



# PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

## BOARD OF DIRECTORS

W. SCOTT KELLERMAN  
Division 1

DON WILSON  
Division 2

GLORIA DIZMANG  
Division 3

KATHY MAC LAREN-GOMEZ  
Division 4

VINCENT DINO  
Division 5

October 6, 2022

**AGENDA FOR A MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE PALMDALE WATER DISTRICT  
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE  
OR VIA TELECONFERENCE**  
**Committee Members: Kathy Mac Laren-Gomez-Chair, Scott Kellerman**

**FOR THE PUBLIC: VIA TELECONFERENCE ONLY**  
**DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 527-091-222#**  
**Submit Public Comments at: <https://www.gomeet.com/527-091-222>**

**WEDNESDAY, OCTOBER 12, 2022**  
**1:00 p.m.**

DENNIS D. LaMOREAUX  
General Manager

ALESHIRE & WYNDER LLP  
Attorneys

**NOTE:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held September 13, 2022.
- 4.2) Consideration and possible action on a recommendation to add a Senior/Associate Engineer, an Operations Technician, and a Human Resources Analyst to the Organization Chart. (\$527,518.00 Maximum Salary Impact – Human Resources Director Barragan-Garcia)
- 4.3) Consideration and possible action on a recommendation to add a part-time I.T. Technician to the I.T. Department. (\$35,800.00 – Potential Budget Impact – Human Resources Director Barragan-Garcia)
- 4.4) Consideration and possible action on a recommendation to approve the 2022 Salary Survey. (Budget Impact – to be determined – Human Resources Director Barragan-Garcia)
- 4.5) Discussion of 2023 Budget items. (Finance Manager Hoffmeyer/Human Resources Director Barragan-Garcia)
- 5) Reports.
  - 5.1) Human Resources Director Barragan-Garcia:
    - a) Update on employee events.
    - b) Update on Human Resources/Payroll Program.
    - c) Other.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** October 5, 2022 **October 12, 2022**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Ms. Angelica Barragan-Garcia, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager  
**RE:** ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO ADD A SENIOR/ASSOCIATE ENGINEER, AN OPERATIONS TECHNICIAN, AND A HUMAN RESOURCES ANALYST TO THE ORGANIZATION CHART. (\$527,518.00 MAXIMUM SALARY IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

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**Recommendation:**

Staff recommends that the Committee recommend that the full Board approve the addition of the positions of a Senior/Associate Engineer, an Operations Technician, and a Human Resources Analyst to the Palmdale Water District Organization Chart.

**Alternative Options:**

The District can leave the organization as-is.

**Impact of Taking No Action:**

The District will have limitations and potential delays to get the Pure Water AV project online and the five-year capital improvement projects completed. Human Resources will be delayed in addressing all the risk management challenges.

**Background:**

In January 2022, the Board approved a Memorandum of Understanding (MOU) between United Water Conservation District and Palmdale Water District. The MOU listed several goals that both organizations want to achieve. Three of these goals are: Create a water-related internship and apprenticeship program, coordinate reservoir-related recreation areas for funding and management, and coordinate local, reliable water supply projects using advanced water treatment for development and funding.

In February 2022, the Board approved a consultant contract to start working on the design to convert recycled water to potable water suitable for groundwater augmentation. This contract includes designing a demonstration plant at the District's headquarters by 2024 and the initial

PERSONNEL COMMITTEE

VIA: Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager

October 5, 2022

design of a full-scale water purification facility for bidding by 2025. In the meantime, the District needs to start getting personnel to support the demonstration plant and to help with the development of the purification facility and injection wells.

Between the Pure Water AV Project and the MOU, the District needs additional personnel to address the expansion of water treatment, management of the District's five-year capital improvement projects, and increased focus on staff development.

First, staff recommends adding a Senior/Associate Engineer position that will assist in the coordination and project management for procurement of equipment. He/She will review submittals and approve designs and plans. Once the demonstration plant is completed, the Engineer will focus on documentation, optimization, and regulatory approval to build the new Advanced Water Purification Facility.

Second, staff recommends adding an Operations Technician I/II position that will have an initial focus on training in the Advanced Water Purification Facility and construction/inspection of the demonstration plant. Once the demonstration plant is completed, the individual will work with engineering and the District's consultant on operations and maintenance. This will provide the necessary experience for the individual to obtain the minimum treatment certification required to operate the Advanced Water Purification Facility. The expectation is all individuals are trained and are knowledgeable with the processes and operations once the plant is completed.

Finally, Human Resources recommends the addition of an Analyst position to assist with Risk Management functions, such as implementation and coordination of the Emergency Response Plan, the Hazard Mitigation Plan, and other assignments of personnel tasks. There are many more areas for training and coordination in these plans, and we need to get familiar with the roles. Another area for the individual's time is addressing various MOU's.

Overall, the District will add three (3) positions to the Organization Chart bringing the total count of employees to 91.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 2 – Organizational Excellence.  
This item directly relates to the District's Mission Statement.

**Budget:**

Budget Impact: \$527,518.00 maximum salary impact.

**Supporting Documents:**

- Human Resources Analyst salary comparison
- Human Resources Analyst job description
- Organization Chart

				26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	
<b>Position</b>	<b>Dept</b>	Min	Max	<b>Recommended Range</b>	\$6,195.16	\$6,504.92	\$6,830.17	\$7,171.67	\$7,530.26	\$7,906.77	\$8,302.11	\$8,717.21	\$9,153.07	\$9,610.73	\$10,091.26	\$10,595.81	\$11,125.61	\$11,681.89	\$12,265.99	\$12,879.29
Human Resource & Safety Analyst	HR			\$7530.26-\$9153.07																
Human Resource Analyst		\$ 7,318.13	\$ 9,510.80																	
Human Resource Analyst I		\$ 6,990.53	\$ 9,087.87																	
HR Analyst		\$ 7,189.87	\$ 9,204.00																	
HR Analyst		\$ 6,903.87	\$ 9,665.07																	
Sr. HR Analyst		\$ 7,966.40	\$ 12,334.40																	
HR Analyst		\$ 7,749.73	\$ 9,441.47																	
No Equivalent Position																				
HR Analyst		\$ 6,337.07	\$ 7,891.87																	
HR Analyst		\$ 7,040.80	\$ 9,703.20																	
HR Analyst II		\$ 7,458.53	\$ 9,845.33																	
No Equivalent Position																				
No Equivalent Position		\$ 7,217.21	\$ 9,631.56	30																

Palmdale Water District 7530.26-9153.07

Cucamonga Valley Water District 7318.13-9510.8

Las Virgenes Municipal Water District 6990.53-9087.87

Yorba Linda Water District 7189.87-9204

Olivenhain Municipal Water District 6903.87-9665.07

Western Municipal Water District 7966.4-12334.4

Santa Clarita Valley Water 7749.73-9441.47

Desert Water Agency -

Eastern Municipal Water District 6337.07-7891.87

Mesa Consolidated Water District 7040.8-9703.2

Rancho California Water District 7458.53-9845.33

Walnut Valley Water District -

Padre Dam Municipal Water District -

HUMAN RESOURCES & SAFETY ANALYST

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, performs a variety of routine technical and clerical duties involved in providing support to the Human Resources Department including the areas of safety, training, recruitment, and data entry management duties required to support a wide variety of high confidential administrative functions and to maintain personnel records; and provides information and assistance to District employees and the general public regarding human resources activities, processes, policies, and procedures; and performs a variety of tasks relative to assigned area of responsibility.

**Supervision Received and Exercised**

Direct supervision is received from the Director of Human Resources.

**Example of Essential Duties**

Duties may include, but are not limited to, the following:

- Administers the day-to-day aspects of the District's recruitment and selection program; plans and conducts recruitment activities, writes job announcements and places recruitment ads; oversees maintenance of appropriate records for each recruitment conducted.
- Screens and evaluates applications for employment or arranges for their screening by appropriate managers; develops and coordinates selection procedures including oral board rating criteria and interview questions; chairs panels and/or participates in interviews of job applicants.
- Checks references on prospective hires; negotiates starting salaries and start dates on behalf of the District; writes and sends employment offer letters, and makes other necessary arrangements to accommodate new hire.
- Participates in classification and compensation studies and analyses; conducts classification studies and job audits; writes and revises job specifications; conducts salary and benefit surveys; analyzes compensation issues and writes reports of findings and recommendations; works with payroll staff to resolve employee pay problems.
- Assists in administering the employee benefits programs; research availability and cost of new benefit options; maintains liaison with insurance carriers and/or claims administrators regarding employee benefit issues or problems; conducts studies and analyses of various employee benefits issues.
- Assists supervisors and managers in their efforts to resolve employee issues; provides some advice on correct application of District personnel policies and procedures.
- Conducts a variety of special project-oriented studies and analyses as assigned; gathers and evaluates data; communicates with other public agencies; research information for possible inclusion in District personnel policies and procedures.
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## Human Resources & Safety Analyst

- 2 -

- Participates in a variety of programs and activities designed to improve and enhance employee relations.
- Provides a variety of general benefit and recruitment administrative support to the Human Resources Director; composes and types of letters, memorandum, and other correspondence related to assigned human resources programs and activities; prepares a variety of reports including technical reports and status pertaining to human resources management programs and activities.
- Assists with the administration of employees' benefits including workers' compensation, state disability, paid family leave, FMLA, COBRA, CFRA, and unemployment benefits programs.
- Assists the Director of Human Resources and Risk Management on division budget analyses.
- Regular attendance at the work site
- Performs variety of duties related to safety including implementation and coordination of the District's safety in compliance with federal, state and local safety, health and environmental laws and regulations; Emergency Response, ongoing programs to provide for employees on Safety procedures, Injury and Illness Prevention Program (IIPP)
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### **Knowledge of:**

- Principles and practices of human resources administration, including methods and techniques used in recruitment/selection, classification/compensation, and benefits administration.
- Principles and practices of risk management and liability.
- Clerical and general technical principles and practices of public employment human resources administrative support functions including those related to record keeping, training, and employee benefit administration.
- Pertinent local, State and Federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization and administration
- Principles of budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to:**

- Plan, and assist on the administration and operations of the Human Resources Department.
- Develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District and department policies, procedures, rules, and regulations.
- Communicate clearly and concisely, both orally and in writing.

## Human Resources & Safety Analyst

- 3 -

- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, analyze, evaluate, and summarize written material and statistical data.
- Conduct studies and analyses and prepare reports of findings and recommendations.
- Exercise good judgment and maintain confidentiality in critical, sensitive, and confidential information, records, and reports.
- Work under steady pressure with frequent interruptions and a high degree of customer and public contact by phone or in person.
- Maintain attention to detail while working under deadlines.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

### EXPERIENCE AND TRAINING

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

#### **Experience**

Three (3) years of professional human resource management experience. Experience in a governmental or utility setting is preferred.

#### **Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resource management, business, public administration, or a related field.

#### **License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Certificate in Human Resources Management from an accredited college or professional organization is require or ability to obtain within 18 months.
- Possession of Certified Safety Professional (CSP), Certification as an Associate Safety Professional (ASP), or Occupational Health & Safety Technologist (OHST), or Certified Occupational Safety Specialist (COSS) or ability to obtain within two (2) years.
- Required use of cell phone with data plan.

### PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; ·intermittently write or use a keyboard to communicate; and lift or carry weight up to 25 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:



Human Resources & Safety Analyst

- 4 -

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

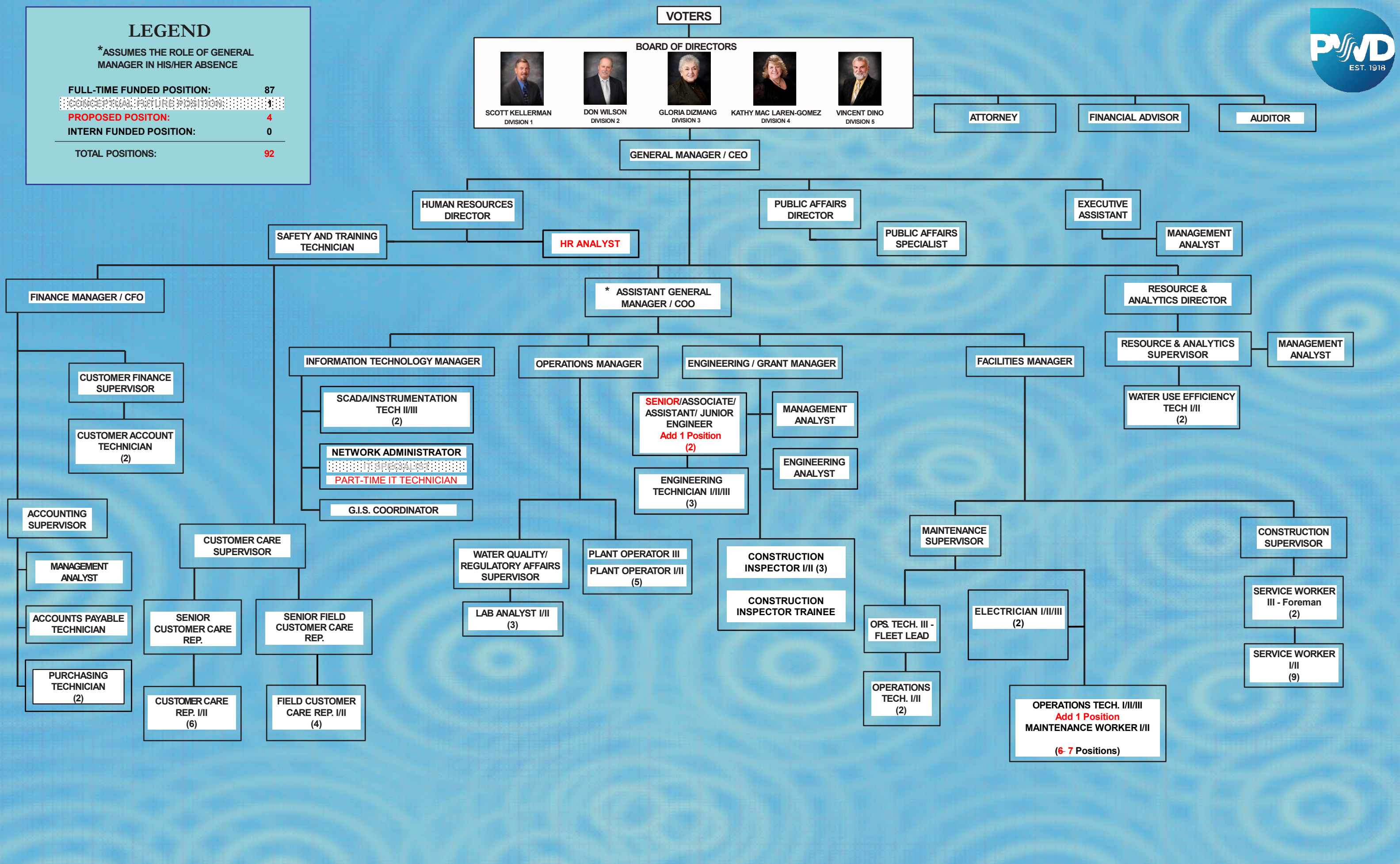
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Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.





LEGEND	
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITION:	87
CONCEPTUAL/FUTURE POSITION:	1
PROPOSED POSITION:	4
INTERN FUNDED POSITION:	0
<b>TOTAL POSITIONS:</b>	<b>92</b>



**PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE**

PROPOSED OCT. 12, 2022



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** October 5, 2022 **October 12, 2022**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Ms. Angelica Barragan-Garcia, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager  
**RE:** ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO ADD A PART-TIME I.T. TECHNICIAN TO THE I.T. DEPARTMENT. (\$35,800.00 – POTENTIAL BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

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**Recommendation:**

Staff recommends that the Committee recommend that the full Board approve the addition of a Part-Time I.T. Technician to the I.T. Department.

**Alternative Options:**

The District can leave the organization as-is.

**Impact of Taking No Action:**

The District may encounter a succession planning gap in that Department.

**Background:**

The I.T. Department has five individuals split into three areas of expertise: GIS, SCADA and IT Services. I.T. Services covers all computing and technologies used by District employees. The Manager and a Network Administrator are the only two individuals who have the expertise. Both individuals need to cover daily support as well as projects, contracts, and cybersecurity. In addition, the manager provides oversight for GIS and SCADA.

Cybersecurity will continue to be a major challenge for the Department. They are asked to proactively find ways to protect the system and reinvent the business process to secure all the data. As such, staff is proposing adding a part-time I.T. Technician to help solidify the Department and give the group more flexibility.

Staff wants to start with a part-time position to give the person time to learn some current I.T. skills and go to school to add new tools. As the person picks up new skills and certifications, we can look at transitioning the person to full time using the already allocated I.T. Technician position. Staff expects the person to learn all the IT services we currently provide as well as GIS.

PERSONNEL COMMITTEE

VIA: Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager

October 5, 2022

Overall, the District will add one (1) position to the organization bringing the total count of employees to 92.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 2 – Organizational Excellence.

This item directly relates to the District’s Mission Statement.

**Budget:**

Potential Budget Impact - \$35,800.00/year

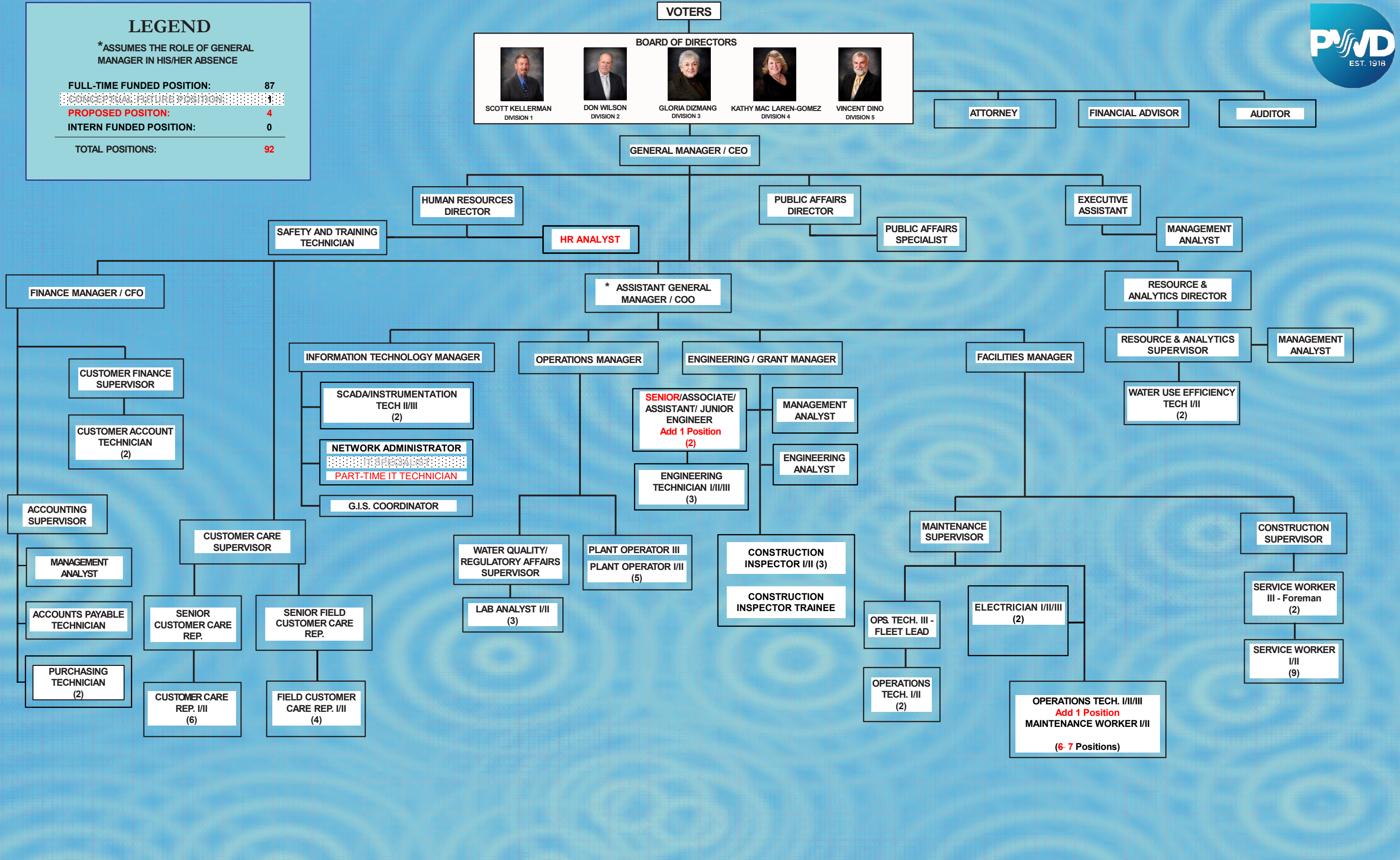
**Supporting Documents:**

- Organization Chart





LEGEND	
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITION:	87
CONCEPTUAL/FUTURE POSITION:	1
PROPOSED POSITION:	4
INTERN FUNDED POSITION:	0
<b>TOTAL POSITIONS:</b>	<b>92</b>



**PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE**

PROPOSED OCT. 12, 2022



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** October 5, 2022 **October 12, 2022**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Dennis J. Hoffmeyer, Finance Manager/CFO  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.5 – DISCUSSION OF 2023 BUDGET ITEMS.  
(FINANCE MANAGER HOFFMEYER/HUMAN RESOURCES DIRECTOR  
BARRAGAN-GARCIA)***

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**Discussion:**

Presented here are financial-related personnel items for your review.

1. Salary expenses.
  - a. Base salary with no salary changes for 2023 is \$9,506,000 with employer-related taxes being an additional \$820,000.
  - b. Cost of living adjustment (COLA) for the 2022 Budget was based on 4.6 percent with the five-year total being 15.8 percent.
  - c. Traditionally, the District has historically based any potential COLA on the September CPI for the Los Angeles-Riverside-Orange County – All Items index. This will be available through the U.S. Bureau of Labor Statistics on October 13, 2022. Any action taken on COLA increases would go into effect with the adoption of the 2023 Budget.
  - d. Current information on the consumer price index (CPI) for the Los Angeles-Riverside-Orange County – All Items is at 7.65 percent for the month of August. In August, the Consumer Price Index for All Urban Consumers increased 0.1 percent, seasonally adjusted, and rose 8.3 percent over the last 12 months, not seasonally adjusted.
  - e. Compensation costs increased 1.3 percent for civilian workers, seasonally adjusted, from March 2022 to June 2022. Over the year, total compensation rose 5.1 percent, wages and salaries rose 5.3 percent, and benefit costs rose 4.8 percent. (BLS.gov)

2. Healthcare-related expenses.

- a. Total estimated healthcare expense for the 2023 Budget based currently on 86 employees is forecasted at \$1,599,126. This includes the change to coverage based on \$1,980.63 per employee. That change has increased this expense by \$127,411 projected.

3. CalPERS retirement expenses.

- a. CalPERS employer contribution rates for the 2023 Budget will be 10.87/12.47 percent for classic members and 7.47/7.68 percent for PEPRAs members.
- b. The total Unfunded Accrued Liability for both contracts will be \$924,504 for 2023. This is an increase of 1.87% year-to-year.