



**Hidden Valley Lake Community Services District
Personnel Committee Meeting
June 22, 2022 - 8:30 a.m.
19400 Hartmann Road, Hidden Valley Lake, Ca.**

Attend in Person or Join by Teleconference

Masks are Required

To join the meeting by Teleconference, go to www.hvlcsd.org select the June 22, 2022, Personnel Committee Meeting and select the Microsoft TEAMS link select Open Microsoft Teams select Join Now.

This meeting is being recorded for live streaming and broadcasting purposes.

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Expenditure of Covid-19 Relief Funding
- 6) **DISCUSSION AND POSSIBLE RECOMMENDATION:** General Manager Contract
- 7) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Project Manager Salary
- 8) **PUBLIC COMMENT**
- 9) **BOARD MEMBER COMMENT**
- 10) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 22, 2022

AGENDA ITEM: Expenditure of Covid-19 Relief Funding

RECOMMENDATIONS: Staff requests the Personnel Committee consider and recommend the allocation of the ARPA Funding to District staff as presented.

In normal times, our staff are on the frontlines supporting the District mission to provide, maintain and protect our community's water. During the pandemic, our employees by virtue of their employment, took on additional burdens and made great personal sacrifices as a result of the COVID-19 pandemic.

Premium pay is designed to compensate workers that who have put themselves at risk to provide direct services during the pandemic. Premium pay can be thought of as hazard pay by another name, for the heightened risks they have faced and continue to face.

Sections 602(c)(1)(B) and 603(c)(1)(B) of the Social Security Act, as added by the ARPA,(American Rescue Plan Act) provide that SLFRF funds may be used "to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the government that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work."

FINANCIAL IMPACT: \$55,466.80 funded by ARPA,(American Rescue Plan Act) SLFRF funds.

BACKGROUND: In August of 2021, staff began the application process for the ARP Recovery Funds, requesting \$56,015.43 for loss of revenue and unanticipated costs. The District application was accepted and was awarded \$116,992. in December of 2021.

After paying the original expenses back, Staff believed that an allocation of the remaining \$61k could be used to support the employee Premium Pay. A detailed calculation of hourly wage, date of hire, and the exclusion of work-from-home hours was conducted to determine a fair allocation for each employee. This allocation totaled less than \$61k, at \$55,466.80.

Agencies that have provided premium pay to employees:

County of Sonoma allocated a total of \$8,000,000 for employees who contributed over 200 hours to providing continued services during the pandemic and who are hired by December 13, 2021.

Sacramento County Board of Supervisors allocated \$11.4 million premium pay for Sacramento County employees who performed essential work during the pandemic

City of Covina allocated payments to City Staff who worked and were relied upon to maintain continuity of operations during the pandemic. In recognition of the added risks that essential workers faced, up to \$1.2 million in premium pay funding is recommended for eligible City Staff.

Solano County's ARPA Direct Funding as approved by the Board of Supervisors on October 19, 2021, allocating \$2,160,000 for Premium Pay.

Guidelines for allocation of Funds

In the American Rescue Plan, Congress created a mechanism for state and local governments to use their Recovery Fund (“ARP Recovery Funds”) allocations to provide “premium pay” to essential workers.

Special districts receiving State and Local Fiscal Recovery Funds (SLFRF) transfers may utilize the funds to offer premium pay to eligible workers that were required to report to work in-person and had regular, in-person interactions with other individuals or objects handled by other individuals, thus risking COVID exposure.

The final rule identifies “eligible workers” as those who were needed for the continuation of critical infrastructure and essential services during the pandemic. Treasury’s non-exhaustive list of eligible employees include those in the state and local government workforce. Special districts with employees providing services such as emergency response, fire protection, healthcare, home healthcare, childcare services, electricity, drinking water, wastewater treatment and sanitation, cemetery, transit, cargo logistics (such as ports), and other critical infrastructure services may consider premium pay as an option to eligible employees.

Premium pay allows for up to \$13 per hour in addition to an eligible employee’s regular wage; however, the total of the regular wage and premium pay bonus for eligible employees in California should not exceed \$47.41 per hour. The maximum amount of premium pay an eligible employee may receive is \$25,000. Agencies may provide retroactive premium pay dating back to January 27, 2020. Workers are eligible to receive premium pay until December 31, 2024.

Background and Summary of the Interim Final Rule

Essential Worker

The interim final rule established a three-part framework for recipients seeking to use SLFRF funds for premium pay. **First**, to receive premium pay one must be an eligible worker. **Second**, an eligible worker must also perform essential work. **Finally**, premium pay must respond to workers performing essential work during the COVID-19 public health emergency.

The ARPA defines “eligible workers” as “those workers needed to maintain continuity of operations of essential critical infrastructure sectors.

Essential Work

The interim final rule defined “essential work” as work that (1) is not performed while teleworking from a residence and (2) involves either (i) regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work or (ii) regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work. Treasury adopted this definition of essential work to ensure that premium pay is targeted to workers that faced or face heightened risks due to the character of their work during a pandemic.

The final rule provides that premium pay is responsive to eligible workers performing essential work during the public health emergency if each eligible worker who receives premium pay falls into one of three categories: (1) The worker's pay is below the wage threshold, (2) the worker is not exempt from the FLSA overtime provisions, or (3) the recipient has submitted a written justification to Treasury.

The final rule makes it clear that written justification to Treasury is not necessary with respect to eligible workers whose pay is less than the wage threshold. Nor is written justification necessary with respect to eligible workers who are not exempt from the FLSA overtime provisions. The written justification is only necessary if the worker's pay (with or without the premium) exceeds the threshold, *and* the worker is exempt from the FLSA overtime provisions. The final rule also clarifies that a worker's pay exceeds the threshold if either the premium pay increases the worker's total pay above the wage threshold or the worker's total pay was already above the threshold, before receiving premium pay.

Treasury has also updated the final rule to clarify that written justification means a brief, written narrative justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive despite the workers' higher income.

Coronavirus Local Fiscal Recovery Fund Guidance:

Premium Pay

American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency or to provide grants to third-party employers with eligible workers performing essential work

These are workers who have been and continue to be relied on to maintain continuity of operations of essential critical infrastructure sectors, including those who are critical to protecting the health and wellbeing of their communities.¹

Workers who are covered by premium pay include:²

- Staff at nursing homes, hospitals, and home care settings;
- Workers at farms, food production facilities, grocery stores, and restaurants;
- Janitors and sanitation workers;
- Truck drivers, transit staff, and warehouse workers;
- Public health and safety staff;
- Childcare workers, educators, and other school staff; and
- Social service and human services staff.

The Interim Final Rule defines essential work as work involving regular in-person interactions or regular physical handling of items that were also handled by others. A worker would not be engaged in essential work and, accordingly may not receive premium pay, for telework performed from a residence.³

The definition of eligible worker is “those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as each Governor of a State or territory, or

¹ Interim Final Rule: Coronavirus State and Local Fiscal Recovery Funds, U.S. Department of Treasury (hereinafter “Treasury Guidance”) 40.

² Treasury Guidance 41-42.

³ Treasury Guidance 43.



#NLCDelivers

each Tribal government, may designate as critical to protect the health and well-being of the residents of their State, territory, or Tribal government.”⁴

Governor of each state has discretion to add additional sectors to this list, so long as additional sectors are deemed critical to protect the health and well-being of residents.⁵

Premium pay means an amount up to \$13 per hour in addition to wages or remuneration the worker otherwise receives and in an aggregate amount not to exceed \$25,000 per eligible worker.⁶

The Interim Final Rule provides that any premium pay or grants provided should prioritize compensation of those lower income eligible workers that perform essential work.⁷

Premium pay must be entirely additive to a worker’s regular rate of wages and other remuneration and may not be used to reduce or substitute for a worker’s normal earnings. The definition of premium pay also clarifies that premium pay may be provided retrospectively for work performed at any time since the start of the COVID-19 public health emergency, where those workers have yet to be compensated adequately for work previously performed.⁸

The Treasury Department encourages local governments to prioritize providing retrospective premium pay where possible, recognizing that many essential workers have not yet received additional compensation for work conducted over the course of many months.⁹

Essential workers who have already earned premium pay for essential work performed during the COVID-19 public health emergency remain eligible for additional payments, and an essential worker may receive both retrospective premium pay for prior work as well as prospective premium pay for current or ongoing work.¹⁰

Finally, a grant provided to an employer may also be for essential work performed by eligible workers pursuant to a contract. For example, if a municipality contracts with a third party to perform sanitation work, the third-party contractor could be eligible to receive a grant to provide premium pay for these eligible workers.¹¹

If you have general questions about the Coronavirus State and Local Fiscal Recovery Funds, please email the U.S. Department of Treasury at SLFRP@treasury.gov or call 844-529-9527.

The information contained here is not legal advice. It will be subject to change based on updates from the U.S. Department of the Treasury, and any recipients should confirm applicability to their specific situation.

⁴ *Ibid.*

⁵ *Ibid.*

⁶ *Ibid.*

⁷ *Ibid.*

⁸ Treasury Guidance 45.

⁹ *Ibid.*

¹⁰ *Ibid.*

¹¹ Treasury Guidance 46.

AGREEMENT FOR PERSONAL SERVICES
between
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
and
DENNIS WHITE

This AGREEMENT FOR PERSONAL SERVICES is made and entered into this 16th day of September 2020 (the "Effective Date") by and between the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, a California Special District formed under applicable provisions of the California Government Code section 60000, et seq. (hereinafter referred to as "District") and DENNIS WHITE, an individual to be employed by the District as General Manager (hereinafter referred to as "General Manager").

Recitals

The District's Board of Directors (the "Board") wishes to enter into an employment agreement with DENNIS WHITE to provide professional services as General Manager of the District.

NOW THEREFORE IT IS AGREED by the DISTRICT and DENNIS WHITE as follows:

I. DUTIES: The General Manager shall perform all duties, assume all obligations and constantly meet all qualifications of the office of General Manager as described in the specifications for said position, and as may be approved by the Board as of the Effective Date, and as such specifications may, from time to time, be amended by the Board. General Manager shall be subject to all pertinent provisions of the ordinances, resolutions, rules, regulations and all other lawful orders and directives of the Board and the District. Said duties and obligations shall be performed in an efficient and professional manner and in conformance with the standards generally prevailing for the performance of the duties and obligations pertaining to the position of similar managerial positions of public or private entities, including, but not limited to, Community Services Districts, in the State of California. Notwithstanding any other provision herein, General Manager shall serve at the pleasure of the Board and may be discharged at any time with or without cause, subject only to Section XI of this Agreement.

The General Manager shall perform essential functions and responsibilities and duties that shall include, but not be limited to, the following:

- Provide overall executive direction of day-to-day and long-term operations and activities of the District, organizing and assigning responsibilities, and directing and overseeing the management provided by subordinate managers.
- Provide general direction on the design, construction, operation, and maintenance of all planned or proposed District facilities and activities.
- Within guidelines established by the Board, direct the establishment of overall strategic plans, long-term goals, and objectives.
- Keep the Board of Directors advised of District activities and laws, issues, or problems that may affect District operations.
- Review and implement policies adopted by the Board and make appropriate recommendations to the Board.
- Represent the Board of Directors and the District in contacts with various federal, state, and local government agencies, community groups and businesses, and other professional organizations.

- Negotiate a variety of contracts and agreements on the District's behalf in accordance with Board policy, direction, or delegation.
- Oversee preparation and implementation of the annual District budget.
- Monitor and implement all personnel rules and regulations in accordance with applicable laws and regulations.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Maintain and improve professional proficiencies

II. GENERAL MANAGER AND BOARD RESPONSIBILITIES: The Board of Directors is the governing body of the District and retains the responsibility of formulating and adopting District policy. The General Manager has the primary responsibility for the implementation of District policy.

III. PERSONNEL MATTERS: The General Manager has the additional responsibility to hire, train, discipline, and discharge the District's employees, including administrative and supervisory staff to best serve the District. It is, however, understood and agreed that these responsibilities are specifically limited by the fact that the Board of Directors of the District must specifically approve the creation and authorization of positions, and the establishment and adjustment of pay scales for these positions. The General Manager retains the authority to promote or demote employees within their respective class of position and make salary adjustments consistent with previously Board approved authority for the position and any applicable labor agreement.

IV. EFFECTIVE DATE AND TERM: The initial term of this Agreement shall be for two (2) years from the Effective Date, beginning September 16, 2020 and terminating on September 15, 2022.

From and after the Effective Date, General Manager shall perform all duties, assume all obligations and constantly meet all qualifications of the office of General Manager as described in the specifications for said position and as may be approved by the Board as of the Effective Date, and as such specifications may, from time to time, be amended by the Board.

Subject to the District's right to terminate this Agreement and General Manager's employment at any time pursuant to Section XI of this Agreement, this Agreement shall automatically be renewed for subsequent one (1) year periods, unless the Board provides written notice to the General Manager no less than ninety (90) days prior to the expiration of the current term or an extended term that the Agreement will be terminated.

V. COMPENSATION: The General Manager is to be paid the annual sum of \$125,000 for fulfilling the duties described herein, accruing neither overtime nor compensatory time, prorated and payable in accordance with the District's standard payroll procedures, subject to the following adjustments:

- a. Each year, pursuant to Sections IX and X of this Agreement, the Board of Directors shall review the General Manager's performance and based upon performance of the duties and meeting or exceeding the agreed upon performance objectives determine if a merit-based salary or other salary and/or benefit increase, including any cost of living based increase, is warranted and act accordingly. Any such increases, including cost of living based increases, will be subject to a written amendment to this Agreement.

VI. HOURS OF WORK: The regular business hours of the District are 8:00 AM to 5:00 PM. It is recognized that the General Manager must devote a great deal of time outside the normal hours of business for the District, and to that end the General Manager shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of the District and shall allow General Manager to faithfully perform the assigned duties and responsibilities. General Manager shall maintain a continuous presence or means of

communication with District staff at all times, either in person or via telephone, cell phone, or e-mail. When unavailable, General Manager shall ensure that duties have been properly and appropriately delegated to qualified District staff. If District is unable to contact General Manager in a reasonable time for reasons beyond the General Manager's control such as on-duty or off-duty air travel, General Manager's presence in areas without cellular phone service, email access, international travel or other similar circumstances, General Manager's inability to maintain continuous availability shall not be considered a breach of this Agreement or grounds for termination for cause.

VII. BENEFITS: The General Manager shall be afforded the following benefits package:

General Manager shall receive and accrue the same group insurance, retirement, vacation, holiday, sick leave, and other benefits in accordance with District's personnel rules and regulations, as these may be amended from time to time, except as these benefits may be modified in this Section VII.

- a. The General Manager shall receive twenty (20) days of vacation annually, totaling one-hundred sixty (160) hours. The General Manager shall not be eligible to accrue greater than a maximum of four hundred and forty (440) vacation hours. The vacation provided herein shall not modify District retirement service time or other benefit categories as provided for in the District's personnel rules and regulations, as these may be amended from time to time.
- b. General Manager shall accrue sick leave at a rate of ninety-six (96) hours per year (3.69 days per pay period). The General Manager shall maintain any sick leave previously accrued as an employee of the District.
- c. General Manager shall receive twelve and one half (12.5) holiday days per year, totaling one hundred (100) hours.
- d. The General Manager shall continue to be enrolled in CalPERS retirement benefits at the ~~2.5%~~ 3% @ 55 formula.
- e. In lieu of reimbursement for personal vehicle mileage expenses or a monthly vehicle allowance, the General Manager shall be provided with an appropriate District-owned vehicle for use in the performance of official duties pursuant to this Agreement. For the convenience of the District, the General Manager shall have use of the vehicle for transit to and from the District so that the vehicle shall be available to attend meetings and other functions on the District's behalf at the District headquarters and elsewhere and to enable prompt response to emergencies or other circumstances requiring the General Manager's attention. The District shall own and insure the vehicle and be responsible for fuel and maintenance. Provision of a vehicle for use as described in this paragraph may be subject to applicable taxes pursuant to the Internal Revenue Code.
- f. In lieu of reimbursement for the use of a personal mobile telephone or similar device, the District shall provide a District-owned mobile telephone or similar device with an appropriate access plan to ensure General Manager's accessibility and availability pursuant to this Agreement.

VIII. GENERAL BUSINESS EXPENSES:

- a. Subject to prior approval of the specific dues, subscriptions and memberships by the Board of Directors, the District agrees to pay for professional dues and subscriptions of the General Manager as may be necessary for professional development, membership and participation in regional, state, and local associations, and organizations necessary and desirable for the General Manager's continued professional participation, growth, and advancement, and for the good of the District.
- b. Subject to the funds approved and available in the District's travel budget, the District agrees to pay for travel and subsistence expenses (alcoholic beverages excluded) of General Manager for professional and official travel, meetings, short courses, institutes, seminars and occasions to regional, state, and local governmental groups and committees in which General Manager serves as a member to adequately continue the professional development of General Manager and to pursue necessary official functions for the District.
- c. Subject to approved budget allocation, any additional expenses incurred while performing

District business, excluding mileage and mobile phone expenses, will be reimbursed in accordance with District policy.

- d. The District shall bear the full cost of any fidelity or other bonds required of the General Manager under any law or ordinance.

IX. PERFORMANCE OBJECTIVES: The General Manager shall meet annually with the Board by the anniversary of the Effective Date of this Agreement to identify the District's and General Manager's performance objectives for the following year. Said performance objectives shall be proposed by the General Manager in writing and submitted to the Board for approval. If the Board does not approve said performance objectives, they shall establish reasonable performance objectives following consultation with the General Manager. The performance objectives shall be consistent with Board policy and the duties and responsibilities set forth in this Agreement. The Board reserves the right to evaluate the General Manager's performance at any other time as it may, in its sole discretion, determine.

X. EVALUATION: The Board shall initially evaluate the performance of the General Manager at approximately six (6) months from appointment and, then again, on or before the first anniversary of the Effective Date of this Agreement, and annually thereafter. The evaluation shall be based on the duties and agreed upon performance objectives. In its discretion, the Board of Directors may, following the first annual evaluation pursuant to this Agreement and consistent with Section V.a., consider modification to the compensation or benefits provided herein.

Failure of the Board to complete the evaluation process shall not preclude the Board from giving notice of termination in accordance with the Termination section of this Agreement.

XI. TERMINATION AND DISMISSAL: The General Manager shall serve at the will and pleasure of the District Board of Directors and may be terminated at any time, with or without cause. Nothing in this Agreement shall be construed to prevent the District, in its sole discretion, from terminating this Agreement and the services of the General Manager. The following provisions shall apply to termination and dismissal:

- a. The Board of Directors shall have the right to discharge the General Manager and terminate this Agreement for cause in the event of:

- (i) any willful breach of duty of this Agreement by the General Manager in the course of the employment;

- (ii) the General Manager's habitual neglect of or failure to perform the duties as outlined in this Agreement;

- (iii) conviction of a felony or a crime involving moral turpitude. In the event of the General Manager's termination for cause, the General Manager shall not be entitled to any severance pay or continuation of health benefits; or

- (iv) the death of the General Manager.

- b. If the Board of Directors terminates the employment of the General Manager without cause, the District shall pay the General Manager severance pay in an amount equal to three (3) months of the monthly base salary specified in Section V of this Agreement and, pursuant to Section VII of this Agreement, as it may be modified from time to time pursuant to the Agreement or any subsequent amendment.

- c. This severance payment shall be made within thirty (30) days of the effective date of the termination and is subject to applicable withholding taxes.

The General Manager may terminate this Agreement at any time upon sixty (60) days written notice to the Board of Directors. In the event that the General Manager should exercise the

option to terminate this Agreement (resign from District employment), the General Manager shall not be entitled to any severance pay or continuation of health benefits, except as may apply in the event General Manager retires from the District.

This Section XI is intended to comply with Section 53260 et seq. of the California Government Code. Pursuant to California Government Code Section 53260, in no event shall General Manager receive a settlement that exceeds an amount equal to the monthly salary multiplied by the number of months remaining on the unexpired term of this Agreement or the monthly salary multiplied by eighteen (18), whichever is less.

Pursuant to California Government Code Section 53243.2, any lump sum severance payment or other non-contractual payments related to termination paid to General Manager under Section XI of this Agreement shall be fully reimbursed by General Manager to the District if General Manager is convicted of a crime involving an abuse of the office or position. For purposes of this Agreement, the phrase "abuse of the office or position" shall have the meaning set forth in Government Code Section 53243.4. This Agreement shall be subject to the provisions of Government Code sections 53243-53243.4 which require reimbursement to the District under circumstances stated therein.

This Agreement, the General Manager's employment, and the District's obligations to compensate the General Manager, excepting benefits which are specifically identified to continue into retirement, shall cease on the effective date of General Manager's termination.

Notwithstanding anything in this Agreement to the contrary, in the event of the General Manager's termination without cause, the severance pay and other benefits, including the option to retire, provided in this Agreement shall be the General Manager's sole remedy.

The District's most current personnel rules and regulations shall apply except for those express provisions outlined in this Agreement which shall supersede the District's personnel rules and regulations.

- XII. APPLICABLE LAW: This Agreement shall be constructed in accordance with and governed by the laws of the State of California. Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.

Upon the expiration or termination of this Agreement, the General Manager shall not be entitled to any severance pay or continuation of health benefits, except those limited to the provision of COBRA benefits, except as otherwise provided for herein.

- XIII. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the District and the General Manager and supersedes all prior agreements respecting the same subject, provided however, that all practices as described in the District's personnel rules and regulations, as they now exist or may hereafter be amended shall apply to the General Manager, unless contrary to specific provisions of this Agreement.

Each party agrees and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or any one acting on behalf of any party, which are not included herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

- XIV. WAIVER OF RIGHTS: Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

- XV. REMEDIES NOT EXCLUSIVE: Except as otherwise provided herein, the use by either party of any remedies specified herein for the enforcement of this Agreement is not exclusive

and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

XVI. HEADINGS: Paragraph headings and titles of attachments as used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraph headed thereby.

XVII. INTERPRETATION: The parties acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with transactions contemplated by this Agreement.

XVIII. WORKER'S COMPENSATION: Pursuant to the State of California Labor Code, Section 3700, et seq., the District shall secure workers' compensation insurance for the General Manager.

XIX. INDEMNIFICATION: District shall provide for the defense of General Manager in any action or proceeding alleging an act or omission within the scope of employment of General Manager in conformance with State law (Government Code Sections 995, et seq.). In addition, any funds provided by the District for the legal criminal defense of Employee shall be fully reimbursed to the District by General Manager if the General Manager is convicted of a crime involving an abuse of the office or position as required under Government Code Section 53243.1.

XX. AMENDMENTS: Any modifications of this Agreement will be effective only if in writing and signed by both the General Manager and the District.

XXI. NOTICE: Any notices required or permitted pursuant to this Agreement shall be given in person or by certified or registered mail, addressed as follows:

To District: President of the Board of Directors
Hidden Valley Lake Community Services District
19400 Hartmann Rd
Hidden Valley Lake, CA 95467

To General Manager: Dennis White
Address 18851 LOYLE SPRINGS ROAD
City State Zip HIDDEN VALLEY LAKE CA 95467

XXII. COUNTERPARTS; ELECTRONIC SIGNATURES: This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by each of the parties and delivered to the other parties; it being understood that all parties need not sign the same counterparts. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" ("pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by means shall be deemed to be their original signatures for all purposes.

IN WITNESS WHEREOF, the District and General Manager hereto have executed this Agreement as of the Effective Date.

D. White 9/15/2020
Dennis White Date

[Signature] 9/15/2020
James Lieberman, President, Board of Directors Date

ATTEST:

By: [Signature] 9/15/2020
District Secretary Date

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 22, 2022

AGENDA ITEM: Review and Discuss Salary Range for Project Manager

RECOMMENDATIONS: Staff is recommending the Committee consider a 9% increase for the Project Manager Position.

BACKGROUND: The Project Manager position is crucial and necessary for the District to continue to acquire both State and Federal funding and Grants for Capital Projects.

Because of Alyssa’s dedication and diligent efforts, the District has been awarded a total of \$5,336,873.81.

Disaster Reimbursement	\$2,677,645.27
Federally Funded Non- Disaster	\$86,124.54
State Funded	\$2,456,112
ARPA COVID Funding	\$116,992
TOTAL AWARDED FUNDS	\$5,336,873.81

In 2020 when the Project Manager position was established a salary survey was not conducted, the salary was based on the Water Resources Specialist II salary. Alyssa was at Step E at the time of the transition and therefore, received no increase for taking on the Project Manager position.

During the April 13, Finance Committee meeting, it was recommended staff have an outside salary study completed. Staff worked with Wendy Wettengel, HR Outsourcing Services, and received the completed study on 5/10/2022. Attached for your review.

Fiscal Impact: \$104,000.00 has been considered in the FY 2022-23 Budget to support this recommendation.



Hidden Valley Lake Community Services District:

Project Manager Wage Study



5/10/2022

Prepared by:

Wendy Wettengel

HR Outsourcing Services

1706 E Valencia Rd

Fort Mohave, AZ 86426

wwetten@gmail.com

Overview

Wage Analysis for the Project Manager position at Hidden Valley Lake Community Services District based on comparison of similar positions within similar environments within Sonoma, Lake, and Mendocino Counties.

Considerations

Population Centers within target region include:

Sonoma County: Santa Rosa, Petaluma, Rohnert Park, Windsor, Healdsburg, Sonoma, Sebastopol, Gueneville, Forestville

Mendocino County: Fort Bragg, Mendocino, Ukiah, Willits

Lake County: Clearlake, Hidden Valley Lake, Lakeport, Lucerne, Lower Lake, Clearlake Oaks, Clearlake Riviera, Kelseyville

In determining compatibility for the Project Manager position at HVLCSD the following criteria were assessed:

- Qualifications required-
 - Education
 - experience,
 - field of study.
- Scope of work
 - Water and Wastewater as opposed to Water or Wastewater or included with Public Works
 - Administrative vs Technical/Engineering
- Hierarchy/Accountability Level (Director, Manager, Supervisor)
- Size of the Service Area and Services provided

Within this tri-county region, each population area is as unique in governmental structure as the platforms in which they provide water services and manage wastewater. Cities have the budgetary capacity to manage utilities internally and tend to have strong management and support staff teams. Smaller communities were more likely to outsource some or all of their services- often purchasing water from other sources like Sonoma County, Golden State, or California Water Co. Employees in the smaller or more rural areas tend to fulfill several roles.

Wages of positions that most closely match the hiring criteria, functions, scope, services, and size of those for the HVLCSD Project Manager will have the strongest consideration.

Findings

Large Service Districts

In the population dense area of Sonoma County along the 101 corridor, the Project Manager position is common. In its largest city, Santa Rosa; Project Management roles are assigned to specific departments like Parks, Public Works, or Water and Wastewater. Additionally, some roles focus on planning, whereas others are on implementation. The Utilities Project Development Manager role is the only project management role specifically assigned to water and waste water; its focus is on seeking out potential projects and determining the feasibility and benefits of pursuing them. In this respect, there is a great deal of functional overlap between the positions. Unfortunately, the service area size and cost of living are significant hindrances to making a strong connection on the wages for this position to that of the Hidden Valley Lake CSD Project Manager. Petaluma, Rohnert Park, and Windsor also have specific Project Manager roles, but in each, the positions are relegated to both Public Works and Water and Wastewater Treatment projects. Rohnert Park offers several positions granting more flexibility; Project Manager and Project Coordinator are permanent positions. Part time positions are used for temporary roles on specific projects. Adjustments for cost of living and the larger departmental scope of projects will be necessary.

Within these large service districts, the annual salary range of the permanent positions begins at \$88,294 and reaches \$128,442 on the high end. Based purely on cost of living adjustments, that would translate to Hidden Valley Lake wages of \$70,635-102,635. Bestplaces.com conservatively highlights the overall cost of living at Hidden Valley Lake is 19.9% less expensive- indicating that the median home price is the primary factor. Median home costs in 2022 are 47% less expensive in Hidden Valley than in Santa Rosa (bestplaces.net). Other sites calculate the cost of living as much higher between 37 and 47% higher than in Hidden Valley Lake. Additionally, positions with these cities indicate higher experience levels requirements or multiple fields of knowledge (Petaluma, Windsor, Rohnert Park). In several instances, positions were not entry level and required experience within the department (Santa Rosa, Rohnert Park).

Large Service Districts Table

Location	2022 Population or Pop. Served	Most Comparable Position(s)	Salary Range Provided
Santa Rosa	176,762 Serves 230,000	Utilities Project Development Manager (Water & Wastewater Dept)	\$101,539-128,442
Petaluma	56,602	Project Manager (Public works and utilities; more engineering ; less admin)	\$92,622-112,590
Rohnert Park	42,136	Part Time General Plan Project Manager (temp positions)	\$41-50/hr
		Project Coordinator	\$88,294-107,323
		Project Manager	\$99,897-121,426
Windsor	25,205	Project Manager (Public works and utilities)	\$94,161-117,603

Populations are provided by the US Census via worldpopulationreview.com for all charts.

Mid-Sized Service Districts

With the mid-sized districts or service areas, the job titles become less consistent as the functions of the position increase. In Ukiah for example, the Management Analyst- Public Works oversees projects in both water, wastewater, and public works, but requires less education/experience than similar positions. In Sonoma, the Water Supervisor takes on the day to day as well as projects. Lakeport has a Project Coordinator and Willits has a Project Manager II. In both Lakeport and Willits, the position is assigned to the Public Works Departments, but both indicate that water and wastewater projects are included in the scope. The Lakeport Projects Coordinator aligns very closely to HVLCS in both functions and required experience, education, and skills. Fort Bragg's Administrative Analyst has less accountability, but seems to be strongly aligned with the functions and requirements of the Program Manager's role at HVLCS. It is worth mentioning that Lake County lists a Deputy County Administrative Officer- Projects and Grants. The county is divided into Special Districts, each with its own administrative and technical staff. While

none of the Special Districts listed a Project Manager or any similar role, it is likely that the Deputy provides support.

Mid-Size Districts Table

Location	2022 Est.Population	Most Comparable Position(s)	Salary Range
Ukiah	15,527 pop.	Management Analyst-Public Works (close fit- public works, water and wastewater projects)	STEPS: \$5,451 \$5,723 \$6009 \$6310 \$6625
Sonoma	10,618 pop.	Water Supervisor - daily and projects related to water and wastewater	STEPS \$6593 6922 7268 7632 8013
Fort Bragg	7,179pop.	Associate Planner (comparable functions, less accountability)	STEPS \$ 31.53 33.11 34.77 36.51 38.34
Hidden Valley Lake	5,539 est. pop	Project Manager	
Lakeport	5,166pop.	Projects Coordinator	STEPS \$4,709 4,944 5,191 5,451 5,724 6,010
Willits	4,785pop.	Project Manager II	<u>Step 1:</u> \$67,234
Lake County Special Districts	Several CSAs (?)	Deputy County Administrative Officer- Projects and Grants (larger scope; functions and qualifications strong fit)	\$91,128-110,760

Small Districts and Districts with Non-Comparable Positions

The following table provides support information for the Districts and areas not included and the justifications. In some cases, the wage information is shared within another summary.

Location	2022 Population	Most Compatible Position(s)	Salary Range
Clearlake	15,003 pop.	Highlands Water Company and Knoncti no comparable Golden State Water- no local comparables. City of CL:Public Works Supervisor (day to date focused,not-water/waste)	\$5,877-7,1443 Poor match
Healdsburg	11,152 pop.	Doesn't utilize PMs in Utilities, public works, or water/wastewater Water Operations Foreman and Wastewater Operations Foreman (not directly comparable)	\$99,723-121,683 Poor comparisons
Cloverdale	8,754pop.	No comparable position (PM within scope of Public Works Director role)	NA
Sebastopol	7,356pop.	No comparable position, Public Works Management Analyst Scope too broad/functions differ	NA
Forestville	3,000+ water ~1,400 waste	Not comparable; 6 staff. GM is Plant Operator, 2 admin, 3 technicians.	NA
Kelseyville	1360 connections	See Lake County (CSA # 3)	NA
Lucerne and Upper Region	4008 connections	Water: California Water Service Company; Redwood Valley District Golden State	NA See Lake County

		No local comparables Waste: Northwest Regional Wastewater system	Special Districts
Nice	2,527pop.	Water: Non-profit corp Waste: Northwest Regional Wastewater, Lake County	Water: Nice Mutual Water Company See Lake County Special Districts
Clearlake Oaks	2,265	No comparable position	

Populations are provided by the US Census via worldpopulationreview.com for all charts.


Summary

Wage Comparisons By Relevance

The following chart summarizes positions with the highest quantity and degree of matching criteria for the Project Manager position. Posted wages are converted to hourly rates in the third column. Column four weighs them as higher or lower than the Project Manager role in skill, experience, job qualifications, work function difficulty, responsibility level, accountability level, range of scope, and market size of service area. A plus sign indicates that the position is likely at a higher level, whereas the negative sign indicates a lower level role. In the last column, wages are adjusted up or down based on its correlation to the Project Manager of HVLCSO. For example, look at a position with higher qualification requirements or a higher degree of accountability than the HVLCSO Project Manager. The wage is to be adjusted down to the level of the Project Manager using the established criteria for comparisons as a guide. The adjusted wages are then averaged at the bottom of the last column providing the average starting wage for the Project Manager position at HVLCSO based on comparable positions within the Lake, Mendocino, and Sonoma County region.

Wage Comparisons Table

Location	Title	Conversion to Hourly	Comp. Score	Reasoning	Adjusted
Lakeport	Project Coordinator	27.17	90-	Very closely aligned functions and qualifications- scope Public Works not exclusively Water/Wastewater	30.19
Fort Bragg	Administrative Analyst of Public Wks	25.68	85-	+Functions -Lower qualifications -less accountability	30.21
Willits	Project Manager II	32.32	100~	Closely aligned	32.32
Ukiah	Management Analyst of Public Works	31.45	95-	Closely aligned	33.11
Sonoma	Water Supervisor	38.04	90+	Wider scope- technical and admin. Qualifications more technical skills based; less administrative	34.23
Lake County	Deputy Co. Admin. Officer: Projects and Grants	43.81	80 +	Hierarchy/accountability level, service size significantly larger/higher	35.04
Santa Rosa	Utilities Project Development Manager	48.81	85+	Similar scope, accountability Higher qualification requirements, much larger service area	41.49
Rohnert Park	Project Coordinator	42.45	95+	Counterbalance Accountability lower, qualifications, service higher	40.33
Wage for comparable positions when averaged:					34.94



The actual wage range for the positions considered to be comparable with those of the Project Manager position \$25.68/hr to \$48.81/hr. Because each city or water district is unique, matching positions required a good deal of creative interpretation to increase the sampling. Wages of the comparable positions were then adjusted proportionally by the amount of variance from the Program Manager Job Description provided. This narrowed our acceptable wage range for the position to \$30.19 to 41.49 with the average starting wage of \$34.94.

Hidden Valley Lake Community Service District Project Manager wage range is \$30.19 to 41.49 with the average starting wage of \$34.94.

Summary Chart of Position and Wage Findings

A summary of findings are outlined below.

Location	2022 Estimated Population*	Like Position(s)	Salary Range
Markets Significantly Larger			
Santa Rosa	176,762 pop. Serves 230,000	Project Development Manager (W and WW specific; preplanning) UtilityProject Manager (Public works and utilities)	\$101,539-128,442 \$100,539-128,442
Petaluma	56,602 pop.	Project Manager (Public works and utilities)	\$92,622-112,590
Rohnert Park	42,136 pop.	Part Time General Plan Project Manager (hire for specific project) Project Coordinator Project Manager	\$41-50/hr \$88,294-107,323 \$99,897-121,426
Windsor	25,205 pop.	Project Manager (Public works and utilities)	\$94,161-117,603
Ukiah	15,527 pop.	Management Analyst-Public Works (close fit- public works, water and wastewater projects)	<u>STEPS:</u> \$5,451 \$5,723 \$6009 \$6310 \$6625
Clearlake	15,003 pop.	Highlands Water Company and Knoncti no comparable Golden State Water- no local comparables. City of CL:Public Works Supervisor (day to date focused,not-water/waste)	\$5,877-7,1443 Poor match
Healdsburg	11,152 pop.	Doesn't utilize PMs in Utilities,	\$99,723-121,683

		public works, or water/wastewater Water Operations Foreman and Wastewater Operations Foreman (not directly comparable)	
Sonoma	10,618 pop.	Water Supervisor - daily and projects related to water and wastewater	STEPS \$6593 6922 7268 7632 8013
Cloverdale	8,754pop.	No comparable position (PM within scope of Public Works Director role)	NA
Sebastopol	7,356pop.	No comparable position, Public Works Management Analyst Scope too broad/functions differ	NA
Fort Bragg	7,179pop.	Between A and B A. Associate Planner (comparable functions, less accountability) B. Operations Manager and Assistant Director of Engineering (general functions similar; scope larger PW and W & WW; knowledge/certifications higher)	STEPS \$ 31.53 33.11 34.77 36.51 38.34 \$75,046-91,208
Hidden Valley Lake	5,539 est. pop	Project Manager	
Lakeport	5,166pop.	Projects Coordinator	STEPS \$4,709 4,944 5,191 5,451 5,724 6,010
Willits	4,785pop.	Project Manager II	<u>Step I</u> \$67,234
Lake County Special Districts	Several Services Areas	Deputy County Administrative Officer- Projects and Grants (larger scope; functions and qualifications strong fit) Several CSAs	\$91,128-110,760

Forestville	3,000+ water ~1,400 waste	Not comparable; 6 staff. GM is Plant Operator, 2 admin, 3 technicians.	NA
Kelseyville	1360 connections	See Lake County (CSA # 3)	NA
Lucerne and Upper Region	4008 connections	Water: California Water Service Company; Redwood Valley District Golden State No local comparables Waste: Northwest Regional Wastewater system	NA See Lake County Special Districts
Nice	2,527pop.	Water: Non-profit corp Waste: Northwest Regional Wastewater, Lake County	Water: Nice Mutual Water Company See Lake County Special Districts
Clearlake Oaks	2,265	No comparable position	

*Source: US Census Annual Estimate. 2022 estimates calculated via linear projections of previous estimates.

Resources: Links to All Data Provided

General Information

<https://www.bestplaces.net/cost-of-living/santa-rosa-ca/hidden-valley-lake-ca/90000>

<https://worldpopulationreview.com/us-cities/by-first-letter/california#L>

Santa Rosa

<https://www.governmentjobs.com/careers/srcity/classspecs/757622?keywords=project&pagetype=classSpecifications>

<https://www.governmentjobs.com/careers/srcity/classspecs>

<https://www.governmentjobs.com/careers/srcity/classspecs/757622?keywords=project&pagetype=classSpecifications>

<https://www.bestplaces.net/cost-of-living/santa-rosa-ca/hidden-valley-lake-ca/90000>

Rohnert Park

<https://www.governmentjobs.com/careers/rohnertpark>

<https://www.governmentjobs.com/careers/rohnertpark/classspecs>

Petaluma

<https://cityofpetaluma.org/departments/join-our-petaluma-team/>

<https://www.governmentjobs.com/careers/petaluma/jobs/3523743/project-manager?keywords=project%20manager&pagetype=jobOpportunitiesJobs>

Fort Bragg

<https://www.city.fortbragg.com/departments/human-resources/job-openings>

<https://www.city.fortbragg.com/home/showpublisheddocument/2356/637726015061370000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2250/637726012061170000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2336/637869379800479964>

<https://www.city.fortbragg.com/home/showpublisheddocument/2246/637726012051630000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2328/637726014765730000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2226/637869349255522677>.

Willits

<https://cityofwillits.org/246/Pay-Schedules>

Ukiah

<http://www.cityofukiah.com/salary-schedules-3/>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2014/03/Management-Analyst-Public-Works-1.pdf>

<http://www.cityofukiah.com/salary-schedules-3/>

Lakeport

https://www.cityoflakeport.com/human_resources/salary_schedule_and_mou_s.php

<https://files4.revize.com/lakeportca/Master%20Salary%20Schedule%20by%20Alpha%20rev.%2010.5.21.pdf>

<https://files4.revize.com/lakeportca/44%20Projects%20Coordinator.pdf>

<https://files4.revize.com/lakeportca/Master%20Salary%20Schedule%20by%20Alpha%20rev.%2010.5.21.pdf>

Lake County

<https://www.governmentjobs.com/careers/lakecountyca/classspecs?keywords=project>

<https://www.governmentjobs.com/careers/lakecountyca/classspecs/1383201?keywords=project%20manager&pagetype=classSpecifications>

Healdsburg

<https://www.governmentjobs.com/careers/healdsburgca/classspecs?page=10>

<https://www.governmentjobs.com/careers/healdsburgca/classspecs?page=11>

Sonoma

<https://www.sonomacity.org/documents/water-supervisor/>

<https://docs.google.com/viewerng/viewer?url=https://storage.googleapis.com/proud-city/sonomaca/uploads/2021/01/July-2-2021-Salary-Sched-PDF.pdf>

Geurneville

<https://www.sweetwatersprings.com/>

<https://www.calwater.com/>

<https://docs.google.com/viewerng/viewer?url=https://storage.googleapis.com/proud-city/sonomaca/uploads/2021/01/July-2-2021-Salary-Sched-PDF.pdf>

Cloverdale

<https://www.cloverdale.net/DocumentCenter/View/2082/PW-Director-City-Engineer-1011?bidId=>

<https://www.cloverdale.net/329/Job-Descriptions>

Sebastopol

<https://ci.sebastopol.ca.us/Connect-With-Us/City-Staff-Directory>

Forestville

<https://www.forestvillewd.com/about-us>

Nice

<https://www.nicemutualwatercompany.info/>

Lucerne

<https://www.calwater.com/>



**Hidden Valley Lake
Community Services District**

Project Manager

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

Reports to: General Manager Status: Exempt Current: Approved 12/2020	Hourly Salary				
	Step A	Step B	Step C	Step D	Step E
	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

Proposed	\$40.99	\$43.15	\$45.42	\$47.69	\$50.07
-----------------	----------------	----------------	----------------	----------------	----------------

DEFINITION:

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Collects compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies, and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts.
- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.

- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

Licenses/Certificates:

A Project Manager Professional (PMP) certification is desirable.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services, and funding report requirements;
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

Ability to:

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems, and procedures, understand, interpret, and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.
- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

Other Duties:

Project Manager

Perform other related duties as requested by the General Manager.

Pending Review and Approval



Project Manager

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

Reports to: General	Hourly Salary				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Current: Approved 12/2020	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

DEFINITION:

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Collects, compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts.

- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.
- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

Licenses/Certificates:

A Project Manager Professional (PMP) certification is desirable.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services and funding report requirements.
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

Ability to:

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems, and procedures, understand, interpret and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.

- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

Other Duties:

Perform other related duties as requested by the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date