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

**TUESDAY, FEBRUARY 13, 2024, AT 2:00 P.M.**

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

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**COMMITTEE MEMBERS**

**Gil Aldaco, Director  
Mark Ligtenberg, Director  
Hanif Gulmahamad, Director**

**GENERAL MANAGER**

**Elizabeth Willis**

**LEGAL COUNSEL**

**Lee McElhaney**

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**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 Brandon Yoshida, Board Clerk, via email at [byoshida@cbwcd.org](mailto:byoshida@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.

**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 Committee.

**DISCUSSION ITEMS****1. 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:

1. Review, discuss, and provide feedback on language within District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024; and,
2. Review, discuss, and recommend for Board approval to amend Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024 (60 days lead time required).

**2. REVIEW SALARY ANALYSIS AND UPDATED ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE ASSISTANT II AND PROPOSED ADMINISTRATIVE ANALYST JOB DESCRIPTIONS**

**Recommendation:** It is recommended that the Committee:

1. Review and discuss the salary analysis; and,
2. Review, discuss, and recommend for Board approval the updated job descriptions for Administrative Assistant I and Administrative Assistant II positions effective March 11, 2024; and,
3. Review, discuss, and recommend for Board approval the proposed Administrative Analyst position effective March 11, 2024.

**3. REVIEW THE UPDATED PROGRAM EDUCATOR I/II JOB DESCRIPTION**

**Recommendation:** It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators effective March 11, 2024; and,
2. Review, discuss, and recommend for Board approval of changes to the Program Educator I/II job description effective March 11, 2024.

**4. FISCAL YEAR 2023-2024 MID-YEAR BUDGET ADJUSTMENTS**

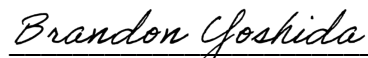
**Recommendation:** It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the mid-year budget adjustments for fiscal year 2023-2024; and,
2. Review, discuss and recommend for Board approval the classification and compensation schedule for fiscal year 2023-2024.

**ADJOURNMENT**

The Committee will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, March 11, 2024, at 2:00 p.m.**

I, Brandon Yoshida, Board Clerk of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763 and on the District's website by 5:00 p.m. on February 9, 2024.

  
\_\_\_\_\_  
Brandon Yoshida, Board Clerk

**STAFF REPORT  
FINANCE COMMITTEE MEETING**

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**DATE:** February 13, 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**

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**RECOMMENDATION**

It is recommended that the Committee:

1. Review, discuss, and provide feedback on language within District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024; and,
2. Review, discuss, and recommend for Board approval to amend Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024 (60 days lead time required).

**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 Bailly 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.

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.

On January 17, 2024, the Personnel Committee met to discuss both issues and it was recommended that the Board approve amending Policy No. 32 to state that the District will pay for medical benefits, including Dental and Vision, at 100% of the lowest Family Plan. The proposed benefit change will be extended to salaried and full-time hourly employees, including their spouse and qualified family members, as of the first of the next month after the date of employment, and will better attract and retain employees. In addition, the Personnel Committee also recommended that Board members be allowed to participate in the District's medical plan under the single member ACWA JPIA formula; not including dental and vision benefits. It was noted that the health plans offered by AWCA JPIA are significantly cheaper than plans offered by other agencies and extending the benefit to its Board would attract future Board members.

### **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. Attachment 1 – Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits.
2. Attachment 2 – ACWA JPIA – Add or Term Classes Form

**Policy No.:** 32  
**Issue No.:** ~~10~~ 11  
**Effective Date:** ~~09/11/17~~ 03/11/24  
**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.:** ~~40~~ 11  
**Effective Date:** ~~09/11/17~~ 03/11/24  
**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~~ 100% of the lowest Family HMO plan, including Dental and Vision premiums, 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, or elect to participate in the District's medical plan under the single member ACWA JPIA formula (not including dental/vision benefits). 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 monthly. 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 PEPR to Retirement Plan and General Manager Title)

Issue No. 10: 09/11/17, Update adding General Manager Definition and Medical Benefits, and adding 90% cap to Family Medical, Dental and Vision Plans.

Issue No. 11: 03/11/24, Updated to 100% cap to Family Medical, Dental, and Vision Plans for eligible employees, and 100% of a single-member Medical plan for Directors.



## Medical – Change Covered Classes

To add, change or terminate covered classes, please complete the following information. If adding classes mid-year, a special open enrollment period will be required.

Desired Effective Date: \_\_\_\_\_ (60 days lead time is required; longer if for January 1. Must be the first day of a month.)

Please indicate add or term as applicable:

- \_\_\_\_\_ Board Members/Directors (Not required to be covered, but if covered must be treated the same as active employees for the purposes of benefits, including participation and contribution requirements. Exception: If Directors are covered at an Incentive Rate district, they may waive in accordance with Standard Rate policies.)
- \_\_\_\_\_ Retirees (Not required to be covered – Agency must follow JPIA retiree health requirements to add Retirees as a class.)
- \_\_\_\_\_ Other (please describe) \_\_\_\_\_  
(added class must meet JPIA participation requirements)

### Retiree Information

**Complete this section if you wish to add retiree medical coverage. Your retiree health policies must accompany this application.**

Indicate the employer contribution for Retiree Medical:

\_\_\_\_\_ % of ☐ least cost Retiree plan or ☐ any Retiree plan; OR

\$ \_\_\_\_\_ flat dollar amount (defined contribution)

*(Minimum for Standard Rate program is 25% of the retiree only premium for least cost retiree plan; for Incentive Rate program, the minimum is 50%.)*

Retiree **Dependent** Medical \_\_\_\_\_ % or \$ \_\_\_\_\_ (No agency contribution is required for retiree dependent coverage)

How long will your agency provide retirement benefits?

☐ Lifetime ☐ Medicare Entitlement or \_\_\_\_\_ Years

☐ Other, please describe \_\_\_\_\_

If an enrolled retiree gets married after retirement, will the new spouse be eligible to enroll?

☐ Yes ☐ No

What about the new spouse's children, if they are of eligible age for coverage?

☐ Yes ☐ No

Do you provide Surviving Spouse benefits for spouses enrolled at the time of retiree death?

☐ Yes ☐ No If yes, how long? \_\_\_\_\_





Do you provide Surviving Child benefits for children enrolled at the time of retiree death?

☐ Yes    ☐ No    If yes, how long? \_\_\_\_\_

### Participation Requirements

The undersigned Member hereby requests a change to its covered classes. It is understood and agreed that the following minimum requirements apply for agencies with Standard rates. Additional requirements are noted in JPIA's Employer Participation Requirements document that apply for agencies in the Incentive Rate Program:

- A. Employees who enroll must work the required number of hours per week as described in their employer's policies. The minimum number of hours per week that an employer may require is 20.
- B. Directors alone may not be covered. If Directors are covered, they must be subject to the same participation requirements as employees, including cost share of premiums. (Exception: If Directors are covered at an Incentive Rate district, they may waive in accordance with Standard Rate policies.)
- C. Retirees may be covered but only if employees are covered.
- D. Dependents may be covered only if the subscriber is covered (with qualified COBRA participants and qualified surviving spouses being the only exception).
- E. All employees eligible to enroll in JPIA medical must enroll with the exception that up to 25% of employees can waive coverage with written documentation showing these employees have other coverage.
- F. Non-JPIA PPO plans may not be offered at the same time as a JPIA PPO plan. If any non-JPIA plan is offered, it must be offered to all the same class(es) of employees as the JPIA plan(s).
- G. Employer contributions may be no less than the employee only portion of the least cost JPIA plan for which active employees, and Directors if covered, are eligible.
- H. If retiree coverage is offered, the employer contribution may be no less than 25% of the retiree single rate for the least cost JPIA plan for which the retiree is eligible.
- I. If retiree coverage is offered to Medicare eligible retirees, those retirees must enroll in Medicare Parts A & B upon eligibility.
- J. Coverage will terminate for an employee on the last day of the month in which their employment terminates. Coverage will terminate for a dependent on the last day of the month in which their eligibility status terminates.
- K. A participating agency must give a minimum 60 days' notice to terminate participation in the JPIA medical plan(s).

I represent that statements contained herein, including those made in response to the questions above and any attachments, are true and complete, to the best of my knowledge and belief. I understand that they form the basis for approval to change covered classes. Further, I understand that it is the employer's responsibility to inform ACWA JPIA of any practice/policy changes enacted that are in conflict with JPIA's Employer Participation Requirements for Standard or Incentive Rates.

\_\_\_\_\_  
Signature - General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency Name

**STAFF REPORT  
FINANCE COMMITTEE MEETING**

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**DATE:** February 13, 2024

**FROM:** Elizabeth Willis, General Manager

**BY:** Alicia Fernandez, Administrative Services Manager

**SUBJECT:** **REVIEW SALARY ANALYSIS AND UPDATED ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE ASSISTANT II AND PROPOSED ADMINISTRATIVE ANALYST JOB DESCRIPTIONS**

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**RECOMMENDATION**

It is recommended that the Committee:

1. Review and discuss the salary analysis; and,
2. Review, discuss, and recommend for Board approval the updated job descriptions for Administrative Assistant I and Administrative Assistant II positions effective March 11, 2024; and,
3. Review, discuss, and recommend for Board approval the proposed Administrative Analyst position effective March 11, 2024.

**BACKGROUND**

In June of 2020, the District engaged Koff & Associates to prepare a Total Compensation Study, assessing both salaries and benefits, 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". However, Koff & Associates did not perform a formal "classification study," which would have contrasted duties within the job description to the functions carried out by employees on a day-to-day basis.

On December 20, 2020, the District approved the updated job description for the Administrative Assistant II 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. Shortly thereafter, the state government enacted the "Stay at Home" policy in response to the COVID-19 pandemic, which abruptly ended all events being held at the District. Managing events had been a large part of the

Administrative Assistant II's day-to-day responsibilities. During the state lock down, the Administrative Assistant II continued finance responsibilities. 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 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 2020.

### **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, by the current Administrative Assistant II, who has continuously and successfully performed the duties for that higher position since February of 2020. This recommendation is based on the employee's exceptional performance, increased responsibilities, and the potential benefits of retaining talent within the organization by allowing room for advancement. Creating this position will not only recognize the employee 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. Finally, creating this position and placing the Administrative Assistant II in it simply reflects the duties and level of responsibility that this employee has performed since the loss of the Bookkeeper.

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 approximately 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 grade 132 (**Attachment 5**).

On January 17, 2024, the Personnel Committee met to review the proposed updated job descriptions for Administrative Assistant I, Administrative Assistant II, Administrative Analyst, the salary analysis, and proposed labor grades for the positions. The committee provided feedback on the job descriptions and recommended bringing this item for Board consideration in March. In addition, it was suggested that staff research retroactive pay for the employee that performed duties outside of their classification for the past four years. Staff requested that the District's financial consultant, Eide Bailly LLP, compute the retroactive pay from 2020 to 2024, which calculated to \$28,500 (including taxes and benefits).

### **FISCAL IMPACT**

Approving the Administrative Analyst position at Labor Grade 132 would result in an estimated increased cost (above current salary) of \$2,400 (including benefits) for FY 23/24. If the Committee recommends that the Board consider paying the \$28,500 (including taxes and benefits), in retroactive pay, the fiscal impact would be a combined total of \$30,900 for FY 23/24. Approving the proposed Classification and Compensation Schedule for the Administrative I/II position at Labor Grade 125 and 128 would result in a savings of \$16,800 (includes taxes and benefits), because the position was budgeted for twelve months, but filled mid-year.

### **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 – Salary Analysis and Proposed Labor Grades – Comparator Agencies
6. Attachment 6 – Updated Classification and Compensation Schedule




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|                       |                                                                                    |
|-----------------------|------------------------------------------------------------------------------------|
| <b>POSITION</b>       | ADMINISTRATIVE ASSISTANT I                                                         |
| <b>SALARY GRADE</b>   | <del>120</del> 125                                                                 |
| <b>CLASSIFICATION</b> | Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA) |
| <b>DATE</b>           | <del>JULY 1, 2023,</del> March 10, 2024 (to be presented at 3/11/24 Board Meeting) |

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### 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;
- 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;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

## ABOUT THE POSITION

Positions assigned to this level perform a full range of clerical duties under general supervision; this is an entry level position.

The Office Administrative Assistant I position differs from the Office Administrative Assistant II position in that the Administrative Assistant I position is assigned duties of providing the General Manager and Administrative Services Manager ~~clerical assistance~~ **basic administrative support**, maintaining the District's filing system, ~~and handling~~ **assisting with** accounts payable ~~on an as needed basis~~, which requires **1-2 years of** clerical/administrative experience.

## SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of ~~semi~~ **basic**-skilled duties to support office staff, including clerical/~~administrative~~ duties, financial record keeping, greeting visitors in person and on the telephone, assisting the public visiting the District facilities, processing mail, making copies, scanning, filing, typing, indexing, ordering office supplies, ~~janitorial work, as well as performing light maintenance at the District office~~ **maintaining cleanliness of front lobby/meeting rooms, as well as prepping for meetings**. ~~Positions assigned to this level perform limited or routine clerical and light janitorial duties at the District facilities.~~

## 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:***

*Responsible for the following duties in the absence of the Administrative Assistant II/Administrative Analyst 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 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:***

*May assist in the following duties in the absence of the Administrative Assistant II/Administrative 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 reviews 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:**

*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, 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:**

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

- 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:**

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

- 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 garden.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster as needed.
- 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 room 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 and 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 shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility first-aid supplies.
- Coordinates District wide janitorial and laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Assists with maintaining Board and staff training records.
- Serves as backup for all administrative duties performed in the absence of the Administrative Assistant II/Administrative Analyst.
- ~~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 basic clerical/administrative experience directly related to the primary duties and essential functions, preferably with a public agency.**
- ~~Proficient in QuickBooks Pro (Version 2012 or higher)~~ QuickBooks experience (invoicing, income receipts, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is 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, 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 general 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 a 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's telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently without general 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, and 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 assistant, 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 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, climbing, and bending.
- Use both hands and 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

- **Basic/Intermediate 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.




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|                |                                                                                        |
|----------------|----------------------------------------------------------------------------------------|
| POSITION       | ADMINISTRATIVE ASSISTANT II                                                            |
| SALARY GRADE   | <del>111</del> 128                                                                     |
| CLASSIFICATION | Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)     |
| DATE           | <del>December 20, 2020</del> March 10, 2024 (to be presented at 3/11/24 Board Meeting) |

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### 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 ~~General Manager~~ 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;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

## ABOUT THE POSITION

Positions assigned to this level perform a full range of clerical/**administrative** duties under **general minimal** 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.

The Administrative Assistant I position differs from the Administrative Assistant II position in that the more senior is assigned additional duties of providing **the General Manager and Administrative Services Manager direct intermediate-level administrative support, assists with procurement functions, is responsible for** accounts payable and credit card reconciliation, which requires **3-4 years of progressive** clerical and administrative experience.

## SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of **semi-intermediate**-skilled duties to support office staff, including clerical/**administrative** duties, financial record keeping, greeting visitors in person and on the telephone, assisting the public visiting the District facilities, processing mail, making copies, filing, typing, indexing, ordering office supplies, **maintaining cleanliness of front lobby/meeting rooms**, as well as prepping rooms for meetings.

## 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:***

***May assist in the following duties in the absence of the Administrative Assistant I/ Administrative Analyst 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 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:**

*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 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 reviews 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.
- Assists with processing payroll in the absence of the Board Clerk.
- ~~• Maintains copies incoming checks and records in deposit log.~~
- ~~• Cuts checks weekly.~~

**Communication:**

*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:**

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

- 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:**

*Responsible for the following duties in the absence of the Administrative Assistant I/Administrative Analyst 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 garden.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster as needed.
- 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 room 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 and 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 shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility ~~first aid~~ supplies.
- Coordinates District wide janitorial and laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Assists with organization of finance records.
- Assists with purchasing/procurement, as needed.



- Serves as backup for all administrative duties performed in the absence of the Administrative Assistant I/Administrative Analyst.
- ~~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 365 products (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat and/or other related software.**
- Minimum of 3-4 years of progressive intermediate-level administrative experience directly related to the primary duties and essential functions, preferably with a public agency.
- QuickBooks experience (invoicing, ~~income receipts~~, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is desired, but not required.
- **Basic office procedures, knowledge of office equipment,** general filing techniques and standard telephone etiquette/techniques.
- Principles and practices of records management.

### **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, 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 a 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 overtime or on various shifts as assigned.
- Administer the District's telephone system, as required.
- Assist the ~~Senior Administrative Assistant~~ **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, and 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 **intermediate/advanced** 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/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 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, climbing, and bending.
- Use both hands and 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.~~




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|                |                                                                                    |
|----------------|------------------------------------------------------------------------------------|
| POSITION       | ADMINISTRATIVE ANALYST                                                             |
| SALARY GRADE   | 132                                                                                |
| CLASSIFICATION | Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA) |
| DATE           | March 10, 2024 (to be presented at 3/11/24 Board Meeting)                          |

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### 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 General Manager 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;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

## **ABOUT THE POSITION**

Positions assigned to this level perform a full range of clerical/administrative duties with little to no 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.

The Administrative Assistant II position differs from the Administrative Analyst position in that the more senior is assigned additional duties of providing the General Manager and Administrative Services Manager confidential and advanced-level administrative support, assists with human resources functions, is responsible for accounts payable and credit card reconciliation, which requires 5 years or more of progressive administrative experience.

## **SUMMARY/OBJECTIVE**

Under administrative direction, performs a variety of advanced-skilled duties to support office staff, including clerical duties/administrative duties, financial record keeping, greeting visitors in person and on the telephone, assisting the public visiting the District facilities, processing mail, making copies, filing, typing, indexing, ordering office supplies, maintaining cleanliness of front lobby/meeting rooms, as well as prepping rooms for meetings.

## **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:***

*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 meetings and cleans up afterward.
- Logs, researches, and retrieves actions and policies passed by the Board of Directors, as well as other historical documents upon request.
- Assists with organization of records management, including District wide records retention and destruction.

### ***Financial Support:***

*Responsible for the following duties:*

- 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 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 reviews 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.
- Assists with processing payroll in the absence of the Board Clerk.

***Communication:***

*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, 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.

***Regulatory Support:***

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

- Logs time tracking sheets for basin staff hours.

***General Administrative Support:***

*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 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 garden.

- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster as needed.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, electronic storage, and purging out-of-date files when required.
- Orders District Business Cards as needed.
- Provides advanced administrative support and word processing assistance to the Administrative Services Department 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 room 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 and 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 shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility supplies.
- Coordinates District wide janitorial and 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/filing candidate information, and responding to unselected candidates.**
- **Assists with onboarding processes such as preparing on-boarding documentation, creating employee file folders, scanning documents, preparing keys, and onboarding process.**
- **Monitor employee anniversary milestones.**
- **Serves as backup for all administrative duties performed in the absence of the Administrative Assistant I/II.**

## COMPETENCIES

### ***Knowledge and Experience:***

- Advanced in Microsoft Office 365 products (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and/or other related software.
- Minimum of 5 years of progressive advanced-level administrative experience directly related to the primary duties and essential functions, preferably with a public agency.
- QuickBooks experience (invoicing, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is 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.
- Advanced technical skills.
- Advanced oral and written communication proficiency.
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping, 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.
- 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 a 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 overtime or on various shifts as assigned.
- Administer the District telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently with little to no 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, and 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 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 5 years of progressive advanced 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.
- 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.

## **PHYSICAL DEMANDS**

- 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.
- 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, climbing, and bending.
- Use both hands and 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.

#### **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Advanced 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.

## SALARY ANALYSIS AND PROPOSED LABOR GRADES

## ADMINISTRATIVE ASSISTANT I

|    | Agency                                            | Position                                  | Salary Min   | Midpoint     | Salary Max    |
|----|---------------------------------------------------|-------------------------------------------|--------------|--------------|---------------|
| 1  | Chino Basin Watermaster                           | Office Specialist/Receptionist            | \$ 48,360.00 | \$ 56,940.00 | \$ 65,520.00  |
| 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                          | Admin Assistant I/Accounting Technician I | \$ 57,574.40 | \$ 68,556.80 | \$ 79,539.20  |
| 5  | Inland Empire Resource Conservation District**    | Administrative Assistant                  | \$ 48,880.00 | \$ 57,772.00 | \$ 66,664.00  |
| 6  | Inland Empire Utilities Agency (IEUA)             | Admin Assistant I                         | \$ 64,251.20 | \$ 70,307.12 | \$ 76,363.04  |
| 7  | Joshua Basin Water District                       | Accounting Technician                     | \$ 57,408.00 | \$ 66,372.80 | \$ 75,337.60  |
| 8  | Jurupa Community Services District                | Office Assistant                          | \$ 51,292.80 | \$ 56,825.60 | \$ 62,358.40  |
| 9  | Mojave Water Agency                               | Administrative Assistant I                | \$ 46,488.00 | \$ 55,796.00 | \$ 65,104.00  |
| 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 I                | \$ 64,896.00 | \$ 75,036.00 | \$ 85,176.00  |
| 12 | Ontario                                           | Administrative Technician                 | \$ 56,014.19 | \$ 62,046.30 | \$ 68,078.40  |
| 13 | Monte Vista Water District**                      | Administrative Assistant                  | \$ 59,716.80 | \$ 69,024.80 | \$ 78,332.80  |
| 14 | Pomona**                                          | Administrative Assistant                  | \$ 45,780.80 | \$ 50,720.80 | \$ 55,660.80  |
| 15 | Chino Hills**                                     | Administrative Secretary                  | \$ 57,345.60 | \$ 63,523.20 | \$ 69,700.80  |
| 16 | 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 Watermaster                           | 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 Watermaster                           | 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 |

## SALARY ANALYSIS AND PROPOSED LABOR GRADES - COMPARATOR AGENCIES

## ADMINISTRATIVE ASSISTANT I

| #  | Agency                                           | Position                        | Salary Min   | Midpoint     | Salary Max    |
|----|--------------------------------------------------|---------------------------------|--------------|--------------|---------------|
| 1  | Cucamonga Valley Water District**                | Administrative Assistant I      | \$ 56,201.60 | \$ 64,625.60 | \$ 73,049.60  |
| 2  | East Valley Water District**                     | Senior Administrative Assistant | \$ 65,728.00 | \$ 69,139.20 | \$ 72,550.40  |
| 3  | Eastern Municipal Water District **              | Administrative Assistant I      | \$ 59,009.60 | \$ 66,258.40 | \$ 73,507.20  |
| 4  | Inland Empire Resource Conservation District**   | Administrative Assistant        | \$ 48,880.00 | \$ 57,772.00 | \$ 66,664.00  |
| 5  | San Bernardino Valley Municipal Water District** | Administrative Specialist       | \$ 75,119.20 | \$ 88,403.12 | \$ 101,687.04 |
| 6  | Yucaipa Valley Water District**                  | Administrative Assistant I      | \$ 64,896.00 | \$ 75,036.00 | \$ 85,176.00  |
| 7  | Monte Vista Water District**                     | Administrative Assistant        | \$ 59,716.80 | \$ 69,024.80 | \$ 78,332.80  |
| 8  | Pomona**                                         | Administrative Assistant        | \$ 45,780.80 | \$ 50,720.80 | \$ 55,660.80  |
| 9  | Chino Hills**                                    | Administrative Secretary        | \$ 57,345.60 | \$ 63,523.20 | \$ 69,700.80  |
| 10 | Redlands**                                       | Administrative Assistant I      | \$ 40,081.60 | \$ 45,632.08 | \$ 51,182.56  |

|                |              |              |               |
|----------------|--------------|--------------|---------------|
| Min            | \$ 40,081.60 | \$ 45,632.08 | \$ 51,182.56  |
| Max            | \$ 75,119.20 | \$ 88,403.12 | \$ 101,687.04 |
| Average        | \$ 57,275.92 | \$ 65,013.52 | \$ 72,751.12  |
| Average Hourly | \$ 27.54     | \$ 31.26     | \$ 34.98      |

## 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)           | \$ 27.54 | \$ 31.26 | \$ 34.98 |
| 40% differential for Admin Positions | \$ 26.01 | \$ 31.26 | \$ 36.41 |
| 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  | <i>Cucamonga Valley Water District**</i>                | Administrative Assistant I      | \$ 56,201.60 | \$ 64,625.60 | \$ 73,049.60  |
| 2  | <i>East Valley Water District**</i>                     | Senior Administrative Assistant | \$ 65,728.00 | \$ 69,139.20 | \$ 72,550.40  |
| 3  | <i>Eastern Municipal Water District**</i>               | Administrative Assistant II     | \$ 65,041.60 | \$ 73,028.80 | \$ 81,016.00  |
| 4  | <i>Inland Empire Resource Conservation District**</i>   | Administrative Programs Lead    | \$ 44,200.00 | \$ 60,008.00 | \$ 75,816.00  |
| 5  | <i>San Bernardino Valley Municipal Water District**</i> | Administrative Specialist       | \$ 75,119.20 | \$ 88,403.12 | \$ 101,687.04 |
| 6  | <i>Yucaipa Valley Water District**</i>                  | Administrative Assistant II     | \$ 77,640.00 | \$ 89,772.00 | \$ 101,904.00 |
| 7  | <i>Monte Vista Water District**</i>                     | Administrative Assistant II     | \$ 64,313.60 | \$ 74,339.20 | \$ 84,364.80  |
| 8  | <i>Pomona**</i>                                         | Administrative Assistant II     | \$ 50,544.00 | \$ 55,983.20 | \$ 61,422.40  |
| 9  | <i>Chino Hills**</i>                                    | Management Aide                 | \$ 61,360.00 | \$ 67,964.00 | \$ 74,568.00  |
| 10 | <i>Redlands**</i>                                       | Administrative Specialist I     | \$ 46,532    | \$ 52,976.56 | \$ 59,421     |

Agencies Surveyed: 16

|                |              |              |               |
|----------------|--------------|--------------|---------------|
| Min            | \$ 44,200.00 | \$ 52,976.56 | \$ 59,421.44  |
| Max            | \$ 77,640.00 | \$ 89,772.00 | \$ 101,904.00 |
| Average        | \$ 60,667.97 | \$ 69,623.97 | \$ 78,579.97  |
| Average Hourly | \$ 29.17     | \$ 33.47     | \$ 37.78      |

|                                     |                           |          |          |          |
|-------------------------------------|---------------------------|----------|----------|----------|
| CBWCD - Administrative Assistant II | Range 123                 | \$ 24.71 | \$ 28.57 | \$ 32.42 |
|                                     | % difference from average | -15%     | -15%     | -14%     |

|                                      | Min      | Mid      | Max      |
|--------------------------------------|----------|----------|----------|
| CBWCD                                | \$ 24.71 | \$ 28.57 | \$ 32.42 |
| Average (30% differential)           | \$ 29.17 | \$ 33.47 | \$ 37.78 |
| 40% differential for Admin Positions | \$ 27.85 | \$ 33.47 | \$ 39.00 |
| 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  | <i>Cucamonga Valley Water District**</i>                | Administrative Assistant II     | \$ 65,832.00 | \$ 75,722.40 | \$ 85,612.80  |
| 2  | <i>East Valley Water District**</i>                     | Senior Administrative Assistant | \$ 65,728.00 | \$ 69,139.20 | \$ 72,550.40  |
| 3  | Eastern Municipal Water District                        | Executive Assistant             | \$ 75,316.80 | \$ 84,562.40 | \$ 93,808.00  |
| 4  | <i>Inland Empire Resource Conservation District**</i>   | Administrative Programs Lead    | \$ 44,200.00 | \$ 60,008.00 | \$ 75,816.00  |
| 5  | <i>San Bernardino Valley Municipal Water District**</i> | Administrative Specialist       | \$ 75,119.20 | \$ 88,403.12 | \$ 101,687.04 |
| 6  | <i>Yucaipa Valley Water District**</i>                  | Administrative Assistant II     | \$ 77,640.00 | \$ 89,772.00 | \$ 101,904.00 |
| 7  | <i>Monte Vista Water District**</i>                     | Administrative Assistant III    | \$ 70,969.60 | \$ 82,045.60 | \$ 93,121.60  |
| 8  | <i>Pomona**</i>                                         | Administrative Assistant III    | \$ 63,107.20 | \$ 69,908.80 | \$ 76,710.40  |
| 9  | <i>Chino Hills**</i>                                    | Executive Secretary             | \$ 65,956.80 | \$ 73,018.40 | \$ 80,080.00  |
| 10 | <i>Redlands**</i>                                       | Administrative Analyst          | \$ 68,095.04 | \$ 76,674.00 | \$ 85,252.96  |

Agencies Surveyed: 16

|                       |                 |                 |                 |
|-----------------------|-----------------|-----------------|-----------------|
| <b>Min</b>            | \$ 44,200.00    | \$ 60,008.00    | \$ 72,550.40    |
| <b>Max</b>            | \$ 77,640.00    | \$ 89,772.00    | \$ 101,904.00   |
| <b>Average</b>        | \$ 67,196.46    | \$ 76,925.39    | \$ 86,654.32    |
| <b>Average Hourly</b> | <b>\$ 32.31</b> | <b>\$ 36.98</b> | <b>\$ 41.66</b> |

CBWCD - Executive Administrative Assistant (Proposed)

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

% difference from average

0% 1% 2%

|                                             | Min             | Mid             | Max             |
|---------------------------------------------|-----------------|-----------------|-----------------|
| <b>CBWCD</b>                                |                 |                 |                 |
| <b>Average (30% differential)</b>           | <b>\$ 32.31</b> | <b>\$ 36.98</b> | <b>\$ 41.66</b> |
| <b>40% differential for Admin Positions</b> | <b>\$ 30.77</b> | <b>\$ 36.98</b> | <b>\$ 43.09</b> |
| Salary Range 134                            | \$ 34.03        | \$ 39.34        | \$ 44.65        |
| Salary Range 133                            | \$ 33.20        | \$ 38.38        | \$ 43.56        |
| <b>Salary Range 132 (Proposed)</b>          | <b>\$ 32.39</b> | <b>\$ 37.45</b> | <b>\$ 42.50</b> |
| 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            |
| *Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month |          |                    |                               |                               |                |
| 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        | <del>120</del> 125 | <del>\$22.94</del><br>\$27.25 | <del>\$30.10</del><br>\$35.75 | -              |
| Administrative Assistant II                                                    | 0        | <del>123</del> 128 | <del>24.71</del> \$29.34      | <del>\$32.42</del><br>\$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  
FINANCE COMMITTEE MEETING**

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**DATE:** February 13, 2024

**FROM:** Elizabeth Willis, General Manager

**BY:** Maia Dean, Community Programs Manager

**SUBJECT:** REVIEW THE UPDATED PROGRAM EDUCATOR I/II JOB DESCRIPTION

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**RECOMMENDATION**

It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators effective March 11, 2024; and,
2. Review, discuss, and recommend for Board approval the updated job description for the Program Educator I/II effective March 11, 2024.

**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.

On January 17, 2024, the Personnel Committee met to review the change in staffing levels and the updated job description and voted to recommend these changes to the Board.

### **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 a member of staff to remain in a part-time position for a longer period of time. There is now a request from that staff member 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, so management is strongly supportive of making this move now.

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 Full-Time 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




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|                       |                                                                                    |
|-----------------------|------------------------------------------------------------------------------------|
| <b>POSITION</b>       | COMMUNITY PROGRAMS EDUCATOR I & II                                                 |
| <b>SALARY GRADE</b>   | Community Programs Educator I: 115<br>Community Programs Educator II: 125          |
| <b>SALARY RANGE</b>   | <del>I = \$18.88 — \$24.78 AND II = \$24.17 — \$31.72</del>                        |
| <b>CLASSIFICATION</b> | Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA) |
| <b>DATE</b>           | <del>January 11, 2021</del> TBD                                                    |

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### 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:

- 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 POSITIONS

**Community Programs Educator I:** This is the entry level position that supports the goals of the Community Programs Department by ~~leading~~ **assisting with** culturally relevant, inquiry-based environmental education programs for service area communities.

**Community Programs Educator II:** This is an advanced position requiring 2-3 years of experience and 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 **education and experience**, 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~~ **Department 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 members of the Board Directors to provide them information about the District's 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.
- ~~• 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.~~
- ~~• 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.
- Designs and evaluates interpretative exhibits and signage in collaboration with staff and stakeholders.

### **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.
- Coordinate, order, and track inventory of promotional and giveaway items for outreach and public events.
- ~~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 for effectiveness and relevance.

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

### **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

- **Community Programs Educator I:** Must have a minimum of a high school diploma or GED. Field experience in community or conservation programming and education preferred.
- **Community Programs Educator II:** Must have a minimum of a high school diploma or GED and 2-3 years of equivalent field experience in community or conservation programming and education. Bachelor's degree preferred 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.
- ~~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.



**STAFF REPORT  
FINANCE COMMITTEE MEETING**

---

**DATE:** February 13, 2024

**FROM:** Elizabeth Willis, General Manager

**BY:** Elizabeth Willis, General Manager

**SUBJECT: FISCAL YEAR 2023-2024 MID-YEAR BUDGET ADJUSTMENTS**

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**RECOMMENDATION**

It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the mid-year budget adjustments for fiscal year 2023-2024; and,
2. Review, discuss, and recommend for Board approval the adjustments to the classification and compensation schedule for fiscal year 2023-2024.

**BACKGROUND**

Each year, the District undergoes a mid-year budget analysis and staff presents proposed budget amendments to the Finance Committee for review, feedback, and recommendation to the Board. This year, the District encountered two substantial, unexpected mid-year costs: the need to fast track the construction of iron fencing around Books Basin due to an increase in break-ins on the property, and percolation restoration at the Ely 3 Basin. Staff worked to fit these changes into the adopted FY 23-24 Budget, while also updating revenue projections based on funds that have been received thus far in the fiscal year. The Fiscal Year 2023-2024 proposed budget adjustments increases the District's overall budget by a total of \$285,700, moving from \$4,157,500 adopted in June 2023 to \$4,443,200, as proposed in February 2024.

The most important changes to the budget in the proposed mid-year budget adjustments include:

- **Increase in Revenues** – Due to strong performance in incoming funds, the District's revenue projections have risen \$262,000, from \$4,327,700 to \$4,589,700.
- **Brooks Basin Fence** – A total of \$300,000 was moved from FY 24-25 to FY 23-24 to allow for the Brooks Basin Fence to be completed this fiscal year.

- **Ely 3 Restoration** – An additional \$299,600 was added to Basin Percolation Maintenance to cover the District’s share of the Ely Basins Restoration Project, proposed by the inland Empire Utilities Agency to be completed in June 2024.
- **Amphitheater** – A total of \$202,000 was reallocated to the Brooks Basin Fence Project to allow that project to move forward one year early. A total of \$60,000 remains for design and engineering of the amphitheater roof, with construction expected to begin in 2025.
- **Reserve Funds** – The District’s planned contribution to its Reserve Funds is decreasing \$23,700, from a total of \$170,200 adopted in June 2023 to \$146,500 proposed in February 2024.
- **Staffing Adjustments** – The staffing adjustments proposed below will raise the total anticipated budget for hourly wages by 3%, or \$26,800. It would also raise funds allocated for employee health benefits by 6%, or \$16,200.
  - o Amending the job description and updating the salary range for the Administrative Assistant I classification.
  - o Amending the job description and updating the salary range for the Administrative Assistant II classification.
  - o Addition of the Administrative Analyst classification and salary range.
  - o Amending the job description for the Program Educator I/II classifications.
  - o Amending the number of budgeted positions for the Program Educator II classification from two full-time positions and one part-time position to three full-time positions for fiscal year 2023-2024.

### **DISCUSSION/ANALYSIS**

While the District has encountered some unexpected costs, the original FY 23-24 Budget adopted by the Board in June 2023 included provisions for the unknown. Staff’s original proposed budget was conservative about increases in revenue and planned for unexpected problems to occur during the year. Therefore, the District’s budget remains in good shape for a strong end to the fiscal year.

### **FISCAL IMPACT**

The Fiscal Year 2023-2024 proposed budget adjustments increases the District’s overall budget by a total of \$285,700, moving from \$4,157,500 adopted in June 2023 to \$4,443,200, as proposed in February 2024.

### **ATTACHMENT(S)**

1. Attachment 1 – Classification and Compensation Schedule
2. Attachment 2 – FY 23-24 Mid-Year Budget Modification (Proposed)
3. Attachment 3 – FY 23-24 Mid-Year Budget Modification Narrative

# 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            |
| *Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month |  |          |                    |                                                       |                |
| 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        | <del>120</del> 125 | <del>\$22.94</del> \$27.25 <del>\$30.10</del> \$35.75 | -              |
| Administrative Assistant II                                                    |  | 0        | <del>123</del> 128 | <del>24.71</del> \$29.34 <del>\$32.42</del> \$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 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



**Proposed Amended Budget  
General Fund  
FY 2023/24**

|                                              | <b>FY 2023/24<br/>YTD<br/>12/31/23</b> | <b>FY 2023/24<br/>Adopted<br/>Budget</b> | <b>FY 2023/24<br/>Proposed<br/>Amendments</b> | <b>FY 2023/24<br/>Amended<br/>Budget</b> | <b>Proposed %<br/>Increase</b> |
|----------------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------------|------------------------------------------|--------------------------------|
| <b>1 Revenue</b>                             |                                        |                                          |                                               |                                          |                                |
| 2 Property Tax & Assessment Revenue          | \$ 1,722,536                           | \$ 2,803,400                             | \$ 61,600                                     | \$ 2,865,000                             | 2%                             |
| 3 Redevelopment Agency ABx1 26               | 918,895                                | 1,267,100                                | 32,900                                        | 1,300,000                                | 3%                             |
| 4 Interest Income                            | 252,674                                | \$ 221,700                               | \$ 178,300                                    | \$ 400,000                               | 80%                            |
| 5 Miscellaneous Income                       | 15,250                                 | 35,500                                   | (10,800)                                      | 24,700                                   | -30%                           |
| <b>6 Total Revenue</b>                       | <b>\$ 2,909,355</b>                    | <b>\$ 4,327,700</b>                      | <b>\$ 262,000</b>                             | <b>\$ 4,589,700</b>                      | <b>6%</b>                      |
| <b>7 Expenditures</b>                        |                                        |                                          |                                               |                                          |                                |
| <b>8 Salaries &amp; Benefits</b>             |                                        |                                          |                                               |                                          |                                |
| 9 Employee Wages - Salaried                  | 336,407                                | 645,300                                  |                                               | 645,300                                  | 0%                             |
| 10 Employee Wages - Hourly                   | 396,265                                | 833,100                                  | 26,800                                        | 859,900                                  | 3%                             |
| 11 Employee Wages - Interns                  | 28,830                                 | 72,000                                   |                                               | 72,000                                   | 0%                             |
| 12 Health Benefits                           | 140,359                                | 257,600                                  | 16,200                                        | 273,800                                  | 6%                             |
| 13 Payroll Taxes                             | 60,250                                 | 125,900                                  | 1,800                                         | 127,700                                  | 1%                             |
| 14 CalPERS Retirement Normal Costs           | 62,214                                 | 130,100                                  | 500                                           | 130,600                                  | 0%                             |
| 15 CalPERS Retirement UAL (Required)         | 41,286                                 | 48,900                                   | (7,600)                                       | 41,300                                   | -16%                           |
| 16 Education, Training & Travel              | 14,667                                 | 48,100                                   | -                                             | 48,100                                   | 0%                             |
| <b>17 Total Salaries &amp; Benefits</b>      | <b>\$ 1,080,279</b>                    | <b>\$ 2,161,000</b>                      | <b>\$ 37,700</b>                              | <b>\$ 2,198,700</b>                      | <b>2%</b>                      |
| <b>18 General &amp; Administrative</b>       |                                        |                                          |                                               |                                          |                                |
| 19 Legal                                     | 44,166                                 | 50,000                                   | 40,000                                        | 90,000                                   | 80%                            |
| 20 Engineering                               | 16,845                                 | 10,000                                   | 20,000                                        | 30,000                                   | 200%                           |
| 21 Audit & Accounting                        | 53,319                                 | 80,000                                   | 10,000                                        | 90,000                                   | 13%                            |
| 22 General Consulting                        | 34,584                                 | 131,000                                  | (18,500)                                      | 112,500                                  | -14%                           |
| 23 Administrative Support                    | 8,151                                  | -                                        | 10,000                                        | 10,000                                   | N/A                            |
| 24 Insurance                                 | 53,331                                 | 93,000                                   | 1,200                                         | 94,200                                   | 1%                             |
| 25 Board of Directors                        | 42,658                                 | 113,100                                  | (8,000)                                       | 105,100                                  | -7%                            |
| 26 Dues & Subscriptions                      | 19,492                                 | 45,200                                   | (1,600)                                       | 43,600                                   | -4%                            |
| 27 Office Utilities                          | 15,420                                 | 39,500                                   |                                               | 39,500                                   | 0%                             |
| 28 Agenda Management Software                | -                                      | 12,000                                   | (5,000)                                       | 7,000                                    | -42%                           |
| 29 Computer/IT Support                       | 25,941                                 | 43,700                                   | 3,500                                         | 47,200                                   | 8%                             |
| 30 Office Equipment & Supplies               | 28,154                                 | 50,100                                   | -                                             | 50,100                                   | 0%                             |
| 31 Telecommunications                        | 12,533                                 | 19,500                                   | 3,000                                         | 22,500                                   | 15%                            |
| 32 Maintenance/Janitorial                    | 6,814                                  | 17,300                                   |                                               | 17,300                                   | 0%                             |
| 33 Banking, Payroll & Collection Fees        | 10,673                                 | 22,700                                   | -                                             | 22,700                                   | 0%                             |
| 34 Recruitment                               | 1,870                                  | 5,000                                    |                                               | 5,000                                    | 0%                             |
| <b>35 Total General &amp; Administrative</b> | <b>\$ 373,950</b>                      | <b>\$ 732,100</b>                        | <b>\$ 54,600</b>                              | <b>\$ 786,700</b>                        | <b>7%</b>                      |
| <b>36 Facilities &amp; Operations</b>        |                                        |                                          |                                               |                                          |                                |
| 37 Basin Percolation Maintenance             | -                                      | 101,000                                  | 299,600                                       | 400,600                                  | 297%                           |
| 38 Landscape & Irrigation                    | 18,003                                 | 75,100                                   | (1,500)                                       | 73,600                                   | -2%                            |
| 39 Fencing                                   | 12,848                                 | 42,000                                   | 3,000                                         | 45,000                                   | 7%                             |
| 40 Structural Maintenance                    | 51,670                                 | 42,000                                   | 33,800                                        | 75,800                                   | 80%                            |
| 41 Signage                                   | 1,530                                  | 4,500                                    |                                               | 4,500                                    | 0%                             |
| 42 Hardscape                                 | -                                      | 9,200                                    | 8,000                                         | 17,200                                   | 87%                            |
| 43 Facilities                                | 356                                    | 10,000                                   |                                               | 10,000                                   | 0%                             |
| 44 Equipment & Vehicles                      | 10,801                                 | 33,200                                   | (5,000)                                       | 28,200                                   | -15%                           |
| 45 Uniforms                                  | 3,874                                  | 10,700                                   |                                               | 10,700                                   | 0%                             |
| 46 Weed Abatement & Pest/Critter Control     | 7,859                                  | 38,200                                   | (9,000)                                       | 29,200                                   | -24%                           |
| 47 Trash Cleanup & Disposal                  | 3,414                                  | 15,000                                   | (5,000)                                       | 10,000                                   | -33%                           |
| 48 Utilities, Permits, Fees & Miscellaneous  | 5,187                                  | 14,000                                   | -                                             | 14,000                                   | 0%                             |
| <b>49 Total Facilities &amp; Operations</b>  | <b>115,543</b>                         | <b>394,900</b>                           | <b>323,900</b>                                | <b>718,800</b>                           | <b>82%</b>                     |

**Proposed Amended Budget  
General Fund  
FY 2023/24**

|                                                             | FY 2023/24<br>YTD<br>12/31/23 | FY 2023/24<br>Adopted<br>Budget | FY 2023/24<br>Proposed<br>Amendments | FY 2023/24<br>Amended<br>Budget | Proposed %<br>Increase |
|-------------------------------------------------------------|-------------------------------|---------------------------------|--------------------------------------|---------------------------------|------------------------|
| 50 <b>Public Relations/Education</b>                        |                               |                                 |                                      |                                 |                        |
| 51 District Events                                          | 23,596                        | 59,000                          | (18,300)                             | 40,700                          | -31%                   |
| 52 School Tours                                             | 1,434                         | 40,000                          |                                      | 40,000                          | 0%                     |
| 53 Advertising & Strategic Communications                   | 19,980                        | 63,300                          | (6,200)                              | 57,100                          | -10%                   |
| 54 Web Design/Maintenance                                   | 2,725                         | 29,000                          | (3,300)                              | 25,700                          | -11%                   |
| 55 Public Education/Workshops                               | 1,476                         | 20,000                          | (3,200)                              | 16,800                          | -16%                   |
| 56 Community Sponsorships                                   | 2,500                         | 2,500                           |                                      | 2,500                           | 0%                     |
| 57 Youth Program Supplies                                   | 1,121                         | 1,500                           | 1,000                                | 2,500                           | 67%                    |
| 58 Informational Materials                                  | 3,292                         | 3,000                           | 1,600                                | 4,600                           | 53%                    |
| 59 Supplies/Giveaways                                       | 4,550                         | 10,000                          |                                      | 10,000                          | 0%                     |
| 60 Lobby Display Rotation                                   | 2,146                         |                                 | 3,500                                | 3,500                           | N/A                    |
| 61 <b>Total Public Relations/Education</b>                  | <b>62,820</b>                 | <b>228,300</b>                  | <b>(24,900)</b>                      | <b>203,400</b>                  | -11%                   |
| 62 <b>Capital Expenditures and Pension Management</b>       |                               |                                 |                                      |                                 |                        |
| 63 Capital Expenditures Total                               | 35,510                        | 541,200                         | (5,600)                              | 535,600                         | -1%                    |
| 64 CalPERS Pension Trust Contributions                      | -                             | 100,000                         | (100,000)                            | -                               | -100%                  |
| 65 <b>Total Capital Expenditures and Pension Management</b> | <b>35,510</b>                 | <b>641,200</b>                  | <b>(105,600)</b>                     | <b>535,600</b>                  | -16%                   |
| 66 <b>Total Expenditures</b>                                | <b>1,668,102</b>              | <b>4,157,500</b>                | <b>285,700</b>                       | <b>4,443,200</b>                | 7%                     |
| 67 <b>Net Revenue / (Expenditures)</b>                      | <b>1,241,253</b>              | <b>170,200</b>                  | <b>(23,700)</b>                      | <b>146,500</b>                  | -14%                   |
| 68 Use / (Addition) of Unassigned Reserves                  | (1,241,253)                   | (170,200)                       | 23,700                               | (146,500)                       | -14%                   |
| 69 <b>Net Balance</b>                                       | <b>\$ -</b>                   | <b>\$ -</b>                     | <b>\$ -</b>                          | <b>\$ -</b>                     |                        |



## Proposed Amended Budget Capital Plan FY 2023/24

|                                                        | FY 2023/24<br>YTD<br>12/31/23 | FY 2023/24<br>Adopted<br>Budget | FY 2023/24<br>Proposed<br>Amendments | FY 2023/24<br>Amended<br>Budget | Proposed %<br>Increase |
|--------------------------------------------------------|-------------------------------|---------------------------------|--------------------------------------|---------------------------------|------------------------|
| <b>1 Capital Expenditures</b>                          |                               |                                 |                                      |                                 |                        |
| 2 Major Structural Failures                            | \$ -                          | \$ 100,000                      | \$ (100,000)                         | \$ -                            | -100%                  |
| 3 Permanent Signage - Interpretive and Other           | 2,451                         | 30,000                          | (15,000)                             | 15,000                          | -50%                   |
| 4 Truck                                                | -                             | 65,000                          |                                      | 65,000                          | 0%                     |
| 5 Ely Basin No. 3 - Asphalt Driveway                   | -                             | 20,000                          |                                      | 20,000                          | 0%                     |
| 6 Amphitheatre Roof and Upgrades                       | -                             | 262,000                         | (202,000)                            | 60,000                          | -77%                   |
| 7 College Heights - Iron Fencing                       | -                             | 15,000                          |                                      | 15,000                          | 0%                     |
| 8 Lobby Displays                                       | 7,152                         |                                 | 7,200                                | 7,200                           | N/A                    |
| 9 Brooks Basin Fence                                   | 11,915                        | -                               | 300,000                              | 300,000                         | N/A                    |
| 10 Drinking Fountain                                   | 4,200                         |                                 | 4,200                                | 4,200                           | N/A                    |
| 11 Contingency - 10% of Total                          |                               | 49,200                          |                                      | 49,200                          | 0%                     |
| <b>12 Total Capital Expenditures (District-Funded)</b> | <b>\$ 25,718</b>              | <b>\$ 541,200</b>               | <b>\$ (5,600)</b>                    | <b>\$ 535,600</b>               | <b>-1%</b>             |

**Chino Basin Water Conservation District**  
FY 24 Proposed Budget Adjustments

## General Fund Revenue and Expenditures

### Revenue

**Line 2 - Property Tax & Assessment Revenue** includes Ad Valorem tax revenue levied by San Bernardino County. [Increase 2% based on actual collections year to date.](#)

**Line 3 - Redevelopment Agency ABx126** includes collections remitted by the successor agency of the former Redevelopment Agency (RDA) in compliance with ABX 126 and AB 1484. [Increase 3% based on actual collections year to date.](#)

**Line 4 - Interest Income** includes earnings from cash and investments held with Wells Fargo Bank, CalTrust, and Local Agency Investment Fund (LAIF). [Increase 80% for higher than anticipated interest rates on current investments and the transfer of funds into the California Cooperative Liquid Assets Securities System \(CLASS\).](#)

**Line 5 - Miscellaneous Income** includes the Inland Empire utility agreement revenue, land lease revenue, credit card incentives, and other unpredictable sources of revenue. [Decrease 30% for less anticipated irrigation audits.](#)

### Expenditures

**Line 9 - Employee Wages - Salaried** includes employee wages for salaried employees. [No amendment.](#)

**Line 10 - Employee Wages - Hourly** includes employee wages for hourly employees. [Increase 3% for administrative department reclassifications and community department employee moving to full-time.](#)

**Line 11 - Employee Wages - Interns** includes wages budgeted for four internship positions. [No amendment.](#)

**Line 12 - Health Benefits** include the District's contribution toward health, dental, vision, life, and disability insurance benefits for employees. [Increase 6% for community department employee moving to full-time.](#)

**Line 13 - Payroll Taxes** includes the District's portion of Federal and State taxes. [Increase 1% for employee changes noted in line 10.](#)

**Line 14 - CalPERS Retirement Normal Costs** includes the District's portion of employee retirement benefits. [Increase less than 1% for employee changes noted in line 10.](#)

**Line 15 - CalPERS Unfunded Actuarial Liability Payment** is the annual payment required to pay down the unfunded accrued liability. [Decrease 16% for lower required payment due to favorable actuarial calculation.](#)

**Line 16 - Education, Training & Travel** includes costs for tuition reimbursements, staff education, various conferences, mileage, food per diem and hotels for travel. [No amendment.](#)

# Chino Basin Water Conservation District

## FY 24 Proposed Budget Adjustments

**Line 19 – Legal** includes various legal fees. Increase 80% for projected costs related to ongoing litigation.

**Line 20 - Engineering** includes general engineering changes to the basin, inspections, and improvement recommendations. Increase 200% for project costs related to ongoing litigation.

**Line 21 – Audit and Accounting** includes external audit and accounting services. Increase 13% for additional services supporting and training new administrative team members.

**Line 22 – General Consulting** includes contracts for graphic design, grant writing, human resource consulting, communication consulting, and other miscellaneous services, including planning for 75<sup>th</sup> Anniversary events. Net decrease of 14% for removal of water storage consulting and reduced contract for human resources consulting, and the addition of first responder assessment and training.

**Line 23 – Administrative Support** includes temporary staffing during the Board Clerk position vacancy. Add new budget for actual expenditures year to date.

**Line 24 – Insurance** includes property, liability, and worker's compensation insurance. Increase 1% for Bonding costs for new employee.

**Line 25 – Board of Directors** includes meeting stipends, meals, conferences, health and life insurance, mileage, travel, and miscellaneous expenditures. Decrease 7% for less than anticipated conference attendance and travel.

**Line 26 - Dues & Subscriptions** includes community and professional organization dues and subscriptions. Decrease 4% for subscriptions reallocated to the Computer/IT Support line.

**Line 27 - Office Utilities** includes gas, electricity, and water charges for the District. No amendment.

**Line 28 – Agenda Management Software** includes a proposal for software to effectively structure, organize, and distribute meeting agendas. Decrease 42% for negotiated discount on agreement.

**Line 29 – Computer/Information Technology Support** includes computer software, maintenance, and technology services. Increase 8% for subscriptions reallocated from the Dues & Subscriptions line.

**Line 30 - Office Equipment & Supplies** includes copier lease and maintenance expenditures, office furniture, computer and printer supplies, postage, and miscellaneous expenditures. No amendment.

**Line 31 – Telecommunications** includes phone, wireless, and internet services. Increase 15% for upgraded phones and services.

**Line 32 – Maintenance/Janitorial** includes routine facility maintenance, cleaning services, and supplies. No amendment.

# Chino Basin Water Conservation District

## FY 24 Proposed Budget Adjustments

**Line 33 – Banking, Payroll, & Collection Fees** includes payroll processing, banking, and County tax collection fees. [No amendment.](#)

**Line 34 – Recruitment** includes costs of recruiting for vacant employment position. [No amendment.](#)

**Line 37 – Basin Percolation Maintenance** includes ripping the floor of the basins, tract walking, and other activities designed to increase percolations rates. [Increase 297% for cleaning and ripping Ely Basin #3 and additional weed abatement and track walking at the basins.](#)

**Line 38 – Landscape and Irrigation** includes grounds maintenance, landscaping services, irrigation expenditures, small tool purchases, and supplies. [Decrease 2% based on actual expenditures year to date.](#)

**Line 39 – Fencing** includes maintenance and repairs for various District fences. [Increase 7% for additional fence repairs and goat containment.](#)

**Line 40 – Structural Maintenance** includes heating, ventilation, and air-conditioning system (HVAC) maintenance, security maintenance, painting, parking lot resurfacing, and other various projects. [Increase 80% for additional security services, alarm repairs, and heating, ventilation, and air-conditioning system \(HVAC\) maintenance.](#)

**Line 41 – Signage** includes non-capitalized building and garden signage. [No amendment.](#)

**Line 42 – Hardscape** includes concrete work, stucco repair and road repair. [Increase 87% for stucco repair to the amphitheater.](#)

**Line 43 – Facilities** includes miscellaneous facility repairs. [No amendment.](#)

**Line 44 – Equipment & Vehicles** includes vehicles, repair and maintenance, and fuel. [Decrease 15% for lower than anticipated fuel costs.](#)

**Line 45 – Uniforms** includes employee uniforms. [No amendment.](#)

**Line 46 – Weed Abatement and Pest/Critter Control** includes services required for weed abatement and pest control. [Decrease 24% based on actual expenditures year to date.](#)

**Line 47 – Trash Cleanup & Disposal** includes trash and green waste services, street cleanup, and miscellaneous disposal services. [Decrease 33% based on actual expenditures year to date.](#)

**Line 48 – Utilities, Permits, Fees & Miscellaneous** includes miscellaneous permits and fees and operating utilities. [No amendment.](#)

**Line 51 – District Events** includes various outreach events, the water fair, and the poster art contest. [Decrease 31% for removal of proposed events.](#)

**Line 52 – School Tours** includes bus expenditures for school tours. [No amendment.](#)

# Chino Basin Water Conservation District

## FY 24 Proposed Budget Adjustments

**Line 53 – Advertising & Strategic Communications** includes mailers, printing, and various promotional pieces to promote the 75<sup>th</sup> Anniversary. [Net decrease of 10% for reduced mailers, additional advertisements at bus shelters, and the reallocation of software to Computer/IT Support line.](#)

**Line 54 – Web Design and Maintenance** includes service agreements to maintain and upgrade the District's website. [Decrease 11% for removal of Civic Plus service.](#)

**Line 55 – Public Education/Workshops** includes educational workshops for the public. [Decrease 16% for reduced participation in the California Native Plant Landscaper Certification program and removal of guest instructor.](#)

**Line 56 – Community Sponsorships** includes miscellaneous community sponsorships. [No amendment.](#)

**Line 57 – Youth Program Supplies** includes miscellaneous supplies for youth programming. [Increase 67% for additional supplies.](#)

**Line 58 – Informational Materials** includes educational workshop brochures and handouts. [Increase 53% for additional workbooks for workshops.](#)

**Line 59 – Supplies/Giveaways** include giveaways for public events and workshops. [No amendment.](#)

**Line 60 – Lobby Display Rotation** includes educational displays in the Waterwise Community Center lobby. [Add budget for new line.](#)

**Line 63 – Capital Expenditures** include capital projects detailed in the proposed budget for the Capital Plan.

**Line 64 – CalPERS Pension Trust Contributions** include voluntary payments to the pension trusts. [Decrease 100% to realize higher investment earnings than currently offered with pension trust.](#)

**Line 67 – Net Revenue/(Expenditures)** includes budgeted revenue over expenditures. [The FY 24 Amended Budget projects an addition to the general fund reserves of \\$146,500.](#)

# Chino Basin Water Conservation District

## FY 24 Proposed Budget Adjustments

### Capital Expenditures

**Line 2 – Major Structural Failures** includes unanticipated structural expenditures. [Decrease 100% for reallocation to planned projects..](#)

**Line 3 – Permanent Signage – Interpretive and Other** includes the design and installation of district-wide interpretive signage. [Decrease 50% for the delay of street front signage.](#)

**Line 4 – Truck** includes the purchase of a new truck. [No amendment.](#)

**Line 5 – Ely Basin No. 3 – Asphalt Driveway** includes a new driveway at the Ely Basin. [No amendment.](#)

**Line 6 - Amphitheatre Roof & Upgrades** includes construction and installation of a roof over the amphitheater and potential upgrades to the amphitheater. [Decrease 77% for projected planning costs through year end.](#)

**Line 7 – College Heights – Iron Fencing** includes new fencing at the College Heights location. [No amendment.](#)

**Line 8 – Lobby Displays** includes permanent displays in the Waterwise Community Center lobby. [Add budget for new line.](#)

**Line 9 – Brooks Basin Fence** includes the replacement of the Brooks Basin fence. [Add budget for project advanced from FY 25 to FY 24.](#)

**Line 9 – Drinking Fountain** includes the purchase of a drinking fountain for the District. [Add budget for final project costs, not completed until FY 24.](#)

**Line 12 – Net Capital Expenditures (District-Funded)** includes the amount budgeted for the use of District funds. [The FY 24 Amended Budget projects the use of \\$535,600 from general funds.](#)