



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

**SPECIAL HUMAN RESOURCES COMMITTEE  
MEETING AGENDA**

**TUESDAY, SEPTEMBER 6, 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](mailto:administration@wvwd.org). If you require additional assistance, please contact [administration@wvwd.org](mailto: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
2. Strategic Planning Seminar – update
3. Selection of Consulting Firm for Executive Recruitment Services - General Manager. Pg. 3.
4. New Job Descriptions Facilities Maintenance Technician and Governmental & Legislative Affairs Manager. Pg. 28.
5. IE Works Contract Renewal 2022/23. Pg. 39.
6. Update on Employees on COVID-19 Leave
7. Update on Employees on FMLA and Medical Leave
8. Update on Liability Claims
9. Update on Workers Compensation Claims
10. Update on Recruitments

### **IV. ADJOURN**

**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 September 1, 2022.**



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**Nancy Albitre, Acting Board Secretary**



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

**DATE:** September 6, 2022  
**TO:** Human Resources Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** SELECTION OF CONSULTING FIRM FOR EXECUTIVE  
 RECRUITMENT SERVICES - GENERAL MANAGER

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**BACKGROUND:**

West Valley Water District (“District”) is seeking a qualified executive recruitment service provider to assist in recruiting, interviewing, evaluating candidates, and hiring the General Manager. The selected firm is expected to work closely with the Executive Committee in the process. The General Manager position directs and oversees the administrative, public relations, personnel, operations, and general affairs of the District. The District anticipates having the new General Manager in place on or about January 2023.

**DISCUSSION:**

On July 18, 2022, staff issued a Request for Proposals (RFP) for recruitment services for the General Manager position. In response to the RFP, the District received four (4) proposals. Staff evaluated the proposals (Exhibit A) by using the following criteria to rank each firm.

1. Completeness of Proposal
2. Firm Qualifications/Experience
3. Project Approach/proposed project personnel
4. Reference Checks
5. Providing a one-year guarantee
6. Budget

The overall screening of each firm revealed that all the consultants would provide a quality search. However, Koff & Associates firm’s proposal ranked higher than the other vendors (Exhibit “B”). Koff & Associates has successfully completed several recruitments for the General Manager, City Manager, Assistant General Manager, and other high-level positions. Koff & Associates firm will bring the strength of having substantial knowledge of the District’s organization, its culture, and the management style of the District.

Therefore, based on the District’s need to recruit and maintain a qualified professional workforce, staff believes that Koff & Associates firm will provide the best service in the selection of a General Manager.

**FISCAL IMPACT:**

Funding for this recruitment is not currently included in approved FY 2022-23 budget and will likely require a year-end transfer.

**STAFF RECOMMENDATION:**

Staff recommends that the Committee forward a recommendation to the Board of Directors to authorize entering into a professional service agreement with Koff & Associates executive recruitment service firm in the amount of \$25,000 to assist the District in recruiting for the General Manager position.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:hms

**ATTACHMENT(S):**

1. Koff and Associates
2. GM rating sheet 2022 final



# EXECUTIVE RECRUITMENT SERVICES

## GENERAL MANAGER

### WEST VALLEY WATER DISTRICT

Submittal date: August 18, 2022



Koff & Associates  
A Gallagher Company

Submitted by:  
Koff & Associates  
2835 Seventh Street  
Berkeley, CA 94710

**Frank Rojas**  
Recruitment Manager  
[frojas@koffassociates.com](mailto:frojas@koffassociates.com)  
510.495.0448



August 18, 2022

Al Robles, Purchasing Supervisor  
West Valley Water District  
855 W Base Line Rd  
PO Box 920  
Rialto, CA 92377

Dear Mr. Robles,

Thank you for the opportunity to submit our proposal to assist West Valley Water District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Koff & Associates (K&A) Recruiting, a Gallagher company, is uniquely qualified based on over 37 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A Recruiting's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A Recruiting an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I will be the Project Manager for this recruitment effort with K&A Recruiting's support team. You can reach me at (510) 495-0448 or [frojas@koffassociates.com](mailto:frojas@koffassociates.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Rojas', enclosed in a thin black rectangular border.

Frank Rojas  
Recruitment Manager



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A Gallagher Company

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## BUSINESS INFORMATION

Koff & Associates (“K&A”) is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

## EXPERIENCE AND QUALIFICATIONS

With 37 years of HR experience, K&A Recruiting knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

We build enduring relationships

K&A Recruiting provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.

We value strength in diversity

We source top talent reflective of the communities you serve. With our focus on inclusion, networking and partnering with minority-based associations, utilizing bias-reducing tools, and drawing from our own employees’ certification training, we are leaders in public sector Diversity and Inclusion.

We leverage innovative search technology

K&A Recruiting uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed. We continuously gather and analyze important data points and are always looking ahead at how we can use information technology to better serve you.

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A Recruiting is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for West Valley Water District.

K&A Recruiting uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.





## RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by Frank Rojas (some while at a previous firm):

Agency	Title	Year Completed
East Valley Water District	General Manager/Chief Executive Officer	Current
City of East Palo Alto	City Manager	Current
Stinson Beach County Water District	General Manager	Current
City of Oxnard	Budget Manager, Public Works Dir., Asst. Public Works Dir. (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Planning & Environmental Manager, Assistant Director of Housing Programs	Current – 2017
City of Berkeley	I.T. Director, Deputy Director of Finance, Public Works Director, Deputy City Attorney (2), Director of Health, Housing and Community Services, Operations Manager (2)	Current - 2020
City of Calexico	City Manager, Chief of Police	Current/2022
City of Long Beach	City Treasurer	Current
County of San Mateo Transportation Authority/District	Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and Human Resources; District Surveyor, Real Estate	Current/2021
City of Berkeley	Director of Information Technology, Deputy Director of Finance, Accounting Manager, Manager of Engineering, Operations Manager (2), Public Works Director, Asst. City Attorney, Health Housing & Community Services Director	Current/2021/2020
City of San Bernardino	Director of Public Works, Chief of Police, Director of Human Resources, Director of Animal Services, Director of Finance	Current/2021/2020
County of Riverside	County Counsel, Diversity Equity and Inclusion Officer	Current/2022
City of Oceanside	City Manager	Current
Metro Parks Tacoma	Chief Financial and Administrative Officer	2022
City of San Jose	Chief Information Officer	2022
East Bay RPD	Chief Information Officer	2022
Santa Barbara County Transit District	Director of Finance and Administration	2022
City of Leavenworth	City Administrator	2022
City of Pasadena	Controller	2022
City of Lawndale	Director of Finance / City Treasurer	2022
City of Tracy	City Attorney	2022



City of Carson	Public Works Operations Manager	2022
City of Riverside	Budget Manager	2022
Contra Costa Water Dist.	Director of Finance	2022
County of Stanislaus	Director of Animal Services	2022
City of Woodland Park	Chief of Police	2022
City of Oroville	Chief of Police	2022
Santa Barbara MTD	Director of Human Resources & Risk Management	2022
City of Salinas	Chief of Police, City Manager, Finance Director	2021
Humboldt Waste Management Authority	Executive Director	2021
City of Chico	Public Works Director	2021
Tahoe RPA	Director of Human Resources & Organizational Development	2021
County of Santa Clara	Planning Services Manager/Deputy Director	2021
First 5 Alameda County	Human Resources Director	2021
City of San Diego	Director of Transportation	2021
City of Glendale	City Manager	2021
County of Riverside	County Executive Officer	2021
Orange County Social Services Agency	Chief Deputy Director, Division Director (3)	2021/2020/2019
City of Carson	Public Works Director, Community Services Director, City Manager	2021/2020/2019
City of Colton	Public Works & Utility Services Director	2021
City of Redlands	Director of Municipal Utilities & Engineering, Fire Chief	2021/2020
City of Ontario	Economic Development Director	2021
County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021/2020
City of Millbrae	Director of Finance, Community Development Director	2020
City of Avondale	Development & Engineering Services Director, Economic Development Director	2020/2019
City of Redlands	Fire Chief, Director of Municipal Utilities & Engineering	2020
City of Shafter	City Manager	2020
City of Ontario Municipal Utilities	Assistant General Manager	2020
City of Bell	Director of Community Development	2020
City of Los Angeles	Human Resource & Payroll Project Manager (ERP implementation)	2020



County of San Bernardino	Public Works Director, Human Resources Director, Assistant HR Director, Director of Land Use Services, Regional Parks Director	2020/2019/2018
Orange County LAFCO	Assistant Executive Officer	2020
LA Metro	Chief Ethics Officer	2020
Orange County Fire Authority	Purchasing Manager, Fleet Manager, Human Resource Director	2020/2017
City of Banning	Director of Administrative Services, Director of Parks and Recreation	2019
City of Santa Ana	City Manager, Parks & Recreation Director	2019
City of Bell Gardens	City Manager	2019
City of Anaheim	Deputy Planning Director, Engineering Manager, Buyer	2020/2018/2016
City of Garden Grove	Finance Director, City Manager	2019/2016
Desert Healthcare District	Chief Executive Officer	2019
City of San Marino	City Manager	2018
County of San Luis Obispo	County Administrative Officer	2018
County of Imperial	County Executive Officer	2018
City of Avalon	City Manager	2018



## PROJECT TEAM

### **Frank Rojas**

#### **Recruitment Manager (Resides in Riverside, CA)**

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Salinas, City of Berkeley, City of San Diego, City of Oxnard, and First 5 Alameda County, recent successful efforts include positions of Finance Director, County Executive Officer, Director of Human Resources & Development, City Manager, Director of Transportation, Chief Ethics Officer, and Director-level hires for Information Technology, Social Services, Public Works, Economic Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

### **Carlo Zabala**

#### **Executive Recruiter**

Carlo has over 15 years of experience in the recruiting field. He started his career as a nurse recruiter on travel nursing contracts and filling multiple roles throughout the country, working with healthcare systems to fill their needs. He then went on to work at PRIDE Industries, the nation's largest employer of people with disabilities, recruiting for their new government contracts and corporate positions. His next recruiting role was with CVS/Aetna, a Fortune 5 company, where he worked on new Medicare contracts. Most recently, Carlo was Sr Recruiter at Shriners Hospital for Children Northern CA, implementing a new recruitment program at the hospital.



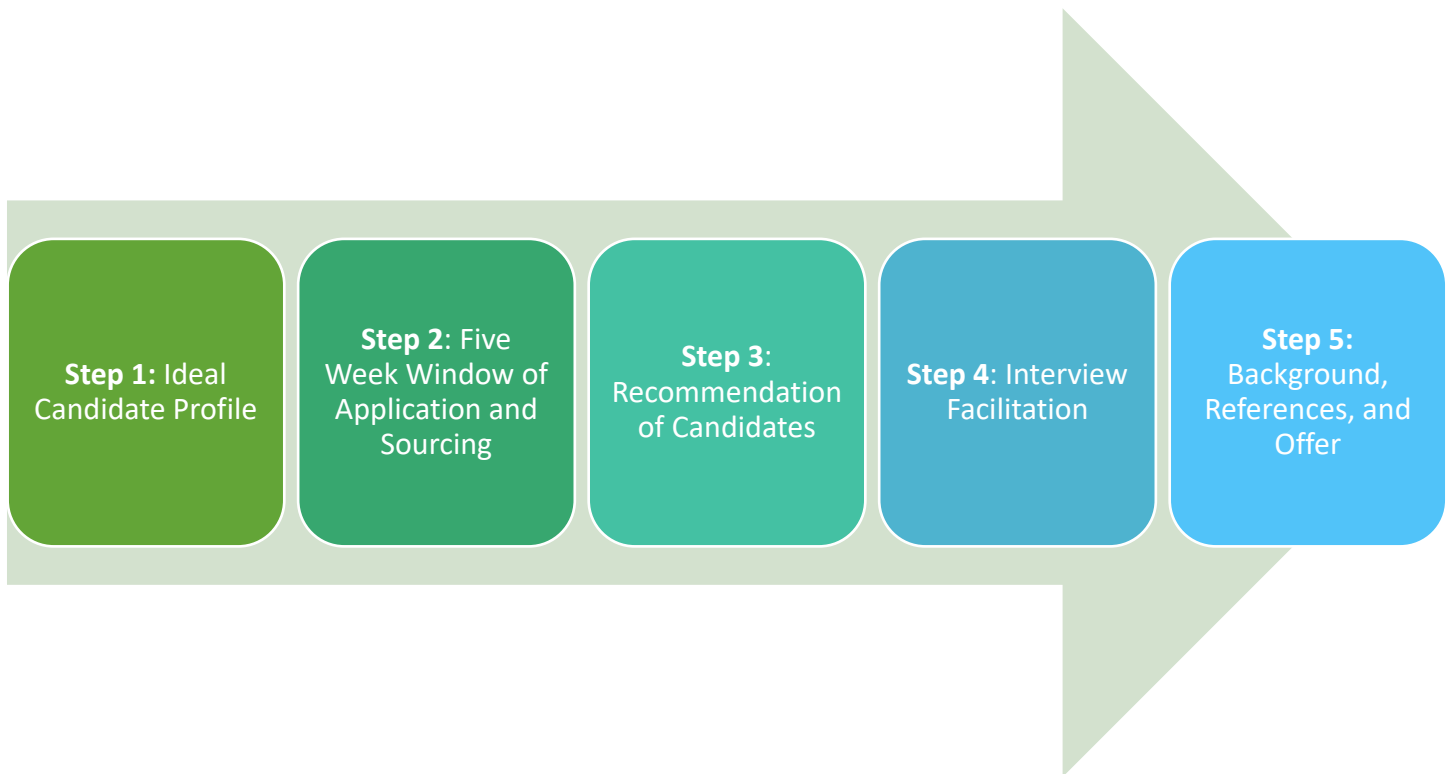
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## PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, and **most importantly picking up the phone and actively calling passive applicants**. This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A Recruiting will provide weekly progress reports to the Executive Committee of the District's Board of Directors and Acting General Manager and participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.





## Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the Executive Committee and Acting General Manager in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A Recruiting.

After meeting(s) with the Executive Committee and Acting General Manager, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

### Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the Executive Committee and Acting General Manager's feedback. The brochure will highlight the strengths of West Valley Water District and the surrounding community. The brochure will feature the organizational structure and services of the District, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

## Step 2: Five Week Window of Application & Sourcing

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the Executive Committee and Acting General Manager, K&A Recruiting will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the Executive Committee and Acting General Manager, including candidate documents, interview notes, and an outline of the recruitment process.



### Step 3: Recommendation of Candidates

K&A Recruiting will provide the Executive Committee and Acting General Manager with a report of leading candidates to narrow the pool to the most highly qualified, establishing the best organizational fit of each potential finalist. This screening process is specifically designed to assess personal and professional attributes the Executive Committee and Acting General Manager have identified and will focus on each candidate's ability, technical competency, and fit with the District's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

### Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the Hiring Authority and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the Executive Committee and Acting General Manager.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate focused discussion at the beginning and conclusion of interviews to identify the most qualified candidate(s) for final interviews.

### Step 5: Background, References, and Offer

K&A Recruiting provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A Recruiting can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.





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## Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							



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## REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
<p>Oxnard, City of</p> <p>Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications &amp; Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers</p>	<p>Lisa Baker Assistant Director, Human Resources</p> <p>805.385.7596 <a href="mailto:lisa.baker@oxnard.org">lisa.baker@oxnard.org</a> 4300 W. Third Street Oxnard, CA 93030</p>
<p>San Bernardino, City of</p> <p>Director of Community &amp; Economic Development, Chief of Police, Director of Human Resources, Director of Animal Services, Finance Director</p>	<p>Edelia Eveland Assistant City Manager</p> <p>909.384.5262 <a href="mailto:eveland_ed@bsbcity.org">eveland_ed@bsbcity.org</a> 290 North 'D' Street San Bernardino, CA 92401</p>
<p>Berkeley, City of</p> <p>Director of Health, Housing, and Community Services, Public Works Director, Deputy City Attorney(s), Manager of Engineering, Operations Manager(s)</p>	<p>LaTanya Bellow, Deputy City Manager Liam Garland, Public Works Director</p> <p>510.981.2489 <a href="mailto:lbellow@cityofberkeley.info">lbellow@cityofberkeley.info</a> <a href="mailto:lgarland@cityofberkeley.info">lgarland@cityofberkeley.info</a> 2180 Milvia St Berkeley, CA 94704</p>
<p>Salinas, City of</p> <p>City Manager Finance Director</p>	<p>Marina Horta-Gallegos Human Resources Director</p> <p>831.758.7417 <a href="mailto:marinah@ci.salinas.ca.us">marinah@ci.salinas.ca.us</a> 200 Lincoln Avenue Salinas, CA 93901</p>



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## PRICING PROPOSAL

### Project

- General Manager

### Professional Fee and Expenses

- Total not-to-exceed professional fee of \$25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,250.

*Note: Expenses do not include candidate travel.*

#### **Optional: Recruitment Video**

*In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$3,500.*

### Placement Guarantee

K&A Recruiting is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the Executive Committee and Acting General Manager a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the Executive Committee and Acting General Manager disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for executive and mid-management positions that we have filled, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A Recruiting's retention rate during the first 12 months of hire is robust and has been above 95% over the last 37 years.



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## Recruiting Process During Covid-19 Crisis

We will work to counterbalance market forces and build a pipeline of potential candidates through strong marketing and branding efforts, including videos, job postings, and a social media campaign. Our ongoing communication with candidates helps with reputation and keeps them engaged; so, when there is an opportunity that matches their background, we reduce the time-to-hire. As always, communication is key. Candidates who experience a warm, communicative recruitment experience are more likely to maintain their interest and are more likely to feel welcomed into the organization. The recruitment experience is the first impression your employee receives and is a crucial factor in employee engagement and tenure.

We have embraced the virtual interview. The push into virtual technologies due to the pandemic was generally new for many public agencies. Our crystal ball tells us that virtual interviewing is not going away regardless of how the public sector world evolves going forward beyond the pandemic. Although virtual interviewing may have become necessary during this crisis, it is not a temporary strategy that should fall to the wayside; how we communicate in virtual interviews is essential and will continue to be as we move forward.

To conduct an effective virtual interview, simple steps can be taken to ensure a predictable and high-quality process. We will be clear on exactly how the interview process will go and what candidates should expect. We are savvy at navigating the technology and can help with technical challenges on the fly. Coaching panel members to maintain a professional demeanor during virtual interviews and eliminate smartphone or other competing screen distractions, just as you would in person, can also help the process.

## K&A Recruiting Organizational Diversity Statement

This statement reaffirms our commitment to affirmative action efforts and providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A Recruiting is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



## ACKNOWLEDGEMENT OF AGREEMENT & STATEMENT OF EXCEPTIONS

We will be pleased to sign the District's professional services agreement for recruitment services; however, we respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

The following are terms we would like to review with the District if we are fortunate to be selected for this project:

- Section 7.1 (Page 7) – We request this section make clear that Client shall own all final deliverables provided to Client by Gallagher as part of the services provided under this Agreement, provided however, Gallagher shall retain sole and exclusive ownership of all right, title, and interest in, and to, its intellectual property and derivatives thereof which no data or Confidential Information of the Client was used to create and which was developed entirely using Gallagher's own resources, including any and all pre-existing or independently developed know-how, methods, processes and other materials prepared by Gallagher. To the extent Gallagher's intellectual property is necessary for the Client to use the deliverables provided under this Agreement, Gallagher grants to Client a non-exclusive, royalty-free license to Gallagher's intellectual property solely for Client's use of such deliverables.
- Section 8.2 (Page 7) - Gallagher cannot agree to permit District to audit after the agreement ends. The District will be able to audit during the agreement.
- Section 12.2 (page 9) - Gallagher does not permit its employees to testify as subject matter expert witnesses in any client litigation, but Gallagher employees can act as witnesses to provide testimony relevant to the services being provided to the District.
- Section 13 (Page 10) - Indemnification should be limited to grossly negligent acts and omissions, breaches of the contract, intentional misconduct, or violations of law.
- Section 13 (Page 10) - Unless we request and receive an exception for this Client, a limitation of liability of fees paid needs to be added to the indemnification provision.



## INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.



Koff & Associates  
A Gallagher Company

## SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES

State of California

**Frank Rojas**

**Date: August 18, 2022**

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**Recruitment Manager**





# *General Manager/ Chief Executive Officer*

LEADERSHIP | PARTNERSHIP | STEWARDSHIP

HIGHLAND, CALIFORNIA



## East Valley Water District

Formed in 1954 and located in Highland, California in San Bernardino County, East Valley Water District (District) is a world-class, award-winning organization, with a focus not only on providing safe and reliable drinking water but enhancing and preserving the quality of life for the community. The District provides water and wastewater services to residents within a 30.1 square mile area. This includes over 103,000 people within the cities of Highland and San Bernardino, portions of the unincorporated County of San Bernardino, the San Manuel Band of Mission Indians, and Patton State Hospital. The District has been the recipient of several awards including Top Workplace by the Inland News Group, GFOA Distinguished Budget Presentation Award and Outstanding Achievement, and District of Distinction by the Special District Leadership Foundation.

East Valley Water District was formed through a local election of mostly citrus grove farmers, to have water service provided by a public agency. The District is located in the foothills of the San Bernardino Mountains, 65 miles east of Los Angeles in the County of San Bernardino. East Valley Water District currently has 18 programs, which are overseen by various members of the executive management team with a 2021-2022 budget of \$48,536,000.

With a service area just over 30 square-miles, the District has three sources for water, the Santa Ana River (SAR), the Bunker Hill Groundwater Basin, and the State Water Project. The SAR starts with natural springs and snow melt high in the San Bernardino Mountains. Groundwater is drawn from the Bunker Hill Basin, a natural underground storage area made up of soil, sand, and gravel. A portion of the District's water is imported from Northern California through the State Water Project.

The District is responsible for the collection and conveyance of wastewater within the service area. Historically, the wastewater was sent to the City of San Bernardino Municipal Water Department facilities for treatment in accordance with a Joint Powers Agreement. In 2018, East Valley Water District successfully received authorization for reorganization to include wastewater treatment authority. This allows the District to construct and operate facilities to treat wastewater collected from within its service area.

The District is currently finishing construction of the Sterling Natural Resource Center (SNRC) that will treat up to 8 million gallons of wastewater daily for recharge into the Bunker Hill Groundwater Basin. This state-of-the-art facility will create a drought-proof recycled water supply, resulting in hundreds of millions of gallons of water stored for use in the Santa Ana River watershed. The SNRC began operational testing of key systems at the facility and started recruitment efforts of the new program's personnel. With the Sterling Natural Resource Center's Community Ribbon Cutting scheduled for Summer 2022, the District anticipates commissioning the facility to begin treating wastewater by Fall 2022.



## Transparency and Governance

The five member Board of Directors are elected at-large and serve 4-year terms. East Valley Water District has established a culture of transparency, fiscal management, and good governance through its dedication to public service. The District has taken steps to make financial reports and other information easily accessible to the public by creating a Transparency Portal. The portal includes access to budget documents, compensation reports, financial audit, and other District related information.

To view the 2021-2022 Adopted Budget, go to: <https://www.eastvalley.org/DocumentCenter/View/2741/2021-22-Adopted-Budget>

## District Vision & Core Values

Enhance and preserve the quality of life for our community through innovative leadership and world class public service.

### Core Values

- Leadership: Motivating a group of people to act towards achieving a common goal or destination.
- Partnership: Developing relationships between a wide range of groups and individuals through collaboration and shared responsibility.
- Stewardship: Embracing the responsibility of enhancing and protecting resources considered worth caring for and preserving.

To learn more about East Valley Water District, go to: [www.eastvalley.org](http://www.eastvalley.org)



## The Position

Reporting to and hired by a five member Board of Directors, the General Manager/CEO is responsible for executive level activities including planning, directing, managing, and overseeing the services, activities and operations of the District, and is responsible for the overall leadership of the District's 66 dedicated staff members. The General Manager/CEO ensures that services and operations are delivered in an efficient and effective manner while implementing policy decisions made by the Board of Directors and facilitating the development and implementation of the District's goals and objectives.

The General Manager/CEO will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Under general policy guidance from the Board of Directors, the General Manager/CEO oversees, reviews, and evaluates the District's 18 programs including, Administration, Engineering, Finance, Operations, Water Reclamation, Human Resources, Customer Service and Community Relations functions; ensuring that services and operations are delivered in an efficient and effective manner, and acting as principal advisor to the Board.

### Essential Duties include but are not limited to the following:

- Provide leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, long-range plans and administrative and personnel management for the District.
- Plan and evaluate senior management staff performance.
- Provide leadership and work with staff to develop their skills to the highest potential.
- Hire and retain highly competent, customer-service oriented staff.
- Apply day-to-day management practices which support the District's Vision, Goals and Objectives, and Core Values.
- Direct the development of operating and capital budgets for consideration and adoption by the Board of Directors.
- Represent the District before external organizations, including other water districts/agencies, governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, media, and general public.

### Opportunities and Priorities

- Continue to build and sustain positive working relationships with partnering agencies as a leader in the water industry.
- Stay current on State regulations and requirements and ensure a sustainable and diverse portfolio.
- Be visible and accessible in the community; continue transparency in the District through open communication, newsletters, media interviews, and public engagements.
- With the construction of the SNRC, maintain the solid impact, accountability, and customer service that currently exists; maintain the direction as developed in the Five-Year Workplan.

## The Ideal Candidate

The ideal candidate will be a dynamic, visionary, and strategic leader with extensive management and administrative abilities. Excellent communication and interpersonal skills are necessary to build and maintain effective relationships with the Board of Directors, internal staff, partnering agencies, and the public. The successful candidate will be politically astute with the ability to interact with elected officials on matters that impact the District and community. Solid knowledge of water issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate will be a strategic thinker, who appreciates the need for teamwork and collaboration. East Valley Water District's next General Manager/CEO must be willing and able to manage people and the creative process with inspiration. A successful candidate must show the capacity to multi-task and manage diverse activities, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.

The position requires a motivated leader, who is forward thinking, approachable, and committed to excellence. The ideal candidate will understand local, regional, County, and State water issues and trends as well as the Integrated Regional Water Management (IRWM) collaboration and funding process including regional, County, Tribal and State entities.

### Key Competencies and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder, committed to excellence with a strong customer service ethic and the ability to empower employees, while also holding them accountable.





- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board of Directors or other elected bodies.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.

## Qualifications

Education and experience that provide the required knowledge and abilities would be:

- Graduation from an accredited college or university with a bachelor's degree including major course work in business administration, public administration, civil engineering or related field is required.
- A master's degree or other advanced degree in fields such as public/business administration, legal or engineering is highly desirable.
- Seven years of increasingly responsible experience in a public utility, involving the operation and maintenance of water and wastewater systems, including four years at a management level.

## Salary and Benefits

**The salary range for this position is \$284,400 - \$324,000, depending on experience and qualifications.**

**East Valley Water District offers an excellent benefits package that includes:**

- CalPERS retirement providing the 2.7% @ 55 retirement formula for classic CalPERS members; new members will be provided the 2% @ 62 retirement formula. The District pays the full contribution to the retirement account.

- Performance Award – 10%
- Automobile Allowance – \$1,500.00 per month
- The District will pay the full monthly premium on the selected medical, dental, and vision benefit provided.
- Supplemental Retirement Account – \$20,000.00 per year
- Supplemental Life Insurance – \$250,000.00

### Additional Benefits Include:

- Cost Of Living Adjustment – 3%
- Vacation – 30 days
- Sick Leave – 117 hours
- Administrative Leave – 80 hours
- The District will offer all other benefits provided to its exempt employees in accordance with District standard policies.

## Application Process and Recruitment Schedule

**The final filing date is Monday, May 16, 2022.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/gm-ceo/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas  
(510) 495-0448

[frojas@koffassociates.com](mailto:frojas@koffassociates.com)

Carlo Zabala  
(510) 342-3233

[czabala@koffassociates.com](mailto:czabala@koffassociates.com)

Website: <https://koffassociates.com/>

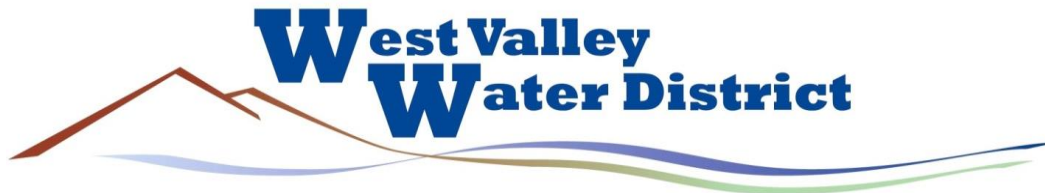
Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to East Valley Water District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

**West Valley Water District  
Executive Recruitment Firms - General Manager RFP**

Rating Description	Rating
Exceptional	4
Very good	3
Meets minimum expectation	2
Less than minimum expectation	1

Criteria Description	Criteria	Weight	Stafford HR	Koff & Associates	Hawkins Company	Bob Hall
Overall response to RFP/RFQ	1	10%	3.5	4.0	3.5	3.5
Firm Qualifications	2	25%	3.0	4.0	3.8	3.5
Project Approach	3	45%	3.5	3.8	3.8	3.5
Budget	4	20%	2	3.8	2.5	4.0
<b>Overall Rating</b>		<b>100%</b>	<b>3.0</b>	<b>3.9</b>	<b>3.39</b>	<b>3.63</b>

Criteria Description	Criteria	Stafford HR	Koff & Associates	Hawkins Company	Bob Hall
Executive Recruitment Firms - General Manager	1	25% of annual salary plus bonuses	\$ 25,000.00	\$50,000	not to exceed \$24,500
<b>OVERALL FEE PROPOSAL RANKING</b>		<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>



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

**DATE:** September 6, 2022  
**TO:** Human Resources Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** NEW JOB DESCRIPTIONS FACILITIES MAINTENANCE TECHNICIAN  
 AND GOVERNMENTAL & LEGISLATIVE AFFAIRS MANAGER

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**BACKGROUND:**

On June 29, 2022, the Board of Directors approved inclusion of two new positions with the adoption of the FY 2022-23 budget. They are a Facilities Maintenance Technician and a Governmental and Legislative Affairs Manager.

Staff determined the need for a Facilities Maintenance Technician as critical due to the volume of pending work that is currently being handled by the Distribution Division in the Operations Department. Upon further discussions with Operations staff, they identified the Operations Manager as a position that was not needed and in turn requested it to be eliminated and a Facilities Maintenance Technician be added to provide the additional workforce needed to address the current needs of the District's infrastructure for maintenance and repairs. This change will alleviate the workforce challenge of not having enough staff to complete critical building maintenance projects. The position is critical, and it will assume the essential duties as set forth in the job description attached as exhibit "A".

In addition, the District conducted a staffing assessment of senior management positions. It was recommended, based on a comparison of positions utilizing classification factors, that the Director of Government & Legislative Affairs be retitled to a Governmental and Legislative Affairs Manager. The position will assume the essential duties as set forth in the job description attached as exhibit "B".

**DISCUSSION:**

Staff prepared the Facilities Maintenance Technician and Government and Legislative Affairs Manager job description, which reflects the current requirements, duties, and responsibilities of the position. The established and adopted annual salary range for these classifications are as follows:

- Facilities Maintenance Technician Range 33 - \$52,874 - \$74,381.
- Government and Legislative Affairs Manager Range 123 - \$102,128 - \$167,565.

The reorganizational changes requested to add the Facilities Maintenance Technician position by one additional full-time position and to remove/deactivate the Operations Manager from the District's Job Classification List. This action has already been taken.

**FISCAL IMPACT:**

There is no fiscal impact. These positions are authorized and funded in FY 2022/23 Budget.

**STAFF RECOMMENDATION:**

Staff recommends that the Committee forward a recommendation to the Board of Directors to approve the job descriptions for the two new positions of Facilities Maintenance Technician and Government & Legislative Affairs Manager.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:hms

**ATTACHMENT(S):**

1. Government and Legislative Affairs Manager 7.15.2022
2. Facilities Maintenance Technician Job Description 7.15.2022 final



## EXHIBIT "B"



## Government & Legislative Affairs Manager

Department/Division:	Administration
Reports To:	General Manager
Provides Direction To:	Public Affairs Analyst, Government and Legislative Affairs Analyst & Community Affairs Representative
FLSA Exemption Status:	Exempt
Date Prepared:	7/15/2022

### GENERAL PURPOSE

Under general direction, plans, organizes, and provides direction and oversight for comprehensive public information, oversees execution of branding efforts; water conservation programs and activities, and directs and performs a variety of responsible administrative processes related to governmental activity for the District; fosters cooperative working relationships with intergovernmental and regulatory agencies and the media; serves as chief spokesman for the District on legislative, regulatory policy and governmental relations issues, and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This management-level class requires initiative, effective communication, leadership along with the frequent use of tact, discretion, and independent judgment. Incumbent is responsible for managing a wide variety of functions, programs and staff engaged in the District's public information, education, internal communication, and legislative programs. Independently performs highly complex tasks, serves as a liaison between the District and designated agencies; represents the District in meetings with other public agencies, elected and appointed governmental officials, community and industry groups and the media; and assists with community and intergovernmental organizations and interest groups to ensure effective working relationships and cooperation.

### 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 the class.*

- Oversee the development and implementation of District-wide communications program including customer outreach, stakeholder development programs, strategic initiatives, legislative affairs and media relations to meet District goals and objectives

- Provide strategic guidance to Executive Managers, Board members, and other departments on complex media relations and related matters
- Coordinate the development of position papers and public testimony; develop and implement external/internal communications, planning, messaging, and strategy
- Direct the development of customer and public relations collateral including news releases, media clips, public service announcements, fact sheets, newsletters, outreach campaign materials, educational initiatives and related communication materials created and executed by both staff and consultants
- Plan and evaluate the performance of assigned staff and manage professional service contracts and consultants
- Manage a business plan for government relations that identifies threats and opportunities to the District with regard to federal, state and local government regulation and oversight
- Advise District management staff in matters related to public relations and information
- Provide oversight to the District's legislative advocacy and related activities; oversee the analysis of proposed local, state, and federal law and regulations for their impact on the District
- Review, track, analyze and interpret proposed federal, state and local legislation which could affect District programs and financial operations; coordinate staff reviews and responses to proposed legislation
- Develop and direct the implementation of goals, objectives, policies and standards for the Public Information Department; coordinate and assist with meetings of the District Planning and Administration Committee; draft legislative summaries, position papers, policy principles, correspondence and testimony; propose revisions to legislation and regulation consistent with the District's interests; recommend District positions on legislation and action to achieve desired legislative results
- Coordinate appointments with targeted local, state and federal legislative representative and their senior staff members on a periodic basis
- Identify and recommend revisions to legislation to eliminate adverse consequences to the District
- Develop, recommend, administer, and monitor the water education, legislative, and public information program budgets
- Facilitate resolution of problems, concerns or complaints between residents and District staff and officials
- Effectively work with various community based organizations, neighborhood groups, civic groups, service clubs, schools, youth organizations and other groups to maintain open lines of communication between the District and individuals from various stakeholder groups
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

## EXHIBIT “B”

**QUALIFICATIONS****Knowledge of:**

- Extensive principles, methods, and practices applies in design and implementation of public affairs, community engagement, public information, marketing, outreach, and communication.
- Policies, principles, and practices and methods for developing and administering a comprehensive community affairs program and its application to water, wastewater, and resource management.
- Contemporary issues affecting local government and the community.
- Relevant federal state and local programs and related laws, policies and procedures
- Resources available to members of the communities served.
- Management of group dynamics and meeting facilitation techniques and methods
- Principles, methods and practices applied in design and implementation of one or more of the public affairs programs, including: government relations, community relations and CIP outreach, media relations and graphic services.
- Strong written and verbal communications skills, methods and techniques of journalistic writing, proofreading and editing; correct English usage, including spelling, grammar and punctuation.
- Verbal and PowerPoint presentation skills; techniques of graphic design, print production; website management.
- Strategies for building relationships with local, state and federal public officials and organizations, business, industry and community leaders, media executives, editorial staff and reporters; special event planning; intranet and internet tools; and contract administration.

**Ability to:**

- Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Operate standard office equipment including a personal computer.
- Deliver messaging and engage audiences.
- Exercise independent judgment and function effectively in a variety of difficult situations.
- Offer helpful information in order to create a favorable public image for the District.
- Comply with the District’s safety, health and environmental policies.
- Effectively plan, direct, manage and coordinate projects.
- Provide clear direction to others.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Demonstrate initiative and resourcefulness.
- Exercise independent judgment and work with a minimum of supervision.
- Effectively sustain frequent contact with a wide variety of people.
- Analyze situations accurately and recommend an effective course of action.
- Understand and relate to the needs of members of the community and professional groups.
- Establish and maintain effective working relationships with employees of the District and other government and community agencies.

- Learn the organization, policies, procedures and operating details of the District.

### **Minimum Qualifications:**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor's degree from an accredited college or university with a major in marketing, public relations, public administration, political science or related field is required.

**AND**

Experience: Five (5) years of of increasingly responsible experience involving development and coordination of public affairs, and community outreach.

### **Licenses, Certificates, Special Requirements:**

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this class, the employee is required to use repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or 60 pounds with assistance; constantly use overall vision; and frequently hear and talk, in person and on the phone. Employees may be required to travel to other sites within the District.

#### **Mental Demands**

While performing the duties of this class, employees must possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

### **WORK ENVIRONMENT**

The employee primarily works in a temperature controlled office environment subject to typical office noise and settings. Incumbents are expected to use principles of effective safety practices

## EXHIBIT "B"

including the use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.

The employee occasionally drives a vehicle to attend off-site meetings and functions and is exposed to traffic and variable weather conditions.



## Facilities Maintenance Technician

Department/Division:	Finance/Purchasing
Reports To:	Purchasing Supervisor
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	July 15, 2022

### GENERAL PURPOSE

Under general supervision, performs a wide variety of technical building maintenance, repair and installation tasks, maintain and renovate District buildings and facilities; oversees facilities maintenance contract services; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for performing maintenance and alterations on District buildings and facilities. Incumbents in this class administer various facilities maintenance contracts related to landscaping, facilities maintenance, and janitorial services. This class is distinguished from the Purchasing Supervisor in that the latter is a first supervisory-level class that is responsible for organizing, assigning, supervising and reviewing the work of assigned staff in the Purchasing Division.

### 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 the class.*

- Performs maintenance and alterations on District buildings and facilities including plumbing, carpentry, painting, pest control, furniture, HVAC systems, building grounds and other general facility repairs; identifies and evaluates construction-related problems; repairs and/or renovates structures.
- Assists in a variety of building tasks for District facilities; reads blueprints; creates specifications and job standards for small contracts; prepares cost estimates for new construction; monitors contractor work.
- Moves office furniture; sets up and breaks down meeting rooms as requested.
- Plans, schedules, and prioritizes assigned maintenance, repair and custodial work in consultation with assigned supervisor; communicates status of projects to appropriate personnel in other District departments and divisions as necessary.

- Inspects structures; recommends special work required or necessary facility maintenance.
- Researches and initiates purchase requisitions for materials and contract services; obtains estimates for required services and materials as directed; assists Purchasing Supervisor in evaluating vendors.
- Administers landscaping, janitorial and maintenance contracts with outside vendors; ensures compliance with contractual specifications.
- Maintains accurate work records and documents including purchase orders, bid documentation, contracts, insurance records, proposals, and other required documentation; prepares written reports and work project analyses as required.
- Coordinates work of contractors for the best utilization of available staff and resources; examines work areas to review work in progress, evaluates the quality of work, and resolves issues; inspects work upon completion.
- Participates in facilities maintenance budget preparation; prepares cost estimates; submits justifications for budget items; monitors and tracks program expenditures.
- Trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Responds to emergency situations as necessary.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical work.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Applicable federal, state and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

### **Ability to:**

- Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of District buildings and facilities.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, construction work.
- Read and understand blueprints, construction drawings, and schematics.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establishing safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.



- Inspect the work of others and maintaining established quality control standards.
- Practice safe work habits; training others in proper and safe work procedures.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
- Maintain records and preparing work and time reports in building and facility maintenance areas.
- Organize own work, setting priorities and meeting critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective relationships with those contacted in the course of work.

### Minimum Qualifications

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Education:** A high school diploma or satisfactory equivalent.

**And**

**Experience:** A minimum of two (2) years of progressively responsible experience involving general facilities maintenance, preventative maintenance or project management all of which include the oversight of contract services; experience with the public agency bidding process is highly desired.

### Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District Vehicle Insurance Policy standards.

### PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Physical Demands

Must possess mobility to work in various District buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; color and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach

and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

### **ENVIRONMENTAL ELEMENTS**

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



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

**DATE:** September 6, 2022  
**TO:** Human Resources Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** IE WORKS CONTRACT RENEWAL 2022/23

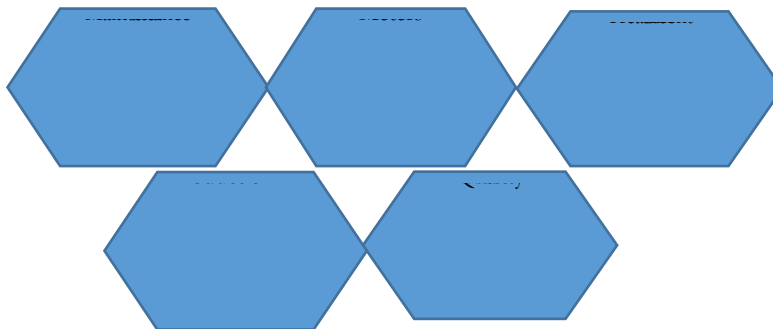
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**BACKGROUND:**

Since FY 2021/22 the District has participated in the Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IE Works 2022 Skilled Trades Internship Program. This program provides the opportunity for field instruction for students to integrate theory learned in the classroom and apply it in a professional setting while receiving the support of experienced staff. The launching of this program was a success. Last year staff provided the necessary training to three interns that successfully completed the training program. Two were recently hired as Assistant Water System Operators and are gainfully employed. This is an example of the success this program provides by providing the services that can only be provided in our communities when skilled professionals assist in the training of the next generation of water industry professionals to come.

**DISCUSSION:**

The program purpose is to prepare individuals for careers in the Water Technology Industry. The opportunity provides for students to apply the classroom knowledge and gain hands on experience over a 12-week work program. Practical knowledge is gained through coursework completed at San Bernardino Vocational College and it is put into immediate use during the internship program. Interns will rotate through various departments to gain a better understanding of each of the responsibilities necessary to operate and maintain them.



Interns are expected to meet and follow West Valley Water District's rules and policies. Supervision is provided throughout internship program. Supervisors evaluate the student's progress throughout the twelve (12) week program and certificates of completion are presented to interns once they complete the program.

JVS, provided the IE Works 2022 Skilled Trades Internship Program agreement, which is attached as Exhibit "A".

**FISCAL IMPACT:**

Funds for the program are budgeted for FY 2022/23 in the amount of \$50,000 to cover the cost of the program, which is two thirds (2/3) of the hourly rate plus the membership cost.

**STAFF RECOMMENDATION:**

Staff recommends that the Committee forward a recommendation to the Board of Directors to authorize entering into a contract with IE Works for FY 2022/23 for an amount not to exceed \$50,000 for the internship program for up to three (3) interns.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:hms

**ATTACHMENT(S):**

1. JVS WVWD Internship MOU 2022.23

**Memorandum of Understanding Between  
West Valley Water District and  
Jewish Vocational and Career Counseling Service**

The purpose of this Memorandum of Understanding ("MOU") is to describe the responsibilities of West Valley Water District, a California special district ("Employer"), and Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IEWorks 2022 Skilled Trades Internship Program ("Program").

**JVS and Employer** agree to participate in the IEWorks 2022 Skilled Internship Program, the purpose of which is to offer students ("Interns") from community college trades programs a paid Internship with IEWorks signatory agencies. This program is designed to provide opportunities to enhance their classroom learning by obtaining practical real-world work experience at a water agency.

**I. Employer agrees to do the following:**

- A) Provide a primary point of contact for the Program as outlined above.
- B) Interview internship candidates or otherwise provide input to JVS on the selection of applicants before being assigned to the agency
- C) Provide worksites and supervision for hands-on, paid internship experience for the Intern(s) at locations it deems appropriate.
- D) **Employer** will be responsible for signing off on timesheets from the third party employer of record, Signature Staffing Resources. Signature Staffing Resources will pay the interns at the agreed upon rate, cover worker's comp, and handle all of the necessary taxes and employer reporting.
- E) **Employer** will reimburse JVS **66.67%** of wages paid to the Intern(s) at \$19.42/hr. for a maximum of 30 hours/week so long as they remain employed. See Attachment A for details. This MOU shall not constitute a guarantee of employment for Interns through the End Date identified in Attachment A.
- F) Provide staff member(s) to serve as a supervisor for each Intern for the duration of the Program. An on-site supervisor(s) will be designated by **Employer** and will serve as a liaison between JVS and **Employer**.
- G) Promptly contact JVS if there are performance concerns about an Intern that jeopardizes the Internship placement or other serious concerns.
- H) Train, control, manage, and supervise each Intern during the duration of the Program
- I) Take all reasonable measures to ensure a safe worksite for the Intern(s) during the internship
- J) Provide JVS with feedback from internship supervisor during the internship to inform JVS of the progress of the intern
- K) Participate in coordination, planning, and review meetings.
- L) Promptly provide JVS with information about the status of each Intern at the conclusion of the scheduled internship, including an employment '*verification form*' if any Intern is retained for regular employment.

**II. JVS agrees to do the following:**

- A) Provide third party employer of record services through Signature Staffing Resources to cover all wages and administrative costs.

- B) Invoice the Employer for **66.67%** of all wages paid to the employee during the internship period.
- C) Provide a primary point of contact to coordinate all aspects of the Program described above including outreach, matching Interns with agencies, provide follow up services, and Program evaluation.
- D) Recruit, screen and refer to the employer for interviews Intern candidates who meet that criteria that **Employer** and JVS establishes.
- E) Develop an evaluation tool with input from **Employer**, which will be used to assess the Interns' experiences. JVS will also request feedback from **Employer** to learn how to improve its collaboration with water agencies.

**III. All parties agree to the following:**

- A) Participate in a joint meeting to discuss lessons learned after the Intern completes the internship at **Employer**.
- B) Defend, indemnify and hold the other party, its directors, officers, employees, volunteers and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the indemnifying party's performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party its directors, officers, employees, volunteers and agents.

**IV. Miscellaneous**

- A) This MOU may be terminated by either party with 30 days' notice in writing of the intent to terminate. **This agreement shall begin on July 25th, 2022 and shall continue through December 2022.**

We, the undersigned, agree to fulfill our responsibilities as detailed in this MOU.

**West Valley Water District**

**JVS**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Title: Van Jew

Print Name: Kathryn Beeley

Title: General Manager

Title: Chief Operating Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A**  
**2021 Skilled Trades Internship Program**

**Internship Assignment Description**

Intern 1 Name: TBD

Best Contact Info:

Agency Name: West Valley Water District

Best Contact Info:

Agency Point of Contact:

Best Contact Info:

Supervisor:

JVS Point of Contact: Scott Goodell

[sgoodell@jvs.org](mailto:sgoodell@jvs.org), (415) 802-5576

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

Primary location of Internship assignment: Rialto

Other locations of Internship assignment (if needed):

Term of Internship: 12 weeks

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs):

Wage: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:

### **Attachment A**

#### **2021 Skilled Trades Internship Program**

#### **Internship Assignment Description**

Intern 2 Name: TBD

Best Contact Info:

Agency Name: West Valley Water District

Agency Point of Contact:

Best Contact Info:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.



Primary location of Internship assignment: Rialto

Other locations of Internship assignment (if needed)

Term of Internship: 12 weeks

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs):

Wage: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:

**Attachment A**  
**2021 Skilled Trades Internship Program**

**Internship Assignment Description**

Intern 3 Name: TBD

Agency Name: West Valley Water District

Agency Point of Contact:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Best Contact Info:

Brief description of Internship assignment (ex. duties):

Best Contact Info:

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

Primary location of Internship  
assignment: Rialto

Term of Internship: 12 weeks

Primary location of Internship assignment: Rialto

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs)::

Wage: \$19.42/hr

Employer of Record: Signature Staffing

Additional information: