



WEST VALLEY WATER DISTRICT
855 W. Base Line Road, Rialto, CA 92376
PH: (909) 875-1804 FAX: (909) 875-1849

HUMAN RESOURCES COMMITTEE MEETING
AGENDA

MONDAY, OCTOBER 10, 2022 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The West Valley Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, the District is adopting the State protocol which allows meetings in person and/or via teleconference. Accordingly, it has been determined that all Board and Workshop meetings of the West Valley Water District will be held pursuant to Assembly Bill No. 361, the Brown Act and will be conducted via teleconference and in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact administration@wvwd.org.

BOARD OF DIRECTORS

Director, Kelvin Moore, (Chair)
Director, Channing Hawkins

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

III. DISCUSSION ITEMS

1. UPDATES TO HUMAN RESOURCES COMMITTEE

- a. Updates on Recruitments
- b. Strategic Planning Seminar – update
- c. Update on Employees on COVID-19 Leave
- d. Update on Employees on FMLA and Medical Leave
- e. Update on Liability Claims
- f. Update on Workers Compensation Claim
- g. Holiday Schedule 2023 **Pg. 3.**

2. RATIFICATION OF AGREEMENT TO PERFORM THE DISTRICT WIDE CLASSIFICATION AND COMPENSATION STUDY. Pg. 4.

3. HOLIDAY CLOSURE 2023. Pg. 7.

IV. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee Agenda at the District Offices on October 6, 2022.



Nancy Albitre, Acting Board Secretary



**CALENDAR YEAR 2023
HOLIDAY SCHEDULE**

Sunday, January 1, 2023	New Year's Day (Observed Monday, January 2, 2023)
Monday, January 16, 2023	Martin Luther King Jr.
Monday, February 20, 2023	President's Day
Monday, May 29, 2023	Memorial Day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Saturday, November 11, 2023	Veteran's Day (Observed Friday, November 10)
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day after Thanksgiving
Sunday, December 24, 2023	Day before Christmas (Observed Monday, December 25, 2023)
Monday, December 25, 2023	Christmas Day (Observed Monday, December 26, 2023)
Saturday, December 31, 2023	New Year's Eve (Observed Friday, December 30, 2023)



**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
STAFF REPORT**

DATE: October 10, 2022
TO: Human Resources Committee
FROM: Van Jew, Acting General Manager
SUBJECT: CONTRACT AMENDMENT: CLASSIFICATION AND COMPENSATION STUDY

BACKGROUND:

On July 7, 2022, the Board of Directors approved a ratification to the contract awarded to CPS HR Consultants (CPS) to complete the comprehensive Classification and Compensation Study.

DISCUSSION:

CPS has advised that there is a Re-up fee to commence the Classification and Compensation Study (**Exhibit A**). The Re-up fee \$8,000 is due to the project being placed on hold, the assigned CPS HR project manager left the organization and the other team members were assigned to other projects. A new project manager has been assigned and most of the previous team members are back on the project. With the passing 4 months, CPS needs to reconcile the new roster, review the previously completed Position Description Questionnaire (PDQ), the PDQ reviewer notes, the interview notes, and select the final list of supervisors to be interviewed to move on to the next steps of the project.

The classification portion of the study is anticipated to be completed by November. Once the classification portion is completed CPS moves on to the compensation aspect of the study. This is anticipated to be completed by March 2023.

This second contract amendment will bring the contract total to \$146,905. Again, the study will satisfy the obligation within the Memorandum of Understanding between West Valley Water District and the International Union of Operating Engineers Local Union #12.

The results of the study will be presented to the District Board, the bargaining group, and employees as appropriate.

FISCAL IMPACT:

Funding is included in FY 2022-23 approved budget.

STAFF RECOMMENDATION:

Approve a contract amendment with CPS HR Consulting in the amount of \$8,000 to address the Re-up cost, bringing the total cost of the Comprehensive Classification and Compensation Study to \$146,905.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms

ATTACHMENT(S):

1. EXHIBIT A - WWWD Project Change Order Request

EXHIBIT A

Project Change Order Request

Project name:

West Valley Water District Classification and Total Compensation Study
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Requested by:

Date:

Haydee M. Sainz, Human Resources & Risk Manager

8/25/22

Request name:

Request number:

Re-start project after May 2022 hold

2

Change description, reason, and impact:

Description:

In May 2022, the project was placed on hold by the client. In late August 2022, the client requested a re-start to the project. In the intervening time, the assigned CPS HR project manager left the organization and the other team members were assigned to other projects.

We have obtained a new project manager and have workforced most of the previous team members. With the passing of almost 4 months, the team needs to reconcile the new roster, review the previously completed PDQs, the PDQ reviewer notes, the interview notes, and select the final list of supervisors to be interviewed to move on to the next steps of the project.

Impact:

- **Scope:** None
- **Budget:** Additional funding
- **Timeline:** Additional time added to project timeline. Timeline for remainder of classification and compensation project activities will be provided by the end of November after the supervisor interviews are expected to be concluded.

Proposed action:

Amend contract scope, timeline, and pricing.

- **SCOPE CHANGE:** N/A
- **CONTRACT END DATE CHANGE:** None since contract terms note auto renewal for one-year periods prior to the end of the existing one-year period. A contract extension will be needed at the 1/1/23 timeframe for project completion.
- **ADDITIONAL FUNDING NEEDED:** \$8,000.00
- **BILLING TERMS CHANGE:** An additional billing milestone will be developed in the amount of \$8,000.00 to be billed upon scheduling of the supervisor interviews.
- **Client will provide contract amendment.**

Provided by:

Date:

Vicki Quintero Brashear

9/14/22



**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
STAFF REPORT**

DATE: October 10, 2022
TO: Human Resources Committee
FROM: Van Jew, Acting General Manager
SUBJECT: POTENTIAL HOLIDAY CLOSURE 2022

BACKGROUND:

In recent times (including last year), in recognition of the loyal and dedicated service provided by District employees, the Board of Directors has approved the closure of the District from its normal business hours during the time between Christmas and New Year's Day.

DISCUSSION:

A subsequent repeat of this staff recognition this year will result in three additional days of closure, December 27 to December 29 (Tuesday through Thursday) that would otherwise be business days. In event that such recognition and closure is again declared, staff will still ensure that essential water treatment, supply and meter reading services will be maintained by the operations staff per the standard operating procedures appropriate for night, weekend, and holiday operations.

Also, should the Human Resources Committee make a recommendation to the Board of Directors to authorize this staff recognition and 3-day holiday closure, staff will meet and confer on this matter with the representatives of the International Union of Operating Engineers, Local 12. Last year, the union agreed to the proposed closure dates as long as the terms of the MOU are followed as it pertains to holiday pay and overtime pay.

FISCAL IMPACT:

The FY 22-23 Budget includes salary and benefits for all staff for the entire fiscal year, therefore; the District will not incur any additional cost for the holiday closure.

STAFF RECOMMENDATION:

Provide staff direction and feedback on this matter, including forwarding a recommendation (if any) to the Board of Directors.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms