PERSONNEL COMMITTEE
Directors Farrington and Livingston
June 22, 2020
10:00 a.m.
12800 Ridge Road, Sutter Creek, CA

PUBLIC NOTICE: Members of the public will have the opportunity to directly address the committee concerning any item listed on the Agenda below before or during consideration of that item.

*There is a three minute time limit per person*

AGENDA

*There is a three minute time limit per person*

Anyone wishing to participate in this meeting may do so by using the information below:

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: tel:+18773092073, 997160821#

Access Code: 997-160-821

1. CALL TO ORDER

2. STAFFING
   A. Review and recommendation regarding draft job descriptions and the draft revised organizational chart.

3. ADJOURNMENT
AWA Reorganization and Transition Plan Package

Personnel Committee review of reorganization and transition plan package, which includes job descriptions several position and salary changes.

This Reorganization and Transition Plan Package (Plan) has been built on observations of the significant issues confronting the Agency, working with and listening to employees, Board member interaction, the public, and my own experience and intuition.

The organizational realignment consolidates departments, eliminates manager positions, provides cost savings, improves operational efficiencies, fulfills Grand Jury recommendations and Board direction. I believe it is the pathway to achieving the long-term operational and financial goals of the agency that hinge on approval of this Plan.

During these difficult and uncertain times, it is crucial that the Board take action to build continuity in the face of several significant issues confronting the Agency, including but not limited to:

☐ Recruitment for a permanent General Manager
☐ The vacant Finance Manager position
☐ Engineering Manager resignation
☐ Assistant Engineer – extended Military Leave
☐ Recruitment for a Clerk to the Board/Executive Assistant
☐ Recruitment for an Engineering Supervisor
☐ 2020-2021 Budget implementation
☐ Financial accountability
☐ Financial instability
☐ Annual Financial Audit
☐ Cost-of-Service Rate Study
☐ Incomplete Master Plans
☐ Lack of financial and operational resources
☐ Aging infrastructure
☐ COVID-19 Impacts

As such, there are several employee positions identified in the reorganization that will require the Board’s approval of the job descriptions at its meeting on June 25, 2020.
1. Financial Services Manager
2. Human Resources/Risk Management Manager
3. Operations & Engineering Manager
4. Customer Services Supervisor
5. Clerk to the Board/Executive Assistant
6. Mechanical Technician
7. Engineering Supervisor

A summary of the changes are as follows:

1. **Finance Manager – Effective Immediately**
   a. Title change to “Financial Services Manager”
   b. Revised job description
   c. Added managerial responsibilities: Customer and Meter Services
   d. There is no proposed salary change
   e. If/when a new hire at AWA, employee will be “at-will contract employee”
   f. Position will report to the General Manager

2. **Office/HR Manager – Effectively Immediately**
   a. Title change to “Human Resources/Risk Management Manager”
   b. Revised job description
   c. Added managerial responsibilities: Risk Management
   d. There is no proposed salary change
   e. Human Resources office has been relocated for employee privacy
   f. If/when a new hire at AWA, employee will be “at-will contract employee”
   g. Position will report to the General Manager

3. **Operations & Maintenance Manager – Effectively Immediately**
   a. Title change to “Operations & Engineering” Manager
   b. Added managerial responsibilities: Engineering Department
   c. Revised job description
   d. Salary Range adjustment
   e. If/when a new hire at AWA, employee will be “at-will contract employee”
   f. Position will report to the General Manager

4. **Customer Services Supervisor (New position)**
   a. Currently employee is paid “Out-of-Class” - Acting CS Supervisor
   b. Customer Services is ½-FTE short due to the Office Manager move out of Customer Services
   c. Developed new job description, and salary range
   d. An in-house promotional opportunity
      i. If position filled in-house, the vacant position will be backfilled as appropriate
   e. Position will report to the Financial Services Manager
   f. Budgeted for July 1, 2020
5. Assistant General Manager – Effective Immediately
   a. Assistant General Manager position eliminated

6. Clerk to the Board/Executive Assistant – Effective Immediately
   b. Drafted new job description and salary range
   c. Position will report to the General Manager
   d. Budgeted for July 1, 2020

7. Inspector – Effective Immediately
   a. Title change to “Mechanical Technician”
   b. Drafted new job description
   c. There is no proposed salary change
   d. Position reports to Operations and Engineering Manager
   e. Greater Agency need – Will contract out “inspector” services

8. Engineering Manager – Effective Immediately
   a. Title change to Engineering Supervisor
   b. Drafted new job description and salary range
   c. Position will report to the Operations and Engineering Manager
   d. An in-house promotional opportunity
   e. If position filled in-house, the vacant position will be backfilled as appropriate
   f. If/when a new hire at AWA, employee will be “at-will contract employee”
   g. Recruitment – Budgeted for July 1, 2020

NEXT STEPS AND IMPLEMENTATION

Administration, Finance, and Customer Services

1. Acting Finance Manager title will change to Acting Financial Services Manager. Salary will be adjusted to the existing Finance Manager position salary, October 1, 2020
   a. The Acting Financial Services Manager will not be subject to the contract “at-will” clause in the new job description.

2. Clerk to the Board/Executive Assistant recruitment will be left to new general manager’s discretion

3. Customer Services Supervisor position will be posted and filled

Operations & Maintenance and Engineering

1. Operations and Maintenance Manager title will change to Operations and Engineering Manager.
   a. Salary will be adjusted to the existing Engineering Manager position salary, July 1, 2020, plus 5% due to the added responsibilities
   b. The Operations and Engineering Manager will not be subject to the contract “at-will” clause in the new job description
2. Engineering Manager position will be replaced by an Engineering Supervisor
3. Engineering staff will report to the Operations and Engineering Manager
4. Engineering Supervisor position will be posted and filled.

* It is common practice for agencies of similar size as AWA to utilize an outside engineering firm rather than employing a professional engineer (PE). This is done at cities, special districts, and even counties to trim overhead costs, which helps keeps labor costs in line with revenues. With the recent resignation of the Engineering Manager, it presents the opportunity reduce overhead costs while spreading existing resources by merging Engineering with Operations and Maintenance.

Merging Engineering with Operations & Maintenance and placing it under the direction of the Operations and Engineering Manager presents several planning and operational opportunities.

1. Utilize current staff to assist with new project development inspections that the operators will inherit upon completion
2. Utilize current staff for projects to help with the budget, shifting some O&M labor cost to outside CIP funds, for example Pioneer Phase II & III, making this a main O&M focus and priority, which will reduce the financial issues.
3. Improved coordination on project planning and development.
4. Improved cross-training, promotional opportunities, and succession planning.

SALARY AND BENEFIT SAVINGS F/Y- 2020-2021

<table>
<thead>
<tr>
<th>SAVINGS CALCULATIONS</th>
<th>Current Costs</th>
<th>FY 20-21</th>
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</thead>
<tbody>
<tr>
<td>Assistant GM (12 mos)</td>
<td>274,390</td>
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<tr>
<td>Finance Manager (12 Mos)</td>
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<td><strong>TOTAL CURRENT COSTS</strong></td>
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<td>New Costs FY 20-21</td>
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<td>Assistant GM (3 mos)</td>
<td>68,598</td>
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<td>Clerk/Executive Asst (9 mos)</td>
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<td>Financial Services Mgr (9 mos)</td>
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<td>Customer Services Supv (10 mos)</td>
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<td><strong>TOTAL NEW COSTS</strong></td>
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<td><strong>TOTAL FY 20-21 SAVINGS</strong></td>
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<th>SAVINGS CALCULATIONS</th>
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<th>FY 20-21</th>
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<tr>
<td>Eng Manager (12 mos)</td>
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<td>Ops &amp; Eng Mgr (12 mos)</td>
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<td><strong>TOTAL CURRENT COSTS</strong></td>
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<td>New Costs FY 20-21</td>
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<td>Engineering Supv (10 mos)</td>
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<td><strong>TOTAL NEW COSTS</strong></td>
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<td><strong>TOTAL FY 20-21 SAVINGS</strong></td>
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**Total Savings FY 2020-2021**

$81,356
OTHER ORGANIZATIONAL CHANGES

1. Appointed Assistant General Manager as Acting Finance Manager
2. Administrative Assistant II
   a. Report to Operations and Maintenance Manager
   b. Added “confidential status” to job description
   c. No salary change
      Effective June 25, 2020
3. Purchasing Agent – Temporarily reporting to Interim General Manager
4. Customer Services III – Temporarily reporting to Interim General Manager
   a. Employee Paid Out-of-Class – Acting Customer Services Supervisor
5. Promoted Construction I employee to Construction II; Effective July 1, 2020
6. Changed the title HR/“Office” to “Customer Services”
7. Facilities Maintenance – Transferred to Operations & Maintenance
8. Fleet – Transferred to Operations & Maintenance
9. Facility Landscape services to be contracted out
10. Board authorized Interim General Manager to contract with Raftelis for Cost-of-Service Rate Study
11. Contracted with Financial Consultant to provide temporary financial oversight and guidance
12. Contracted with Consultant to assist with the General Manager recruitment process
13. Key programs, under development:
    □ Risk Management & Water Use Efficiency
    □ Grant Administration & Contract Services
14. Unfunded GIS/CAD position 2020-2021 Budget - Salary Savings
    a. Reduced agency costs and liabilities
15. Inspections – Development projects will be by contracted services arrangements
16. Coronavirus COVID-19 – Addressed
17. Grand Jury Report focused

NEAR TERM TASKS

1. Complete General Manager recruitment
2. 2020-2021 Fiscal Year Budget implementation

Recommendation: Authorize the Reorganization & Transition Plan Package to move forward to the Board for consideration at its June 25, 2020 Meeting.

Prepared by: John Kingsbury, Interim General Manager
AMADOR WATER AGENCY

Job Title: FINANCIAL SERVICES MANAGER
Department: Finance
Approved By: Board of Directors
Approved Date: __________, 2020
FLSA Status: Exempt
Contract Employee

Classification specifications (job descriptions) are intended to present a descriptive summary of
the range of duties and responsibilities performed by an incumbent in the classification.
Specifications are intended to outline the minimum qualification for entry into the classification
and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under general direction of the General Manager, plans, organizes, directs and participates in
the comprehensive activities and operations of the Financial Services, Customer Services, and
Purchasing, which includes accounting, budgeting, financial planning, investments and
preparing for annual audits. Serves as the chief financial advisor to the Board of Directors,
General Manager, and Department Heads on a variety of financial matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be
assigned.

1. Assists the General Manager with the protection of Agency assets and the
   maintenance of budget controls; short and long-range financial planning and budgeting;
   performs the most complex accounting functions, invests Agency funds,
2. Ensures the Agency financial policies and procedures meet all applicable laws and
   regulations,
3. Assume full management responsibility for all financial services and activities including
   accounting, journal entries, budgeting, investments, procurement; recommend and
   administer policies and procedures;
4. Develops and maintains budget and financial policies, plans and procedures including
   the Agency's Capital Improvement and Renovation and Replacement Program.
5. Plans, coordinates, and ensures preparation of the Agency's annual operating and
   capital project budgets, mid-year and mid-cycle review process with assistance from
   other Managers and staff.
6. Conducts ongoing analysis of the Agency's financial condition and reports to and
   advises the General Manager and the Board accordingly.
7. Directs and analyzes studies of general economic, business, and financial conditions
   and their impact on the Agency's policies and operations.
8. Analyzes Agency reserves for adequacy.
9. Ensures the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers. Ensures tax reporting activities are performed in accordance with all governing laws and regulations.

10. Establishes and manages Agency investment program and policy including investing Agency funds prudently and consistently with the Agency's investment policy. Reports on Agency investments in accordance with laws and policy.

11. Leads the Agency's bond issue as well as oversee the repayment of bonds.

12. Oversees the development, implementation, management/monitoring and revisions to Agency policies, procedures, ordinances, and resolutions related to capacity fees, utility services billing rates, financial records management, special and administrative fees, non-operating revenues such as property taxes and assessments.

13. Coordinates the development and consolidation of rate policies and the Agency's financial model.

14. Performs research; prepares projections, analysis and recommendation on financial policy and procedures; and performs/coordinates special projects as directed by the General Manager.

15. Works with other Departments to obtain financial information and provides fiscal monitoring reports including computer generated reports as requested.

16. Develop, monitor, and update as needed Agency purchasing policies and procedures.

17. Tracks reimbursement agreements and required payments; ensures invoicing is regularly performed for services rendered by the Agency that can be recovered by policy or agreement.

18. Ensures tracking of annual recurring financial obligations of the Agency and annually update those rates and fees tied to indexes.

19. Completes and submits in a timely fashion special Agency financial reports as may be required by the State Controller's office, or other regulatory agency.

20. Ensures the Agency's compliance with GASB 67, GASB 68, GASB 74, GASB 75 and other accounting standards implemented by oversight agencies.

21. Ensures compliance with Proposition 218 and other state agency requirements for implementing new charges and fees.

22. Prepares and successfully monitors the annual budget and goals for the Agency.

23. Reviews reports, publications, policies, and other written statements for accuracy and consistency with Agency goals and objectives.

24. Regularly reviews financial reports to ensure correct application of benefits and payroll adjustments.

25. Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees.

26. Attend offsite meetings during regular and non-regular business hours, as required.

27. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.

28. Participate in the identification, planning, development, implementation, and tracking of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the Agency's Finance and Customer Services Departments.
29. In accordance with Agency ordinances and policies, seek improvements and remedies to minimize customer disruptions resulting from nonpayment or other factors related to the customer experience.

30. Oversee controls and protocols for use of and input into the Utility Billing database for customer records consistent with State and Federal regulations including those necessary for the protection of personal and financial information.

31. Recommend and assist in the development of improvements to Agency policies, ordinances, and procedures related to charges, billings, and other customer-related issues; including drafting proposed policies, procedures, board resolutions and ordinances and presenting them to the Board of Directors and its committees.

32. Assist in developing and administrating the annual operating budget for respective departments.

33. Manage, train, motivate, and evaluate assigned personnel.

**Supervisory Responsibilities**

Directly supervises employees in the Customer Services and Financial Services. Carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

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

**Knowledge of:**

1. Information systems, such as the Utility Billing database or other available analytical tools for routine monitoring of customer experience including a variety of measurements ensuring continuous improvements and refinements which achieve Agency goals and objectives.

2. Principles and practices of budget preparation and administration in the public sector.

3. Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger, and customer billing systems.

4. Principles and practices of debt financing, including long-term capital financing and bond marketing strategy, including rating agency communications needs.

5. Annual financial reports and external audits.

6. Information systems and procedures used in financial applications.

7. Pertinent local, State and Federal laws, rules and regulations.

8. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

11. Principles and practices of effective customer service.
12. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
13. English language usage, spelling, grammar, and punctuation.
14. Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:
1. Ability to plan, organize, direct and coordinate the work of others; select, supervise, train and evaluate staff; delegate authority and responsibility;
2. Develop and administer departmental goals, objectives and procedures;
3. Prepare clear and concise administrative and financial reports;
4. Prepare and administer large and complex budgets;
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
6. Identify and respond to staff, community and board of directors issues, concerns and needs; respond to inquiries from regulatory agencies or members of the business community; effectively present information to top management, public groups and/or boards of directors;
7. Define problems, collect data, establish facts, and draw valid conclusions;
8. Interpret an extensive variety of technical instructions in mathematical or diagram form; interpret and explain agency policies and procedures;
9. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
10. Calculate figures and amounts such as discounts, interest, and percentages.
11. Plan, direct, lead, and control the administration and operations of all aspects of the finance and customer services departments, including forecasting and planning for financial issues affecting the Agency, and preparing alternatives, analyses, and recommendations for action.
12. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; consistently enforce various personnel rules; and explain and interpret policy.
13. Develop and implement Agency-wide and department policies and procedures related to procurement of goods and services, justify investment decisions, ensure timely billings and payments of liabilities, etc.
14. Work effectively with other departments and colleagues at all levels of the organization.
15. Gain cooperation through discussion and persuasion.
16. Use computer programs necessary to the effective operation of the department including an integrated accounting software package (Springbrook), word processing (Word),
spreadsheet software (Excel), e-mail and internet software, and presentation software (PowerPoint).

17. Define problems, collect data, establish facts, and draw valid conclusions.
18. Effectively present information to top management, public groups, and/or boards of directors.
19. Effectively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
20. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
21. Interpret and consistently apply Agency policies, procedures, rules and regulations.
22. Adapt to changing technologies and learn functionality of new equipment and systems.
23. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
24. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
25. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
26. Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
27. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
28. Communicate clearly and concisely both orally and in writing with Agency staff, co-workers, consultants and the public in one-to-one and group settings.
29. Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
30. Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
31. Provide leadership and management of the department through coaching and facilitating employees working in a team environment.

PHYSICAL DEMANDS
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public, potentially in front of large gatherings; maintain the capacity to sit at a computer for a period of time; walk, stand, kneel, climb, stoop, bend, squat; and use hands and fingers to write and handle, grip and operate office equipment and drive an Agency vehicle.

Amador Water Agency
Financial Services Manager
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Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristic described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

**OTHER REQUIREMENTS**

**Education/Certification:** Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

Equivalent to graduation from an accredited four-year college or university with major coursework in Accounting, Finance, Business, Public Administration, or closely related field is desirable.

Professional certifications: Certified Public Accountant (CPA) certification desirable, but not required.

Must possess a valid California driver’s license, have a satisfactory driving record, and be insurable by the Agency to operate Agency vehicles.

**Experience:** A minimum of seven (7) years of professional accounting experience including at least three years professional governmental accounting experience at the management level. Experience working in a public water and/or wastewater agency is highly desirable, but not required.
AMADOR WATER AGENCY

Job Title: HUMAN RESOURCES/RISK MANAGEMENT MANAGER
Department: Executive
Approved By: Board of Directors
Approved Date: __________, 2020
FLSA Status: Exempt

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under general direction of the General Manager, plans, directs and coordinates the activities and operations of the Human Resources, Safety and Risk Management programs; including classification and compensation, benefits, recruitment, employee and labor relations, succession planning, safety, risk management, disaster preparedness, emergency response and security, training and employee development; to provide leadership to the organization; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager and Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

HUMAN RESOURCES
1. Identifies legal requirements and government reporting regulations affecting human resources to ensure policies, procedures, and reporting are in compliance. Prepare and submit government-mandated reports. Assures compliance with all applicable State and Federal laws with regard to employment and labor law.
2. Develop and implement recruitment and selection procedures; participate in the selection process to fill vacant positions with qualified candidates.
3. Plans and conducts new employee orientation to foster positive attitude toward company goals. Assist hiring manager with training needs of new hires, promoted and regular employees.
4. Administer and maintain benefit plans, as well as records of benefit plans participation, such as insurance and pension plan, personnel transactions such as hires, promotion, transfers, performance reviews, terminations, and employee statistics for government reporting and Agency use.
5. Coordinates management training in supervision, leadership, interviewing, hiring, terminations, promotions, performance review, safety, liability and sexual/workplace harassment; coordinates employee training as required by State and federal laws and/or required for job specific certifications.
6. Advises management in appropriate resolution of employee relation issues.
7. Responds to inquiries regarding policies, procedures, programs and MOUs. Administers performance review program to ensure timeliness, effectiveness, compliance and equity within the Agency.

8. Receives, prepares and processes information of a confidential nature, ensuring such information is handled with discretion.

9. Administers and maintains the Agency’s classification and compensation system to ensure compliance and equity within the Agency. Prepare job descriptions and classification plans; conduct studies to determine appropriate classification and compensation.

10. Administers and maintains benefits programs such as life, health, dental, vision and disability insurances, pension plans, vacation, sick leave, various types of leaves of absence, and employee assistance. Acts as the information source to all levels of staff regarding personnel policies and procedures, employee rights, benefits and salaries. Also assists employees, retirees and families on benefits issues; answers questions, and assists in resolving problems in a timely manner.

11. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

12. Represents the Agency at personnel-related hearings and investigations as needed.

13. Assists in collective bargaining and labor relations programs, including acting as Personnel Officer in the Grievance Process. May serve as a chief negotiator as assigned.

14. Participates in strategic planning for the Agency and sets goals for the Human Resources and Risk Management functions to support the strategic plan; develops policies, procedures and protocols to implement Agency goals and objectives; participates in budget planning and administration of the Human Resources and Risk Management budgets.

RISK MANAGEMENT

1. Plans and administers the Agency’s safety and risk management programs in compliance with applicable state and federal regulations, including the Injury and Illness Prevention Program.

2. Plans, develops and conducts safety and health education and orientation programs; coordinates other training activities. Maintains methods of effective communication regarding safety issues with employees.

3. Investigates accidents and prepares reports for worker’s compensation insurance carrier, including determinations of modified and light duty assignments.

4. Works directly with workers’ compensation program carrier to manage Agency claims.

5. Works with supervisors and employees to promote the Agency’s Early Return to Work program offering modified and/or alternate duty assignments.

6. Works closely with management in workers’ compensation claims administration. Evaluates claims to determine areas/departments with high frequency and severity. Closely monitors experience modification rate.

7. Investigates accidents and claims for insurance carrier with regard to liability and property insurance, including determinations if additional processes can be implemented to lower future risk.
8. Process and oversee the administration of Worker's Compensation claims, benefits, medical exams and reports; compiles statistical data on lost time and limited duty; assist employees with filing and inquiries regarding claims. Monitor all open/closed claims and reserves through loss reports.

9. Selects and manages any use of outside safety vendors.

10. Develops policies, procedures and internal safety/risk protocols as necessary.


12. Responsible for coordinating with the Construction Supervisor to manage the BIT Program, with responsibility for the DOT aspect of the program. Coordinates random drug and alcohol testing in compliance with DOT and Agency policies.

13. Receives and manages liability claims made against the Agency. Coordinates inspections of damages with supervisor and/or onsite staff, prepares reports, coordinates with carrier on claims adjusting and investigation.

Supervisory Responsibilities
Directly supervises employees in the Human Resources Department. Carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Knowledge of:
1. Principles and practices of public sector human resources administration, including pertinent local, state and federal laws and regulations.
2. Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods and progressive discipline.
3. Agency policies and procedures, bargaining agreements and department policies and procedures.
5. Principles of total quality management.
6. Principles and practices of administrative and statistical analysis as applied to personnel administration.
7. Safety and Risk Management theories and principals.
8. OSHA, Federal and State safety standards and regulations.
9. Workers’ Compensation, liability and property claim administration.
11. Identification of problems, with timely resolution; developing alternative solutions, working as a team to resolve issues.

Ability to:
1. Deal tactfully and courteously with others in answering questions, disseminating information and providing customer assistance with Agency policies and operations.
2. Organize, implement and direct assigned human resources operations/activities.
3. Provide staff support in complex, sensitive, or difficult human resources related assignments requiring high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations and contractual agreements.
4. Communicate effectively verbally and in writing; summarize facts and opinions concisely and accurately.
5. Understand, interpret and apply Agency rules, regulations, policies and procedures including pertinent personnel laws and labor contracts.
6. Interact well with co-workers and supervisors/managers to establish and maintain cooperative, effective working relationships.
7. Supervise, train and evaluate assigned staff.
8. Ability to keep confidences is a condition of employment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work performed is in a standard office environment, using a computer. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristic described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

OTHER REQUIREMENTS

Education and/or Experience
High school diploma or GED; four-year college or university program certificate; four to five years
related experience and/or training; or equivalent combination of education and experience such as a PHR/SPHR certification with six to seven years of HR Generalist experience. Public sector experience is desired.

Computer Skills
To perform this job successfully, an individual should have knowledge of Human Resource systems; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid California Driver's License, with a continuing acceptable DMV driving record.
AMADOR WATER AGENCY

Job Title: OPERATIONS & ENGINEERING MANAGER
Department: Operations/Engineering
Approved By: Board of Directors
Approved Date: __________, 2020
FLSA Status: Exempt
Contract Employee

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under general direction of the General Manager, plans, direct, supervises and coordinates operations, maintenance and engineering of the Agency including raw water supply, distribution systems, water treatment, wastewater collection and treatment, hydroelectric, construction, information systems, electrical and engineering functions of the Agency. The incumbent has broad management authority for the day-day operations of the Water Agency. Prepare and monitor department budgets, development of the Capital improvement program and budgets, coordination with professional consultants, approval of plans and specifications by consultants and oversees the agency projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develops, plans and implements short- and long-term department goals and objectives; recommends and administers policies and procedures.
2. Respond to emergency situations; coordinate operations department staff as necessary.
3. Provide staff support to the General Manager and Board of Directors; prepare and present staff reports, assist in strategic planning, and other necessary correspondence.
4. Directs, oversees and participates in the development of the Department's work plan, assigns work activities, project and programs; monitors work flow; regulatory reporting and compliance; reviews and evaluates work products, methods and procedures.
5. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
6. Directs and participates in regulatory reporting, compliance and negotiations with Federal, State, regional and local permitting and regulatory agencies; communicates and serves as a resource to Agency staff and the Board of Directors regarding compliance issues.
7. Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
8. Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.


**Supervisory Responsibilities:**
Directly supervises employees in Operations and Engineering. Carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

**Knowledge of:**
1. Principles and practices associated with the operations and maintenance of a wide variety of facilities related to water treatment and distribution, wastewater collection and treatment, and construction activities.
2. Principles and practices of facility planning, project management and SCADA systems.
3. Principles and practices of leadership, motivation, team building and conflict resolution.
4. Oversight of outside contract services, contract administration and work order billing
5. Plan, direct and control the administration and operations of the Agency facilities.
6. Prepare and administer department budget, Capital budgets and agency programs
7. Develop and implement department policies and procedures.
8. Agency policies and procedures and department policies and procedures

**Ability to:**
1. Ability to plan, organize, direct and coordinate the work of others; select, supervise, train and evaluate staff; delegate authority and responsibility;
2. Provide leadership and management of the department through coaching and facilitating employees working in a team environment;
3. Develop and administer departmental goals, objectives and procedures;
4. Prepare and administer large and complex budget;
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
6. Identify and respond to staff, community and board of directors issues, concerns and needs; respond to inquiries from regulatory agencies or members of the business community, effectively present information to top management, public groups and/or boards of directors;
7. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work
8. Communicate clearly and concisely both orally and in writing with Agency staff, co-workers, consultants and the public in one-to-one and group settings.
9. Recognize and resolve conflict situations in the workplace, including planning for them, solving them when they occur, and communicating outcomes reached.
10. Effectively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Amador Water Agency
Operations & Engineering Manager
Page | 2
11. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

12. Interpret and apply Agency policies, procedures, rules and regulations.

13. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.

14. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristic described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Incumbent is occasionally exposed to moving mechanical parts, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS
Education and/or Experience
High school diploma or GED; Bachelor's degree (BA) from a four-year college or university; minimum of seven (7) years' experience in a position of operations, maintenance or construction, including at least four (4) years of management experience for a public agency; consideration may be given for equivalent combination of educations and experience.

Certificates, Licenses, Registrations
Must possess a valid California Driver's License, with a continuing acceptable DMV driving record. Possess a State of California Grade 3 Water Treatment Certificate, a State of California Grade 3 Wastewater Certificate and a State of California Grade 3 Distribution Certification and a State of California Collections Certificate, and a State of California Cross Connection Certificate or combination of the above; higher grade certifications are highly desirable.

Revised: 6/15/2020

Amador Water Agency
Operations & Engineering Manager
Page 3
classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualifications for entry into the classification and are not intended to reflect all duties of an incumbent.

SUMMARY
Under supervision of the Financial Services Manager, provides day-to-day leadership to customer services and meter services staff to ensure a variety of functions related to customer service are carried out in accordance with Agency policies and procedures related to water and wastewater services and ensure a high level of customer service, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address Agency needs and changing business operations. The omission of specific statement of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

1. Plans, organizes and supervises customer billing, meter reading, collections and customer services activities.
2. Participates in interviewing, hiring, training and cross-training of staff.
5. Evaluates and recommends revisions to the Agency's Water and Wastewater Rules and Regulations and other policies.
6. Interprets and enforces the Agency's Water and Wastewater Code relating to water and wastewater issues/questions.
7. Develops department procedures and ensures that all staff are trained and have the resources in their Customer Service binders; as well ensuring that the procedures remain current and up-to-date.
8. Assist in expediting resolution to customer complaints; fostering an environment of resolving customer issues professionally and respectfully.


10. Responsible for Annual Constructed Conveyance Program and any required follow up

11. Process annual wastewater consumption review, including updating spreadsheets for engineering use, processing consumption updates to commercial accounts with customer notifications.

12. Assist Manager in annual budgeting.

13. Responsible for the Customer Service Calendar - utilizing the master meter reading, billing, tags, shut offs, etc. calendar, create and maintain the electronic UB calendar, with assistance of the Financial Services Manager as needed.

14. Handle special, unique and difficult situations with the assistance of the Manager.

15. Ensure that meter reading and billings are completed in a timely manner.

16. Diplomatically resolves customer complaints by phone, email or in person regarding billing and explains programs and services offered by the Agency.

17. Recommends changes and enhancements to Agency's customer service software system

18. Develops and administers customer service-oriented training programs to customer service staff.

19. Works with other departments to ensure customer satisfaction.

20. Responsible for the Cash and Checks received on a daily basis.

21. Responsible to ensure excellent customer service.

22. Adheres to and enforces Agency safety policies and procedures.

23. Responsible for the development and maintenance of the Water Efficiency Program and supervises staff assigned to support conservation activities.

24. Assists the Financial Services Manager in directing, overseeing and participating in the development and implementation of the Community Outreach and Communication Program.

QUALIFICATIONS

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

Knowledge of:

1. Principles and practices of efficient and effective customer service via face-to-face, over-the-phone and electronic means.

2. Customer account maintenance; use of electronic customer database, payment and billing systems.

3. Records management principles and practices.

5. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.


Ability to:
1. Respond to and effectively prioritize multiple phone calls and other request or interruptions.
2. Communicate clearly and concisely both orally and in writing with Agency staff, co-workers and the public.
3. Learn, interpret and apply applicable policies, procedures, laws, codes and regulations pertaining to the Agency.
4. Efficiently use computer and financial database programs with sufficient speed and accuracy to perform assigned work; intermediate to advanced skills in Microsoft Office programs.
5. Perform a variety of independent research, information retrieval, analysis and report preparations to draw logical conclusions.
6. Professionally and tactfully provide customer service to the public and co-workers in person, over the phone and electronically.
7. Handle stressful situations and difficult customers in a clam and professional manner.
8. Efficiently evaluate and respond to customer complaints.
9. Plan, coordinate, prioritize and organize multiple work tasks to meet deadlines with accuracy, thoroughness and attention to detail, sometimes with little supervision.
10. Read, understand and carry out written and oral directions in a clear, concise and consistent manner.
11. Use initiative and independent judgment within established procedural guidelines.
12. Use arithmetic to make basic financial calculations quickly and accurately Operator a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner, fax machine, envelope opener, postage machine, etc.
13. Establish and maintain effective, cooperative working relationships with co-workers through knowledge of work, personal and professional conduct, teamwork and good judgment.

Reasoning ability
General purposes, methods and practices of customer accounts and billing; modern office practices, procedures and methods; basic data processing terminology and techniques; basic information gathering, research and investigative techniques and practices.

Other skills and abilities
Use independent judgment in maintaining a variety of financial and statistical records related to customer accounts; deal in a courteous and professional manner in all dealings with the public, especially when collecting past due accounts; utilize data processing equipment to maintain
complex records, analyze data, and prepare accurate reports; make mathematical calculations quickly and accurately; update and maintain a variety of financial and statistical customer records and files; type and operate a 10-key calculator by touch; follow oral and written directions; explain Agency rates and services clearly and concisely; establish and maintain cooperative working relationships; read and write at the level required for successful job performance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers for extensive telephone, computer and adding machine functions. The employee frequently is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. May be required to lift/move up to 25 pounds occasionally.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS
Education and/or Experience
Any combination of education and experience providing the required knowledge and abilities for successful job performance would be qualifying.

High school diploma or GED. Associates of Arts degree in accounting, business, or related field is desirable. Eight years of increasingly responsible clerical/customer service experience, preferably in the public utility industry, or four years' experience at the Agency's Customer Service Representative III level. Experience with Springbrook Software is preferred. Prior collection experience and supervisory experience is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California driver's license with a continuing acceptable driving record. Eligible to work in the United States.
Customer Service Supervisor  
February 2020  
Salary Survey/Job Comparison

<table>
<thead>
<tr>
<th>AWA Customer Service Supervisor new position</th>
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</thead>
</table>
| El Dorado ID  
Utility Billing Supervisor 76,381 – 92,841 |
| South Tahoe PUD  
Customer Service Supervisor 73,625 – 93,966 |
| Tuolumne UD  
Customer Service Supervisor 73,237 – 89,003 |

Average of all 74,414 – 91,937

Recommendation:

**Salary Range:** 74,000 – 92,500

AWA methodology – 25% between bottom and top of range
AMADOR WATER AGENCY

Job Title: CLERK OF THE BOARD / EXECUTIVE ASSISTANT  
Department: Executive  
Approved By: Board of Directors  
Approved Date: _________, 2020  
FLSA Status: Nonexempt - Confidential status  

Proposed Salary Range  
$62,945 – 78,681

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY

Under direction of the General Manager this confidential position shall perform a variety of highly responsible, confidential, and complex administrative support duties for the General Manager and Board of Directors with a high degree of tact, discretion, trust, judgment and confidentiality; serve as the Clerk to the Board; provide administrative support to department heads, as needed; serve as the District’s Custodian of Records; and provide general information and assistance to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides assistance to the General Manager in conveying and reviewing the Agency’s work plan, projects and programs of the Agency.
2. Maintains permanent records of the official activities of the Agency.
3. Administers the Records Retention policy and program.
5. Coordinates revisions of Water and Wastewater Codes, miscellaneous fees, and other policy updates.
6. Ensures compliance with local, state and federal regulations for assigned responsibilities, participates in and oversees the assembly and preparation of meeting agendas.
7. Takes and transcribes the minutes of the meetings of the Board of Directors.
8. Coordinates committee meetings as necessary; informs the public of the procedures and legal requirements for presentation to the Board.
9. Attends to or directs the execution of various routine details of the Board of Director transactions; maintains confidential files and exercises mature judgment in matters of a confidential nature.
10. Develops an effective working relationship with the Board of Directors.
11. Acts as the Agency’s Notary Public and maintains active status as such.

Amador Water Agency  
Clerk to the Board/Executive Assistant  
Page | 1
12. Coordinate other duties as necessary with subordinate staff associated with Clerk of the Board duties.

13. Assist with grants and loans; and work with all departments for their assistance in grant/loan applications, processing, reimbursements, progress reporting, post construction performance reports, and associated audits.

14. Works as a team member with other managers. Monitors and reports on critical Agency deadlines, implementation of administrative policies, enforcement and government codes to the Agency Managers and General Manager.

15. Assist with activities, including coordination with other departments on responding to public information requests, website design and operation, social media, public outreach, notices, emergencies, ground breaking and ribbon cutting events, newsletters, parade and fair exhibits and press releases.

16. Assist the General Manager with contracts and other legal and financial documents.

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

Knowledge of:
1. District operations, procedures, policies, precedents, rules and regulations, record retention procedures.
2. Pertinent Federal, State, and local laws, codes and regulations for Special Districts, including the Brown Act, California Public Records Act, and Political Reform Act, etc.
3. Agenda preparation and distribution requirements.
4. The functions and operating procedures of local governance bodies and committees.
5. Modern office practices, procedures, and computer equipment/software.
6. Adobe Acrobat for professional document finishing, indexing and compilation.
7. Principles and practices of effective customer service.
8. Microsoft Office Suite programs for word processing and spreadsheets.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
10. English language usage, spelling, grammar, and punctuation.

Ability to:
1. Perform a variety of complex administrative and analytical support work involving the use of sound independent judgment and personal initiative with exceptional organization skills for the General Manager, Board of Directors, and District department heads/executive management.
2. Interpret and apply administrative and District policies, procedures, laws and regulations.
3. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
4. Analyze situations carefully and adopt effective courses of action.
5. Compile and maintain complex and extensive reports and prepare routine reports.
6. Maintain confidential data and information for appropriate personnel.
7. Independently prepare correspondence and memorandums.
8. Successfully adapt to changing workload and task assignments.
9. Adapt to changing technologies and learn functionality of new equipment and systems.
10. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
11. Work independently and prioritize multiple tasks often under time constraints and with limited or no supervision.
12. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
13. Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
14. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet and an integrated accounting software package.
15. Communicate clearly and concisely both orally and in writing with District staff, coworkers, consultants and the public in one-to-one and group settings.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard and mouse to communicate through written means.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.
OTHER REQUIREMENTS
Education/Certifications
Any combination of education, experience and training that has led to the acquisition of the knowledge, skills and abilities indicated above is qualifying. A typical way to obtain the required knowledge and abilities would be:

Associate’s degree with coursework in business administration, communication or a related field is preferred, or equivalent.

A bachelor’s degree from an accredited four (4) year college or university with major coursework in public or business administration, communication or a related field is desired.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California driver’s license and a continuing acceptable driving record; active California Notary license.

Experience: Minimum of four (4) years of increasingly responsible, administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency.

Created: 05/05/2020
### Clerk of the Board/Executive Assistant

#### June 2020

**Salary Survey/Job Comparison**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Position Description</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWA</td>
<td>Clerk of the Board/Executive Assistant new position</td>
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<tr>
<td>EID</td>
<td>Executive Assistant/Clerk of the Board</td>
<td>74,862 – 90,995</td>
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<tr>
<td>CCWD</td>
<td>Executive Assistant/Clerk of the Board</td>
<td>62,016 – 83,196</td>
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<tr>
<td>TUD</td>
<td>Executive Secretary/Board Clerk</td>
<td>67,683 – 82,222</td>
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<tr>
<td>STPUD</td>
<td>Administrative Assistant/Assistant Clerk of the Board</td>
<td>53,776 – 68,633</td>
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<td>Sac Suburban WD</td>
<td>Executive Assistant to the GM</td>
<td>56,387 – 80,553</td>
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**Average Salary Range**

<table>
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<tr>
<th>Salary Range</th>
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<tbody>
<tr>
<td>62,945 – 81,120</td>
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**Recommended Range**

<table>
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<tr>
<th>Salary Range</th>
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</thead>
<tbody>
<tr>
<td>62,945 – 78,681</td>
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</tbody>
</table>

The recommended range follows AWA Methodology of 25% spread in bottom and top of range.
Classification specifications (job description) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under direction of the Operations and Engineering Manager, performs skilled duties in mechanical and welding work assignments in the installation, alteration, repair and construction of water and wastewater treatment and pumping plant equipment and facilities; adjusts and performs routine maintenance on a variety of motorized equipment (including vehicles and generators); operates, interfaces, installs, troubleshoots, maintains, repairs and performs routine maintenance on a variety of water system control devices (pressure reducing valves, surge anticipators, system control valves and backflow prevention devices).

ESSENTIAL DUTIES AND RESPONSIBILITIES
The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address Agency needs and changing business operations. The omission of specific statement of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

1. Troubleshoots, repairs and maintains Agency mechanical devices and equipment such as valve actuators, pressure reducing valves, surge anticipators and clarifier drives; installs, removes and/or replaces pumps, and related fittings, ventilation ducts, shelving and stairways; rebuilds pumps and gear boxes and other mechanical apparatus.

2. Installs, modifies and repairs water and wastewater mechanical treatment and pumping plant equipment and facilities, repair of portable generators, stationary generators, motors, pumps, controllers, power switching gears and distribution systems.

3. Performs special pump maintenance and repairs on valve actuators, submersible pumps and variable speed and level control devices.

4. Submits to the Instrumentation/Electrical Supervisor purchase requisitions for parts and interfaces with vendors and other utility personnel on operations and repair of related equipment and facilities.

5. Maintains and repairs light tools and equipment such as weed cutters, chain saws, chop saws and air compressors.
6. Cleans, services and paints equipment, machinery, structures, pipelines and related appurtenances.

7. Uses plasma, gas or arc welding equipment to cut, heat, weld or braze.

8. Assists in developing specifications for contract plant installation, maintenance and repair activities; oversees contract work as assigned and inspects the work of contractors in progress and upon completion.

9. Reads and interprets specifications, diagrams, manuals and other documentation.

10. Maintains records for preventative maintenance work on parts inventories and identification equipment.

11. Maintains current training in proper personal protective equipment and safety procedures for chlorine leaks, electrical hazards and other emergencies.

12. Maintaining, operating, installing, adjusting and calibrating systems and equipment.

13. Programming, configuring and optimizing the analytical, recording and electronic or pneumatic control instruments and related equipment.

14. Operates computer programs for testing electrical equipment, tracking, correspondence, timecards, CMMS work orders, etc.

15. Performs Inspection duties on Agency and Developer projects on an as-needed basis.

16. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct and good judgment.

17. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities with adherence to Agency policies.

18. Perform related duties as assigned or required for the ongoing operation of the Agency's business.

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

KNOWLEDGE, SKILLS AND ABILITIES
1. Applicable State and Federal laws, codes and regulations related to the water and wastewater industry and to safety practices and equipment use.

2. English language usage, spelling, grammar and punctuation.

3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, Technical/Engineering manuals and procedure manuals.

4. Ability to write technical reports and correspondence.

5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

6. Ability to interpret a variety of instructions including technical manuals furnished in written, oral, diagram or schedule form.

7. Ability to establish and maintain professional working relationships with internal and external customers, vendors and fellow employees, including principles and practices of effective customer service.

Amador Water Agency
Mechanical Technician
Page | 2
8. Perform skilled work for the implementation of a comprehensive preventive and corrective maintenance and repair program for equipment and structures such as found in water and wastewater treatment plants and related facilities.

9. Perform skilled work in the construction and repair of very high-pressure water distribution systems.

10. Methods, tools and testing equipment used in the installation, maintenance, calibration, and repair of mechanical and related electrical and electronic equipment used in water and wastewater treatment and pumping facilities.

11. Methods, tools and testing equipment used in the routine testing and repair of water distribution control devices, such as pressure reducing valves, surge anticipators and backflow prevention devices.

12. Use and maintenance of a variety of hand and power tools related to work tasks

13. Techniques for troubleshooting complex equipment problems and estimating time, equipment and materials to effect repairs.


15. Basic computer applications related to the work, including Microsoft Office Suite and CMMS.

16. Arithmetic and basic mathematical calculations, including percentages and decimals.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee frequently is required to reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment may be loud.
OTHER REQUIREMENTS

Education and/or Experience
High School Diploma or GED; two (2) years of formal technical college education and five (5) years' experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS
A valid California Driver's License, preferably Class A, with a continuing acceptable driving record. Desirable qualifications include: electrical background, California Water Distribution Grade 2, CWEA Plant Maintenance Mechanical Technologist Grade 2.
**Mechanical Technician**  
June 2020  
**Salary Survey/Job Comparison**

<table>
<thead>
<tr>
<th>AWA</th>
<th>Mechanical Technician</th>
<th>new position- reorg Inspector position</th>
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<tbody>
<tr>
<td>CCWD</td>
<td>65,436 – 79,548</td>
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<tr>
<td>Mechanic II - same</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUD</td>
<td>57,158 – 69,472</td>
<td></td>
</tr>
<tr>
<td>Equipment Mechanic II – less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EID</td>
<td>62,005 – 75,379</td>
<td></td>
</tr>
<tr>
<td>Plant Mechanic II - same</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STPUD</td>
<td>63,325 – 80,820</td>
<td></td>
</tr>
<tr>
<td>Maintenance Mechanic II - same</td>
<td></td>
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</tbody>
</table>

**Average Range**  
61,981 – 76,305

**Recommended Range**  
66,918 – 83,648

Staff is recommending the salary range remain at the Inspector position and in line with CCWD.
AMADOR WATER AGENCY

Job Title: ENGINEERING SUPERVISOR
Department: Operations
Approved By: Board of Directors
Approved Date: [Date], 2020
FLSA Status: Non-Exempt
Unit: Supervisors Bargaining Unit

Effective upon Board Approval
Recruitment
Salary Range
$117,273 – 145,592

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under direction of the Operations & Engineering Manager, performs professional engineering duties as required for wastewater systems and water systems supplying agricultural, domestic, commercial and industrial users and supervises the technical staff members of the Engineering Department. Makes presentations to the Board of Directors as needed.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees in the Engineering Department. Carries out supervisory responsibilities in accordance with Agency policies. Conducts performance reviews; assists in planning, assigning and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Directs and coordinates the planning, design and construction of water and wastewater facilities.
2. Assists with annual budget.
3. Works with developers and contractors to ensure adherence to Agency standards and specifications.
4. Prepares and reviews complex designs, plans, specification, standards, estimates and reports for water and wastewater systems.
5. Prepares development of bids, contracts and other matters related to engineering functions.
6. Assists with grant applications.
7. Performs complex tasks related to hydraulic analyses and economic feasibility studies of water and wastewater systems.
8. Performs or assists in the review of plans for and the construction inspection and management of water and wastewater system facilities.
10. Performs related field and construction inspection at and around busy and sometimes hazardous construction areas.
11. Perform mapping and drafting work.
12. Prepare clear and concise reports.
13. Provides support to the Operations & Engineering Manager in making presentations regarding engineering issues to the Board of Directors.
14. Federal, state, regional and local laws, policies, regulations and guidelines regarding water rights, water quality, water development, wastewater management and environmental assessment.
15. CEQA and other federal, state and local regulations impacting water and wastewater operations and permitting requirements.

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

Knowledge of:
1. Principles and practices of civil engineering with particular emphasis on the design of water development, treatment, distribution, wastewater collection, treatment and disposal.
2. Principles of engineering economics and their practical application to water development, water distribution and wastewater treatment projects.
3. Agency policies and procedures and department policies and procedures.
4. Knowledge of the principles of science and mathematics used in civil engineering and of their application to engineering problems.
5. Use of computer equipment for various engineering related applications.
6. Use of surveying equipment.
7. Proper usage of English grammar, spelling, punctuation and vocabulary.
8. Identification of problems, with timely resolution; developing alternative solutions, working as a team to resolve issues.

Ability to:
1. Deal tactfully and courteously with others in answering questions, disseminating information and providing customer assistance with Agency policies and operations.
2. Communicate effectively verbally and in writing; summarize facts and opinions concisely and accurately.
3. Understand, interpret and apply Agency rules, regulations, policies and procedures including contracts.
4. Interact well with co-workers and supervisors/managers to establish and maintain cooperative, effective working relationships.
5. Ability to make accurate computations and engineering notes.
6. Ability to read and interpret engineering specifications.
7. Plan, organize, manage and develop Agency engineering functions

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristic described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

OTHER REQUIREMENTS

Education and/or Experience
High school diploma or GED; graduation from a four-year college or university with a BS and or MS degree in Civil Engineering or related field. Five years’ experience in water/wastewater facilities. Three years supervisory experience desirable.

Computer Skills
To perform this job successfully, an individual should have knowledge Spreadsheet software and Word Processing software and GIS/CAD software.

Certificates, Licenses, Registrations
Must possess a valid California Driver’s License, with a continuing acceptable DMV driving record. Registration as a Professional Engineer in the State of California is desirable.

Revised: 6/8/2020
Engineering Supervisor
June 2020
Salary Survey/Job Comparison

AWA
Engineering Supervisor  new position

This position existed in 2017

Brought the position from 2017 into today's salary range  117,273 – 146,592

Recommended Range  117,273 – 145,592

This range maintains the:
AWA methodology – 25% between ranges
AMADOR WATER AGENCY

Job Title: ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
Department: Operations
Approved By: Board of Directors
Approved Date: __________, 2020
FLSA Status: Nonexempt-Confidential Status
Unit: AWA Employees Association
Range: Admin I = 11; Admin II = 3

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direction of the Department Head or designated supervisor, perform a variety of complex technical and statistical clerical and secretarial duties.

Administrative Assistant I (clerical)
1. Receives and screens visitors and telephone calls.
2. Handles independently or refers them to others as circumstances warrant.
3. Prepare or assist in the preparation of various reports, letters.
4. Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data.
5. Responsible for file maintenance.
6. Maintains an appointment calendar to keep self and manager informed (if required).

Administrative Assistant II (technical)
In addition to the above, provides authoritative information which requires the use of judgment, knowledge and interpretation of applicable policies and procedures.
1. Researches, compiles and summarizes a variety of informational material for use by the manager in reports, correspondence, meetings and presentations.
2. Prepare graphs and charts.
3. Independently prepares correspondence for own or manager's signature.
4. Prepares documents based on verbal direction, notes or rough draft; work with job cost accounting programs.
5. Performs tasks that require the need for the incumbent to maintain confidential status.

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

Knowledge of:
State and Federal regulations for water and wastewater operations in order to assist manager.

Ability to:
1. Perform a wide variety of difficult and responsible office support with little supervision.
2. Independently set up and maintain records and files.
3. Assemble data and prepare reports; operate a computer and utilize office support software to prepare documents and reports.
4. Computer keystroke accurately at a rate of 60 words per minute
5. Establish and maintain cooperative working relationships with the public and other personnel contracted in the course of work

Administrative Assistant II - in addition, knowledge of software that would include borders, shading, graphic, importing and exporting data/graphics to and from other interactive programs of devices and writing formulas that are moderately difficult.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands for telephone, computer and adding machine functions. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS
Education/ Certifications
Administrative Assistant I - High school diploma or general education degree (GED);

Amador Water Agency
Administrative Assistant I and II
Page | 2
two years of increasingly responsible office support and office assistant experience.

Administrative Assistant II - In addition to the above, three years of complex secretarial, clerical experience. Accounting and subprofessional technical engineering-related experience desirable. Ability to work at a confidential level.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, policy and procedure manuals; State and Federal requirements (if required). Ability to write routine reports and correspondence. Ability to speak effectively to customers and other Agency employees. Modern office methods, procedures and equipment, word processing, spreadsheets, business letter writing, correct spelling, grammar and punctuation; project planning, map reading, city and county government department structures; knowledge of plotters, blue printing and other typical engineering department equipment is helpful; research information from the County Recorder’s and Surveyor’s departments.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California driver’s license and a continuing acceptable driving record.