Joshua Basin Water District	Executive Assistant	\$ 61,817.60	\$ 71,468.80	\$ 81,120.00
8	Jurupa Community Services District	Sr. Admin Assistant (89)	\$ 71,240.00	\$ 78,915.20	\$ 86,590.40
9	Mojave Water Agency	Senior Administrative Assistant	\$ 61,006.40	\$ 73,205.60	\$ 85,404.80
10	San Bernardino Valley Municipal Water District	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
11	Yucaipa Valley Water District	Administrative Assistant II	\$ 77,640.00	\$ 89,772.00	\$ 101,904.00
12	Ontario	Administrative Specialist	\$ 65,062.19	\$ 72,071.90	\$ 79,081.60
13	Monte Vista Water District	Administrative Assistant III	\$ 70,969.60	\$ 82,045.60	\$ 93,121.60
14	Pomona	Administrative Assistant III	\$ 63,107.20	\$ 69,908.80	\$ 76,710.40
15	Chino Hills	Executive Secretary	\$ 65,956.80	\$ 73,018.40	\$ 80,080.00
16	San Bernardino Valley Water Conservation District	Administrative Specialist	\$ 78,270	\$ 86,642.40	\$ 95,014

Agencies Surveyed: 16

Min	\$ 44,200.00	\$ 60,008.00	\$ 72,550.40
Max	\$ 88,172.03	\$ 97,799.52	\$ 107,427.01
Average	\$ 68,345.19	\$ 78,261.96	\$ 88,178.73
Average Hourly	\$ 32.86	\$ 37.63	\$ 42.39

CBWCD - Executive Administrative Assistant (Proposed)

Proposed Range 132 \$ 32.39 \$ 37.45 \$ 42.50

% difference from average

-1% 0% 0%

	Min	Mid	Max
CBWCD			
Average (30% differential)	\$ 32.86	\$ 37.63	\$ 42.39
40% differential for Admin Positions	\$ 31.30	\$ 37.63	\$ 43.83
Salary Range 134	\$ 34.03	\$ 39.34	\$ 44.65
Salary Range 133	\$ 33.20	\$ 38.38	\$ 43.56
Salary Range 132 (Proposed)	\$ 32.39	\$ 37.45	\$ 42.50
Salary Range 131	\$ 31.60	\$ 36.53	\$ 41.46
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45

CHINO BASIN WATER CONSERVATION DISTRICT CLASSIFICATION AND COMPENSATION SCHEDULE

Board Approval Date: 10/09/2023 (last revised 8/14/23)

	FY 23/24				
ELECTED OFFICIALS			DAY OF SERVICE		*MAX WITH COLA
Board Members	7		\$ 200	\$ 200	N/A
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>					
MANAGEMENT CLASSIFICATION (EXEMPT)		RANGE	ANNUAL SALARY RANGE		*MAX WITH COLA
Conservation Programs Manager	1	249	\$ 97,656	\$ 128,133	\$ 134,511
Community Programs Manager	1	249	\$ 97,656	\$ 128,133	\$ 134,511
Facilities & Operations Manager	1	249	\$ 97,656	\$ 128,133	\$ 134,511
Administrative Services Manager	1	250	\$ 100,097	\$ 131,336	\$ 137,874
General Manager	1	N/A	No Range		
HOURLY CLASSIFICATIONS (NON-EXEMPT)		RANGE	HOURLY RANGE		*MAX WITH COLA
Administration					
Administrative Services Intern	0	106	\$ 16.24	\$ 21.30	\$ 22.37
Bookkeeper - Part-time	0	117	\$ 21.30	\$ 27.95	\$ 29.35
Administrative Assistant I	1	120 125	\$22.94 \$27.25	\$30.10 \$35.75	-
Administrative Assistant II	0	123 128	24.71 \$29.34	\$32.42 \$38.50	-
Administrative Analyst	1	132	\$ 32.39	\$ 42.50	-
Board Clerk	1	138	\$ 35.78	\$ 46.95	\$ 49.30
Community Programs					
Youth Programs Teaching Assistant	0.5	106	\$ 16.24	\$ 21.30	\$ 22.37
Youth Programs Teaching Intern	0.5	106	\$ 16.24	\$ 21.30	\$ 22.37
Outreach & Public Affairs Intern	0	106	\$ 16.24	\$ 21.30	\$ 22.37
Community Programs Assistant	0	113	\$ 19.30	\$ 25.32	\$ 26.59
Community Programs Educator I	0	115	\$ 20.28	\$ 26.61	\$ 27.94
Community Programs Educator II	0.5/2	125	\$ 25.96	\$ 34.06	\$ 35.76
Community Outreach Specialist	0	131	\$ 30.10	\$ 39.50	\$ 41.48
Community Programs Specialist	0	131	\$ 30.10	\$ 39.50	\$ 41.48
Conservation Programs					
Conservation Programs Intern	1	106	\$ 16.24	\$ 21.30	\$ 22.37
Receptionist	0.5	110	\$ 17.92	\$ 23.52	\$ 24.70
Conservation Landscape Worker I	1	110	\$ 17.92	\$ 23.52	\$ 24.70
Conservation Landscape Worker II	0	114	\$ 19.78	\$ 25.96	\$ 27.26
Conservation Technician I	0	115	\$ 20.28	\$ 26.61	\$ 27.94
Conservation Technician II	2	125	\$ 25.96	\$ 34.06	\$ 35.76
Conservation Specialist I	1	131	\$ 30.10	\$ 39.50	\$ 41.48
Conservation Specialist II	0	134	\$ 32.42	\$ 42.53	\$ 44.66
Facilities & Operations					
Facilities & Operations Trades Intern	0	106	\$ 16.24	\$ 21.30	\$ 22.37
Landscape / Maintenance Worker I	1	110	\$ 17.92	\$ 23.52	\$ 24.70
Landscape / Maintenance Worker II	0	114	\$ 19.78	\$ 25.96	\$ 27.26
Landscape Mainteannce Worker III	1	125	\$ 25.96	\$ 34.06	\$ 35.76
Facilities & Basins Technician	1	131	\$ 30.10	\$ 39.50	\$ 41.48

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023

* A COLA of 5% for FY 23-24 will be effective January 1, 2024



**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: January 17, 2024

FROM: Elizabeth Willis, General Manager

BY: Maia Dean, Community Programs Manager

SUBJECT: **CLASSIFICATION AND COMPENSATION SCHEDULE ADJUSTMENT FY 23-24 AND
UPDATING THE PROGRAM EDUCATOR I/II JOB DESCRIPTION**

RECOMMENDATION

It is recommended that the Committee review, discuss, and consider the recommended adjustments from two (2) full-time and one (1) part-time Educators to three (3) full-time Educators and recommend Board approval of changes to the Program Educator I/II job description.

BACKGROUND

The Community Programs Department has undergone many changes in staffing levels over the past five years in response to changing needs of the District, including staffing needs during the COVID-19 pandemic, and in response to requests from staff to scale down to part-time work or to return to full-time work. The District's field trip program is highly prized within the local educational community for the quality of the instruction and experience and for the District's willingness to tie instruction of each grade level to specific Next Generation Science Standard (NGSS) benchmarks set for each grade level. Therefore, the District has an interest in retaining highly qualified and expert educators to run the field trips and teach the hands-on STEM NGSS benchmarked curriculum developed for each grade level.

On April 15, 2019, the District's Community Programs Department requested the creation of the part-time educator position, as changed from a full-time educator position, due to a staff request to move from full-time to part-time. The Board approved the request. At the time, the Department also consisted of a full-time Community Programs Specialist and a full-time Community Programs Coordinator, and a part-time Community Programs Specialist. An additional part-time Educator was hired in July 2019.

In January 2021, the Programs Coordinator was changed to an Outreach Specialist to better capture and compensate for the duties and responsibilities performed by the employee.

In September 2021, the Community Programs Specialist position was vacated and the employee transferred to a Part-Time Educator II at the employee's request. The change was beneficial to the District at the time due to closures in programs related to the COVID-19 pandemic and statewide lockdown.

In June 2022, the District re-created the Full-Time Program Educator position to allow for increased staff time to work on the administrative aspects of the field trip program. The Board approved two Full-Time and one Part-Time Educator positions for the Fiscal Year.

In December 2022, after issues in properly staffing the Community Outreach Specialist position, the District chose to dissolve the position of Outreach Specialist and fulfill the duties of communications with the conversion of one of the two Part-Time Community Programs Educator positions into a second full-time Community Programs Educator position. This position would use the additional hours per week to handle the District's communications platforms, including writing newsletters, doing simple graphic design for collateral materials, and handling the District's social media channels. The District also chose to use consultants to fulfill the key roles of more complicated graphic design projects and public relations.

DISCUSSION/ANALYSIS

The District currently has two Full-Time Educators and one Part-Time Educator. This staffing arrangement, rather than beginning the fiscal year with three Full-Time Educators, was originally set at the request of staff to remain in a part-time position for a longer period of time. There is now a request to return to full-time work. Twenty hours per week covers only teaching the three field trip classes per week without any extra projects attached.

The current two Full-Time Educators spend half of their time teaching, preparing for, and cleaning up after field trips and half of their time on office work. One runs the administrative portion of the field trips, including the sign-up process, scheduling classes, communicating with teachers, and gathering feedback, as well as the District's annual Poster Contest and the District's tabling calendar. The second Program Educator spends office time on communications, graphic design, newsletters, and social media. A third full-time Program Educator would be invaluable to work on special projects related to the Board's priorities as expressed during the Board Priorities Workshop in March 2023. This would include planning for the natural playground in the Wilderness Park, working on lobby exhibits, creating small, District-run evening community events to elevate the District's profile among its immediate neighbors, researching and preparing for contract classes, such as yoga in the garden, and working on raising walk-in visitor numbers.

FISCAL IMPACT

Transition from a part-time to a full-time Program Educator position starting mid-March would cost an additional \$28,800 in staff wages and benefits. These changes can be included in the annual Budget Modification.

ATTACHMENT(S)

1. Attachment 1 – Programs Education I/II Job Description
2. Attachment 2 – Updated Classification and Compensation Schedule

ATTACHMENT 1



POSITION	COMMUNITY PROGRAMS EDUCATOR I & II
SALARY GRADE	115 & 125
SALARY RANGE	I = \$18.88 – \$24.78 AND II = \$24.17 – \$31.72
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	January 11, 2021, Salary Grade 115 added to Salary Grade 125

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) and the associated Waterwise Community Center are 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. Through the Waterwise Community Center, the District provides ~~no cost~~ free programs, services, demonstration landscapes, 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 Community Programs Department seeks to: **(This whole section is really old & based on the Demonstrate, Educate, Percolate from the Strategic plan. I think this should be updated, but it will take more time to do it, and probably should be done across all Dpt's)**

- Demonstrate best practices in conservation education in collaboration with strategic partners across the region.
- Educate to activate a community-wide conservation ethic for all ages by providing programs and resources that support awareness and knowledge of our water resource to promote both stewardship of our watershed and participation in achievable conservation behaviors.
- Provide interpretation and education of percolation strategies in the Chino Groundwater Basin to sustain a long-term water supply.

The Community Programs team develops, implements, and evaluates culturally relevant community & youth programming, ~~plans and executes community events at the Waterwise Community Center, hosts symposia, coordinates community science and volunteer projects,~~ and is responsible for the District and Center's public communications ~~and outreach efforts.~~

ABOUT THE POSITION

~~This is the entry-level position.~~ The Programs Educator I/II supports the goals of the Community Programs Department by leading culturally-relevant, inquiry-based environmental education programs for service area communities. Distinctions between levels in the Community Programs Educator I & II job classification series may be based on

many factors, including the complexity of functions within department, decision-making responsibility and level of supervision exercised, and nature and complexity of work performed.

SUMMARY/OBJECTIVE

Under the administrative direction of the Community Programs Manager, the Programs Educator is responsible for curriculum development and instruction to K-12 ~~and higher education~~ students related to water conservation ~~and watershed sciences. and sustainable landscaping both at the Waterwise Community Center and at sites across the region.~~ Related responsibilities include promoting the District and District programs through events hosted at the Waterwise Community Center, ~~landscaping best practices,~~ conducting public outreach and education activities, ~~supporting homeowner and professional landscaping classes,~~ and general administrative tasks as needed.

ESSENTIAL FUNCTIONS

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

Program Coordination:

- Utilize place-based experiential and inquiry-based environmental education best practices to teach K-12 students about water conservation ~~and watershed science and landscaping~~ in a classroom, field, and garden-based setting.
- Under limited supervision, take responsibility for coordinating programs such as field trips, contests, ~~Earth Day~~, volunteer programs, community events, or other education efforts as needed. This may include scheduling and promoting field trips, professional development trainings, workshops, and/or community events, and tracking supply inventory, budgets, invoices, and program effectiveness indicators.
- Assist the Community Programs ~~Specialist Team~~ in developing and implementing new curriculum, professional development trainings, and refining program offerings utilizing experiential and inquiry-based education best practices.
- ~~Coordinate and schedule volunteers during programming and events.~~
- ~~Mentor volunteers and support student-led community service projects~~
- Provide support for new programs and partnerships as needed to expand education efforts.
- ~~Travel off-site to conduct interactive school assemblies, class or schoolyard investigations, and presentations to audiences of all ages on topics related to water conservation and the District and Center's mission.~~
- Interface with members of the Education Committee and other member of the Board Directors to provide information about Community Programs.
- ~~Assist Community Programs Manager and Specialist in identifying, applying for, and tracking grant opportunities and evaluating programs.~~
- Collaboratively work with other team members and departments to support programming.
- Support District partnerships with local water agencies through such venues as the Water Education, Water Awareness Committee (WEWAC) or other ad hoc partnerships.

Public Communications: ~~Support~~

- Draft written and graphic communications materials for digital and print publication including newsletters, social media content, and press releases.
- Assist with developing and maintaining District's editorial calendar.

- Maintain contact with news outlets, advertising venues, social media channels, and others to identify opportunities for the District to expand public awareness and knowledge of programs and watershed literacy.
- **Already under Offsite Community Outreach:** ~~Support District outreach by preparing materials and staffing informational booths at conferences and other public events.~~
- ~~Assist with inventory tracking and ordering of promotional items.~~
- Update and maintain District contact database.
- Oversee sections of District website to ensure content is current and follows web content development best practices.
- Promote District and Center programs by assisting with the maintenance of the District and Center's website, signage, lobby displays, literature racks, flyers, brochures, posters, and social media outlets.
- ~~Respond to community members and partners' program and conservation-related questions in person, by phone, and online.~~
- ~~Prepare and deliver a variety of informative presentations to diverse audiences promoting the District's programs and mission.~~
- **Move under Offsite Community Outreach:** Coordinate, order, and track inventory of promotional and giveaway items for outreach and public events, including the literature in the lobby of the District office.
- ~~Support and actively participate in various water conservation programs and technical information programs such as Water Awareness Month activities, Earth Day and Water Fair events, and contractor and homeowner training and information classes.~~
- ~~Assist with the development of interpretative signage and public education programming for urban greening projects.~~
- Translate **outreach** materials and informational handouts for both English and Spanish speakers.

Offsite Community Outreach:

- Supports District outreach by developing and maintaining a tabling booth calendar, preparing materials and staffing, and working with Department Managers to assign staff, interns, **and volunteers** to represent the District at informational booths at community events.
- **This should move under Public Communications Support:** Designs and evaluates interpretative exhibits and signage in collaboration with staff and stakeholders.
- ~~Prepares and delivers a variety of informative presentations to diverse audiences promoting the District's programs and mission.~~

Administrative Support

- Perform database input and analysis, and report generation for **outreach/education** programs.
- Perform special projects and related duties as assigned.
- Provide guidance to **Program Teaching Assistant(s)** **personnel**, interns, **and volunteers**, ~~and other training personnel as needed.~~
- Assist with budget tracking for program expenditures and grants.
- Update **monthly quarterly** Board Reports with program effectiveness indicators.
- Assist the Community Programs Manager in evaluating education programs.

COMPETENCIES

Knowledge and Experience

- Knowledge of Microsoft Office tools, familiarity with basic web content management systems, social media management, and familiarity digital communications software such as Adobe Creative Cloud products and Canva.
- Knowledge or understanding of basic environmental science topics, particularly related to **native and waterwise plants adaptations, water science** and watershed concepts.
- Knowledge and experience in curriculum development best practices and lesson planning for hands-on, engaging, inquiry-based scientific activities for K-12 audiences.
- ~~• Working understanding of education standards including California Science Framework, Common Core, Environmental Principles and Concepts, Next Generation Science Standards.~~
- ~~• Working understanding of watershed systems.~~
- Familiarity with principles, methods, and practices of environmental communications, community outreach and advertising programs through digital and print media.
- ~~• Ability to build understanding of behavior change theory~~

Skills

- **Teaching**
- Customer service
- Public speaking
- Collaborative team work
- Organizational skills and time management
- Verbal and written communication skills
- Classroom management
- Behavioral management
- Event coordination
- Public outreach
- ~~• Networking~~
- ~~• Meeting facilitation~~

Abilities

- Demonstrate curiosity and desire to learn about topics relevant to the District mission such as water, conservation, landscaping, watershed science, science education pedagogy, and trends, etc.
- Quickly adapt and learn new approaches and software for project management and communications.
- Effectively communicate in written public communications materials and during public speaking and partnership meetings.
- Project professional and positive image and deal tactfully, collaboratively, and courteously with internal and external contacts of all ages.
- ~~• Coordinate work schedules with others.~~
- ~~• Prepare clear, concise, well-organized, engaging, and interactive presentations and deliver to a wide variety of audiences.~~
- Use flexibility and problem-solving skills.
- Demonstrate positive attitude and initiative to attain information and skills necessary to complete tasks and projects well.
- Actively seek out collaboration among staff or partners when necessary.
- Ability to quickly learn effective project management skills: Can prioritize among competing requests and timelines.

- Ability to lead a group, create supportive and safe learning environments, and effectively engage communities.
- Demonstrate and model best practices in environmental education.

SUPERVISION

- Reports to: Community Programs Manager.
- Community Programs Educator II Supervises: Youth volunteers ~~and~~ interns, ~~and Master Gardeners on occasion.~~
- Community Programs Educator I Supervises: Does not provide any supervision.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, 40-hour work week; evening and/or weekend work may be required to complete required duties and projects and participate in events; responds to emergencies as necessary.

EDUCATION AND EXPERIENCE

- Required Community Programs Educator I/II: Must have a minimum of a high school diploma or GED. 2-3 years of equivalent field experience in community or conservation programming and education ~~or two years as Community Programs Assistant.~~
- Preferred Community Programs Educator II: Bachelor's degree with major course work in areas of environmental studies, ecology, resource management, hydrology, horticulture, ~~geology, plant science, landscape irrigation science,~~ education, communications, or ~~directly~~ related fields.

WORK ENVIRONMENT

- Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, and cold. Must be able to work in ~~fast-~~ paced environment.

PHYSICAL DEMANDS

- Communicates orally in English with District Board members, co-workers, and the public in face-to-face, one- to-one, group, and classroom settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- ~~Regularly operates a telephone for communication.~~
- Operates office equipment such as computers, printers, copiers, projectors, and FAX machines.
- ~~Travels frequently by vehicle to conduct District business.~~
- ~~Sometimes works in an outdoor environment in the sun, wind, rain, etc.~~
- Frequently positions self to address a classroom setting, assist students at tables and on the floor, inspect materials (plants, compost, etc.) on the ground, on tables/counters, and on shelves.
- May be required to move/position supplies and materials of up to 50 Lb.
- Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations ~~of up to 5 minutes.~~
- Traverses over uneven terrain.
- Works with soil, water, compost, plants, "critters" (composting worms, tortoises, etc.) and other teaching elements on a regular basis in garden, ~~riparian,~~ and classroom settings.

- Possible exposure to communicable diseases, blood, bodily fluids or tissues as a part of working with youth on a regular basis.
- Uses a variety of hand tools, cleaning solutions and equipment in the performance of light janitorial and office type work to support programs.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of, or ability to obtain a valid driver's license is required and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Must complete within the first year of hire:
 - Formalized training in Project WET facilitation ~~or EEI/NGSS Workshop.~~
 - ~~Attend a minimum of two (2) District-facilitated waterwise landscaping seminars.~~
 - CPR and First Aid training.

OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**CHINO BASIN WATER CONSERVATION DISTRICT
CLASSIFICATION AND COMPENSATION SCHEDULE**

ATTACHMENT 2

Board Approval Date: 10/09/2023 (last revised 8/14/23)

FY 23/24					
ELECTED OFFICIALS			DAY OF SERVICE		*MAX WITH COLA
Board Members	7		\$ 200	\$ 200	N/A
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>					
MANAGEMENT CLASSIFICATION (EXEMPT)		RANGE	ANNUAL SALARY RANGE		*MAX WITH COLA
Conservation Programs Manager	1	249	\$ 97,656	\$ 128,133	\$ 134,511
Community Programs Manager	1	249	\$ 97,656	\$ 128,133	\$ 134,511
Facilities & Operations Manager	1	249	\$ 97,656	\$ 128,133	\$ 134,511
Administrative Services Manager	1	250	\$ 100,097	\$ 131,336	\$ 137,874
General Manager	1	N/A	No Range		
HOURLY CLASSIFICATIONS (NON-EXEMPT)		RANGE	HOURLY RANGE		*MAX WITH COLA
Administration					
Administrative Services Intern	0	106	\$ 16.24	\$ 21.30	\$ 22.37
Bookkeeper - Part-time	0	117	\$ 21.30	\$ 27.95	\$ 29.35
Administrative Assistant I	1	120 125	\$22.94 \$27.25	\$30.10 \$35.75	-
Administrative Assistant II	0	123 128	24.71 \$29.34	\$32.42 \$38.50	-
<i>Administrative Analyst</i>	<i>1</i>	<i>132</i>	<i>\$ 32.39</i>	<i>\$ 42.50</i>	-
Board Clerk	1	138	\$ 35.78	\$ 46.95	\$ 49.30
Community Programs					
Youth Programs Teaching Assistant	0.5	106	\$ 16.24	\$ 21.30	\$ 22.37
Youth Programs Teaching Intern	0.5	106	\$ 16.24	\$ 21.30	\$ 22.37
Outreach & Public Affairs Intern	0	106	\$ 16.24	\$ 21.30	\$ 22.37
Community Programs Assistant	0	113	\$ 19.30	\$ 25.32	\$ 26.59
Community Programs Educator I	0	115	\$ 20.28	\$ 26.61	\$ 27.94
Community Programs Educator II	0.5/2 3	125	\$ 25.96	\$ 34.06	\$ 35.76
Community Outreach Specialist	0	131	\$ 30.10	\$ 39.50	\$ 41.48
Community Programs Specialist	0	131	\$ 30.10	\$ 39.50	\$ 41.48
Conservation Programs					
Conservation Programs Intern	1	106	\$ 16.24	\$ 21.30	\$ 22.37
Receptionist	0.5	110	\$ 17.92	\$ 23.52	\$ 24.70
Conservation Landscape Worker I	1	110	\$ 17.92	\$ 23.52	\$ 24.70
Conservation Landscape Worker II	0	114	\$ 19.78	\$ 25.96	\$ 27.26
Conservation Technician I	0	115	\$ 20.28	\$ 26.61	\$ 27.94
Conservation Technician II	2	125	\$ 25.96	\$ 34.06	\$ 35.76
Conservation Specialist I	1	131	\$ 30.10	\$ 39.50	\$ 41.48
Conservation Specialist II	0	134	\$ 32.42	\$ 42.53	\$ 44.66
Facilities & Operations					
Facilities & Operations Trades Intern	0	106	\$ 16.24	\$ 21.30	\$ 22.37
Landscape / Maintenance Worker I	1	110	\$ 17.92	\$ 23.52	\$ 24.70
Landscape / Maintenance Worker II	0	114	\$ 19.78	\$ 25.96	\$ 27.26
Landscape Mainteannce Worker III	1	125	\$ 25.96	\$ 34.06	\$ 35.76
Facilities & Basins Technician	1	131	\$ 30.10	\$ 39.50	\$ 41.48

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023

*** A COLA of 5% for FY 23-24 will be effective January 1, 2024**