

CASITAS MUNICIPAL WATER DISTRICT
PERSONNEL COMMITTEE

Brennan/Word

November 12, 2019 - 4:30 p.m.

District Office

Board Room

1055 Ventura Ave.
Oak View, CA 93022

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Review of Job Descriptions and Proposed Staffing Changes:
 - a. Full Time:
Water Conservation Technician (Limited Term)
Recommend eliminate two part-time technician positions and create one full-time limited term position.
 - b. Buyer/Accounting Technician Job Description Change
Recommend approval of updated job description.
 - c. Payroll/Accounting Technician
Recommend approve and authorize the Payroll/Accounting Technician job description and change the pay class from E16 to E23.
5. Policy Update Discussion
 - a. General Discussion
 - b. Emergency Operations Employee Compensation
6. Human Resources Manager Accomplishments

Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. Not action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.

If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a).

Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6).

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: ELIMINATION OF TWO PART-TIME POSITIONS TO ONE FULL-TIME WATER CONSERVATION TECHNICIAN FOR A TWO YEAR TERM

DATE: NOVEMBER 12, 2019

RECOMMENDATION:

Approve and authorize the elimination of two part-time Water Conservation Technician positions and create one full-time Water Conservation Technician for a two year term in order to encourage longevity, job consistency and employee ownership of the position.

Recommendation includes evaluation of the two year term status approximately three months prior to the end date.

BACKGROUND AND DISCUSSION:

The Water Conservation/Public Relations Department has had two part-time Water Conservation Technician positions. One is currently vacant. The elimination of the two part-time positions and creation of one full-time position will encourage employee longevity and they will gain departmental knowledge. Generally a part-time employee would like to work full-time. Most likely the part-time employee will move within Casitas to a full-time position or leave Casitas completely. This results in a higher turn-over rate of the part-time positions and requires additional time training new hires. Training can be costly and you lose any historical knowledge of the position.

At this time the recommendation is for the two year term due to the unknown needs of the department in the future. The term status can be reconsidered and if the need for the position still exist we would be retaining the historical knowledge.

BUDGET IMPACT:

I have completed a budgetary analysis of combining the two positions into one full-time position. The total increase, including all benefits, is \$15,207.51.

Attachment: Water Conservation Technician Job Description

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Conservation Technician
REPORTS TO: Water Conservation/Public Affairs Manager
SALARY LEVEL: E16
DATE: November 12, 2019

Definition

Under general guidance, the Water Conservation Technician is responsible for coordinating, maintaining, organizing, and conducting various projects and tasks related to the water conservation programs for the Casitas Municipal Water District.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under general guidance and direction from the Water Conservation/Public Affairs Manager and team, the Water Conservation Technician will perform a variety of duties to help and support Casitas' water conservation programs.

Specific duties include but are not limited to the following:

- Utilize Microsoft Excel computer program for data entry for various projects;
- Review, evaluate, process and file rebate applications and other District forms (ex. water waste violations);
- Conduct basic Water Conservation Garden maintenance
- Perform field inspections for installation of water saving devices and technologies;
- Assist in residential, landscape and commercial water surveys audits as assigned;
- Utilize Microsoft Excel for developing irrigation water budgets for Casitas' commercial and residential water customers. Task requires both field and office work for developing and providing various reports to Casitas' water customers;
- Answer customer inquiries through phone, email and in-person appointments;
- Attend meetings with customers and answer questions regarding Casitas' existing water conservation programs;
- Prepare updates and information on water conservation for Casitas' website and social media;
- Work cooperatively with staff from other departments and external agencies for coordinating water conservation programs;
- Perform analysis of various water use accounts for residential and non-residential customers;
- Set up and staff water conservation booths during special events in the community. This may require work on occasional weekends and holidays;
- Prepare concise correspondence, reports and office memorandums;
- Perform other related duties as assigned.

Desirable Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Possess a high school degree. Some college education preferred especially with math or science courses.

Knowledge and Abilities:

- Interest in water resource and water conservation field;
- Detail Oriented;
- Knowledge of principles and practices of data collection, assessments, inspections and investigations.
- Ability to follow oral and written instruction;
- Ability to retain and recall information;
- Ability to multi task and prioritize assignments;
- Display creativity, exercise sound judgment, demonstrates initiative, and possesses excellent written and oral communication skills;
- Skilled in using Microsoft Outlook, Word, Excel, Access, and Power Point programs;
- Able to work independently on water conservation projects, upon receiving training, in their entirety.
- Ability to establish and maintain pleasant working relationships; and
- Able to meet deadlines and function effectively under pressure.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Employee may occasionally be called upon to work odd schedules.

OTHER REQUIREMENTS

- United States citizenship or legal eligibility to work in the United States.
- Class “C” Driver’s License with acceptable driving record consistent with the standards established by the District.

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: BUYER/ACCOUNTING TECHNICIAN JOB DESCRIPTION UPDATE

DATE: NOVEMBER 12, 2019

RECOMMENDATION:

Approve the updated Buyer/Accounting Technician job description.

BACKGROUND AND DISCUSSION:

There is a current vacancy for the Buyer/Accounting Technician. In preparation for recruitment we took the opportunity to review and update the job description. The revised description more accurately describes the duties being performed.

BUDGET IMPACT:

No change of classification; no budget impact.

Attachment: Payroll/Accounting Technician Job Description with Mark Ups
Payroll/Accounting Technician Job Description

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Buyer/Accounting Technician
REPORTS TO: Accounting & Customer Service Supervisor
SALARY LEVEL: E23
DATE: November~~October~~, 2019

Definition

Under general supervision, to perform the central procurement of supplies, services and equipment for the District; to maintain accountability for the District's supplies and inventories; and to do related work as required.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Confers with District departmental representatives regarding purchasing needs, procedures and problems;
- Participates in purchases of materials, supplies, equipment, and contractual services;
- Receives, stores, and issues a variety of construction and maintenance materials and supplies;
- **Examines** requisitions and purchase orders for compliance with established procedures;
- Process and prints purchase orders after approval
- Schedules and expedites deliveries and handles complaints from vendors and departmental representatives;
- Maintains perpetual inventory records, reports, and maintains pick ticket process~~and reports~~;
- Prepares and requisitions stock replenishment and non-warehouse stock items ~~such as first aid supplies, mower blades, and electrical fittings~~;
- Inspects items received for proper quantity and quality and to verify that they meet specifications;
- Picks up or has delivers a variety of materials and supplies for the warehouse and for other departments from different sources and locations;
- **Prepare bid specifications and related purchasing documents**
- **Verify vendor insurance documents**
- **Input and maintain equipment in District equipment software**
- **Invoicing clients for miscellaneous services**
- As assigned or when required, performs a variety of maintenance duties such as custodial and building;

Knowledge, Skills, and Abilities:

Knowledge of: methods, practices, and procedures of governmental purchasing; types of materials, supplies, and equipment commonly used by water utility districts; sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials. ~~Ability to supervise the work of custodial and storekeeping personnel;~~ Follow written and oral safety procedures and policies of the District; establish and maintain effective relationships with others.

Education and Experience:

Completion of two years of responsible course work at accredited college desirable. Four years experience in purchasing, receiving, issuing, and inventorying supplies and equipment.

Certificates, Licenses and Registrations:

Possession of the following:

- California Class C driver license
- Forklift Operator Certification, or able to obtain with six months of employment

Physical Requirements:

Operates District vehicle to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during routine work; works in an environment with exposure to dust, dirt, and temperature changes between cool and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may stand or walk for extended periods of time; hearing and vision within normal ranges.

Date: _____

Employee Signature

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Buyer/Accounting Technician
REPORTS TO: Accounting & Customer Service Supervisor
SALARY LEVEL: E23
DATE: November, 2019

Definition

Under general supervision, to perform the central procurement of supplies, services and equipment for the District; to maintain accountability for the District's supplies and inventories; and to do related work as required.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Confers with District departmental representatives regarding purchasing needs, procedures and problems;
- Participates in purchases of materials, supplies, equipment, and contractual services;
- Receives, stores, and issues a variety of construction and maintenance materials and supplies;
- Examines requisitions and purchase orders for compliance with established procedures;
- Process and prints purchase orders after approval
- Schedules and expedites deliveries and handles complaints from vendors and departmental representatives;
- Maintains perpetual inventory records, reports, and maintains pick ticket process;
- Prepares and requisitions stock replenishment and non-warehouse stock items;
- Inspects items received for proper quantity and quality and to verify that they meet specifications;
- Picks up or has delivers a variety of materials and supplies for the warehouse and for other departments from different sources and locations;
- Prepare bid specifications and related purchasing documents
- Verify vendor insurance documents
- Input and maintain equipment in District equipment software
- Invoicing clients for miscellaneous services
- As assigned or when required, performs a variety of maintenance duties such as custodial and building;

Knowledge, Skills, and Abilities:

Knowledge of: methods, practices, and procedures of governmental purchasing; types of materials, supplies, and equipment commonly used by water utility districts; sources of supply, commodity

markets, marketing practices, and commodity pricing methods and differentials. Follow written and oral safety procedures and policies of the District; establish and maintain effective relationships with others.

Education and Experience:

Completion of two years of responsible course work at accredited college desirable. Four years experience in purchasing, receiving, issuing, and inventorying supplies and equipment.

Certificates, Licenses and Registrations:

Possession of the following:

- California Class C driver license
- Forklift Operator Certification, or able to obtain within six months of employment

Physical Requirements:

Operates District vehicle to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during routine work; works in an environment with exposure to dust, dirt, and temperature changes between cool and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may stand or walk for extended periods of time; hearing and vision within normal ranges.

Date: _____

Employee Signature

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: CUSTOMER SERVICE/ACCOUNTING TECHNICIAN TO
PAYROLL/ACCOUNTING TECHNICIAN

DATE: NOVEMBER 12, 2019

RECOMMENDATION:

Approve and authorize the Payroll/Accounting Technician job description and change the pay class from E16 to E23.

BACKGROUND AND DISCUSSION:

One of the Customer Service/Accounting Technician positions performs all Payroll duties, CalPERS reporting and a variety of other tasks. Payroll is a confidential position requiring a high level of accuracy. This position must stay apprised of all employment law and CalPERS Retirement Law changes. CalPERS reporting requires extensive knowledge and understanding of compensation, special compensation and correct reporting of employees on Family Medical Leave or Workers' Compensation. Because of the uniqueness of this position it is my recommendation the position be moved to the same level as the Buyer/Accounting Technician and Accountant.

BUDGET IMPACT:

Current classification is E16 at step 5 (\$32.25). The recommended change to E23 step 3 (\$34.42). The annual increase prior to any step increase is \$5,198.28 (includes FICA, Medicare and PERS).

Attachment: Payroll/Accounting Technician Job Description with Mark Ups
Payroll/Accounting Technician Job Description

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Payroll/Accounting Technician/Payroll
REPORTS TO: Customer Service and Accounting Supervisor Manager
SALARY LEVEL: E23
DATE: November 12, 2019~~March 28, 2006~~

Definition

Under general supervision, to maintain Payroll records, to perform routine and specialized statistical and fiscal record work, to perform a variety of complex and responsible clerical duties; to provide specialized clerical service in support of important personnel functions including payroll benefits, and personnel records; and to do related work as required and assigned.

Examples of Duties

- Prepares, processes, and reconcile payroll and related reports involving all employees;
- Respond to all employee correspondence from governing agencies such as wage garnishments and child support orders. Set up the withholding amounts in the employee personnel file in Incode~~Datastream~~ for the withholding of monies and then remitting the money to the agencies;
- Prepare reports for:
 - ✓ ○ PERS,
 - ✓ ○ Workers Compensation
 - ✓ ○ W-2's
 - ✓ ○ Quarterly Federal 941
 - ✓ ○ California State EDD ~~DE6~~DE9 and DE34
- ~~Sign up new employees. Explain benefits and policies; Enter and terminate employees in Incode as needed;~~
- ~~Pull payroll, cash collection, and trailer storage reports and documents for annual internal audit as requested;~~
- ~~Prepares and maintains personnel files and records on all part-time employees and advises management as to such matters as of as merit and longevity increases, sick leave and annual leave information and related matters for all employees, and prepares appropriate notices and reports;~~
- Organize and maintain payroll process files for each payroll period;
- Maintain and Administer benefits for employees and retirees. Answers questions and give out information regarding payroll and related matters. Collect and compile relevant data;
- Process ~~Prepares the~~ retirement enrollment and ~~withdrawal all entries, and reports payroll data in My CalPERS on a bi-weekly basis; forms;~~

- ~~Make complicated changes to employees payroll records in CalPERS when salary changes;~~
- ~~_____~~
- ~~Keep informed on changes in the labor laws, ;CalPERS Retirement Laws and reporting procedures;~~
- ~~_____~~
- Maintains confidentiality of all personnel information for all employees;
- ~~Fills in as needed Temporarily fills in~~ on other jobs in Administrative Services, such as answering phones, assisting customers with water and trailer storage billing questions, taking payments over the phone and at front window ~~when needed as back up;~~
- ~~Prepares bank deposits for Garda pick up and sends electronic bank deposits;~~
- ~~Processes all mailed payments for utility billing accounts and miscellaneous receivables and keep files of all corresponding backup (approximately 2,000+ checks per month);~~
- Performs data entry and data processing duties;:-
- ~~Reconciles accounts payable bank statement to general ledger; Accounts Payable Bank Statement to General Ledger.~~
- ~~_____~~
- ~~Gas Issue~~ issue data entry and month end close and reporting ~~Data Entry~~
- ~~_____~~
- ~~Equipment~~ charge data entry;
- ~~Enters and maintains trailer storage contracts, processes monthly billing and reporting, and answers related customer inquiries;~~
- ~~Special Charge Data Entry~~
- ~~_____~~
- ~~Special p~~ Projects as assigned.

Desirable Qualifications

Education and Experience: Any combination equivalent to graduation from high school and two years of general bookkeeping/clerical experience.

Knowledge and Abilities: Knowledge of fiscal record procedures, methods, and practices; knowledge of general office methods and procedures; ability to maintain a set of accounting records including working with reconciliations and postings to General Ledger. 10-key by touch, computer experience, Microsoft Office programs, including Word ~~and~~ Excel ~~and Outlook~~. Ability to type at an acceptable rate of speed; ability to establish and maintain effective relationships with others, and ability to interact with the public.

Physical Activities: May occasionally travel by automobile in conducting District business; communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines; sits for extended time periods; hearing and vision within normal ranges.

Date: _____

Date Employee Signature

Rev. 113/1906

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Payroll/Accounting Technician
REPORTS TO: Customer Service and Accounting Supervisor
SALARY LEVEL: E23
DATE: November 12, 2019

Definition

Under general supervision, to maintain Payroll records, to perform routine and specialized statistical and fiscal record work, to perform a variety of complex and responsible clerical duties; to provide specialized clerical service in support of important personnel functions including payroll benefits, and personnel records; and to do related work as required and assigned.

Examples of Duties

- Prepares, processes, and reconcile payroll and related reports involving all employees;
- Respond to all employee correspondence from governing agencies such as wage garnishments and child support orders. Set up the withholding amounts in the employee personnel file in Incode for the withholding of monies and then remitting the money to the agencies;
- Prepare reports for:
 - PERS,
 - Workers Compensation
 - W-2's
 - Quarterly Federal 941
 - California State EDD DE9 and DE34
- Enter and terminate employees in Incode as needed;
- Pull payroll, cash collection, and trailer storage reports and documents for annual internal audit as requested;
- Prepares and maintains personnel files and records on all part-time employees and advises management as to such matters as of sick leave and annual leave information and related matters for all employees, and prepares appropriate notices and reports;
- Organize and maintain payroll process files for each payroll period;
- Maintain and Administer benefits for employees and retirees. Answers questions and give out information regarding payroll and related matters. Collect and compile relevant data;
- Process retirement enrollment and all entries, and reports payroll data in My CalPERS on a bi-weekly basis;
- Make complicated changes to employees payroll records in CalPERS when salary changes;
- Keep informed on changes in the labor laws, CalPERS Retirement Laws and reporting procedures;
- Maintains confidentiality of all personnel information for all employees;
- Fills in as needed on other jobs in Administrative Services, such as answering phones, assisting customers with water and trailer storage billing questions, taking payments over the

phone and at front window;

- Prepares bank deposits for Garda pick up and sends electronic bank deposits;
- Processes all mailed payments for utility billing accounts and miscellaneous receivables and keep files of all corresponding backup (approximately 2,000+ checks per month);
- Performs data entry and data processing duties;
- Gas usage data entry and month end close and reporting
- Equipment charge data entry;
- Enters and maintains trailer storage contracts, processes monthly billing and reporting, and answers related customer inquiries;
- Special projects as assigned.

Desirable Qualifications

Education and Experience: Any combination equivalent to graduation from high school and two years of general bookkeeping/clerical experience.

Knowledge and Abilities: Knowledge of fiscal record procedures, methods, and practices; knowledge of general office methods and procedures; ability to maintain a set of accounting records including working with reconciliations and postings to General Ledger. 10-key by touch, computer experience, Microsoft Office programs, including Word and Excel. Ability to type at an acceptable rate of speed; ability to establish and maintain effective relationships with others, and ability to interact with the public.

Physical Activities: May occasionally travel by automobile in conducting District business; communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines; sits for extended time periods; hearing and vision within normal ranges.

Date

Employee Signature

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: HUMAN RESOURCES MANAGER ACCOMPLISHMENTS

DATE: NOVEMBER 12, 2019

RECOMMENDATION:

Receive and file a brief written and verbal report on the Human Resources Manager's activities/accomplishments since hire date of July 8, 2019. This is not an all-encompassing list.

REPORT:

1. Successfully recruited one part-time and six full-time employees
2. Currently recruiting one part-time and two full-time employees
3. Organized off site Supervisor/Manager training for "Successfully Dealing with Difficult Employees" and received positive feedback from those that attended.
4. Completing implementation of NeoGov for recruitment purposes; expect to go live before the end of the year. This will help significantly with the recruitment of part-time seasonal recreation employees
5. Finalized the three Memorandum of Understandings, gathered signatures and placed on the website.
6. Have continuously counseled, mentored and guided multiple employees of all levels
7. Had all supervisors/managers of employees with type "A" driver license receive DOT required "Reasonable Suspicion Drug and Alcohol Abuse Training".