

# Personnel Committee Meeting



YOUR BEST PROTECTION

## **Ontario Gateway Hotel**

2200 E. Holt Boulevard  
Ontario, CA 91761  
(909) 975-5000

Wednesday  
October 2, 2019  
12:00 PM

Chairman: E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency

Vice-chair: Thomas Cuquet, South Sutter Water District

Melody McDonald, San Bernardino Valley Water Conservation District



# PERSONNEL COMMITTEE MEETING

## AGENDA

Ontario Gateway Hotel  
2200 E. Holt Boulevard  
Ontario, CA 91761  
(909) 975-5000

**Wednesday, October 2, 2019, 12:00 PM**

### **WELCOME**

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

### **EVACUATION PROCEDURES**

**PUBLIC COMMENT** Members of the public will be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chairman know.

### **INTRODUCTIONS**

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

<u>Presenter</u>			<u>Page#</u>
Gladbach	* I.	Approve the meeting minutes of May 30, 2019.	1
Sells	* II.	Review 2019-2020 Goals and Objectives.	3
Sells	III.	Review CEO contract.	
Slaven	* IV.	Review staffing status and possible new positions, and make recommendation to the Executive Committee.	4
Slaven	* V.	Discuss new policies and make recommendation to the Executive Committee.	17
Slaven	* VI.	Review new salary schedule and make recommendation to the Executive Committee.	21

<u>Presenter</u>		<u>Page#</u>
Slaven	* VI. Review staffing activities.	23
Gladbach	* VII. Discuss next meeting date.	24

## **ADJOURN**

\*Related items enclosed.

***Americans With Disabilities Act*** – *The ACWA JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the ACWA JPIA, shall be made to: Patricia Slaven, Director of Human Resources and Administration, ACWA JPIA, P.O. Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)*

*Written materials relating to an item on this Agenda that are distributed to the ACWA JPIA Personnel Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.*



*Unapproved Minutes*

**Personnel Committee Meeting**  
 Ontario Gateway Hotel  
 2200 E. Holt Boulevard  
 Ontario, CA 91761  
 (909) 975-5000

May 30, 2019

### **MEMBERS PRESENT**

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Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency  
 Melody A. McDonald, San Bernardino Valley Water Conservation District

### **MEMBERS ABSENT**

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Thomas Cuquet, South Sutter Water District

### **STAFF PRESENT**

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Chief Executive Officer/Secretary: Walter “Andy” Sells  
 Patricia Slaven, Director of Human Resources and Administration

### **OTHERS IN ATTENDANCE**

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S.R. “Al” Lopez, Santa Rosa Regional Resources Authority  
 Kathleen Tiegs, Cucamonga Valley Water District

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

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Chairman Gladbach called the meeting to order at 12:28 a.m.

### **PUBLIC COMMENT**

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As the agenda stated, members of the public would be allowed to address the Personnel Committee on any agenda item prior to the Committee’s decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

### **APPROVAL OF MINUTES**

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Chairman Gladbach called for approval of the minutes of the January 16, 2019 meeting.

M/S/C (McDonald/Gladbach) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the January 16, 2019 meeting, as presented.

### **REVIEW OF 2019 GOALS AND OBJECTIVES**

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Mr. Sells reviewed JPIA’s 2019 Goals and Objectives and provided a progress report.

## **STAFFING STATUS**

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Ms. Slaven reported that Mathew Bunde started on February 25, 2019 as Sr. Risk Control Advisor Central Valley. Carol Barake, Risk Control Manager, retired on April 12 and Karen Thesing, Director of Insurance Services, will manage the Risk Management Department on a temporary basis until a Risk Control Manager is hired. Ms. Slaven also reviewed staff demographics and JPIA's possible future needs.

## **POSSIBLE NEW POLICIES**

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Ms. Slaven reviewed the two possible policies to be included in the handbook: Tele-commuting policy and clarification on employer contribution for CalPERS members hired by JPIA. A discussion was held on issues and benefits of these policies.

## **CHANGE IN ORGANIZATIONAL PERFORMANCE REVIEW**

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Ms. Slaven noted that on previous years, the Organizational Appraisal was conducted via paper, however, staff is looking at conducting the appraisal electronically using Survey Monkey to allow for easier compilation and archiving of information. Patricia will distribute the survey results after reviewing the process with the entire Executive Committee on June 4, 2019.

## **CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL PROCESS**

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Ms. Slaven will distribute the CEO Appraisal forms by June 6, 2019, with return of the appraisal forms to her by June 20, 2019. Ms. Slaven will coordinate the process and will provide a copy of the comprehensive results to Chairman Gladbach. All results and recommendations will be reviewed with the Executive Committee on June 24, 2019.

## **STAFFING ACTIVITIES**

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Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on January 16, 2019. Highlights included the eight-year celebration of the move to the Roseville building; staff gifts to celebrate JPIA's 40<sup>th</sup> anniversary; mid-term performance evaluations in March; the Wellness Committee Food Drive; and the HR Group meetings held in Roseville, Ontario and San Diego.

## **NEXT MEETING DATE**

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The next Personnel Committee meeting will be on May 30, 2019.

The Personnel Committee meeting adjourned at 2:27 p.m.

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E.G. "Jerry" Gladbach, President

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Walter "Andy" Sells, Secretary

**ACWA JPIA**  
**2019-2020 Goals and Objectives**  
**October 2, 2019**

**BACKGROUND**

Each year, the Executive Committee decides on goals for the organization. The Personnel Committee has asked to be kept up to date on progress towards the goals.

**CURRENT SITUATION**

The 2019-2020 organizational goals are as follows:

1. Address and implement recommendations from vulnerability/penetration testing regarding JPIA cyber security.
2. Conduct staff engagement survey; determine areas for changes or improvements and implement those changes.
3. Assess effectiveness and ease of current document storage process.
4. Develop internal leadership skills throughout organization.
5. Create a member task group to meet and identify members' future needs/wants/ideas.

**RECOMMENDATIONS**

None, informational only.

**ACWA JPIA**  
**Staffing Status and Possible New Positions**  
**October 2, 2019**

**BACKGROUND**

The Personnel Committee is to be kept apprised of staffing changes and will recommend any grade changes or new positions for approval by the Executive Committee.

**CURRENT SITUATION**

Senior management constantly reviews and discusses staffing, retirements and employee development.

Three new positions have been added to the organization in order to meet the changing demands and recognize those taking on additional duties and responsibilities. They are as follows: Lead IT Solutions Developer (change in existing position), Benefits System Analyst II (change in existing position), and Special Projects Manager (additional position). Job descriptions included on the following pages.

Staffing changes which have occurred since last Personnel Committee meeting:

- On September 16, interviews and testing were held for the Risk Control Manager position. Three candidates were interviewed and a job offer was made to Thomas Amberson. His proposed start date will be October 21, 2019. Resume included.
- Cece Reynolds, Accountant II, will be retiring in December. Her position has been posted. The plan is for the position to be filled by first week of November in order to provide the department ample time to train.

**RECOMMENDATIONS**

That the Personnel Committee make a recommendation to the Executive Committee to approve two new title changes and one additional position: Lead IT Solutions Developer, Benefits System Analyst II, and Special Projects Manager.

**ACWA JPIA**  
**LEAD IT SOLUTIONS DEVELOPER**

**Name:**  
**Grade: 45**  
**Status: Non-Exempt/Technical**

**Reports to: Director of Finance**  
**Salary Range: \$80,942 - \$121,413**  
**Date: October 2019**

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**Definition/Summary**

Under general direction, collaborate with IT team and internal clients to develop, streamline and maintain applications, web sites, networks and databases for the purposes of day-to-day business needs and strategic planning, based on user's requests and needs; direct workflow of projects; monitor and provide feedback to IT team, clients and management regarding progress on projects.

**Essential Functions**

- Provides guidance and direction to IT team members regarding projects, deadlines and issues
- Tracks projects to ensure goals are met
- Assigns tasks to team members and reviews work
- Works with clients to clarify requirements and offer feedback in a proactive manner to ensure that issues are addressed early
- Maintains/updates and revises applications such as Navrisk, RPA tracking and financial reporting applications.
- Defines, designs, programs, tests, checks and debugs new and existing applications and databases.
- Prepares necessary reports that meet the varying needs of the JPIA management.
- Develops controls to assure applications are meeting the JPIA's business needs.
- Maintains up to date documentation on new and existing applications and databases.
- Establishes and maintains effective working relationship with co-workers and those contacted during the course of work.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

**Other Duties**

- Documents and trains staff in the most effective use of the computer software.
- Acts as primary contact for outside vendor software.
- Tests new applications and troubleshoots existing applications.
- Performs other job-related duties as required.

**Job Standards/Specifications**

**Knowledge of:**

- Software development life cycle



- Team dynamics and effective communication techniques
- Monitoring workflow and project management
- Transactional SQL (TSQL), SQL Server, ASP.NET, VB.NET, Batch files, Foxpro, Java Script, and Crystal Reports.
- Computer Programming methodology.
- Systems architecture, configuration and monitoring.
- Strategic design of Computer/Network systems and Microsoft technologies.
- Troubleshooting methodologies for software development in network situations.
- Application of data processing methods to the operations and services of JPIA.

#### Ability to:

- Work collaboratively with other IT staff to ensure client satisfaction and progress on projects
- Provide feedback to clients and team to improve processes and systems functionality
- Clearly communicate status and issues to management
- Analyze JPIA functions and operations and adapt them to data processing methods and equipment.
- Translate technical terminology into commonly understood terms.
- Provide advice and consultation in the development of data processing applications.
- Develop long-range data processing plans and programs.
- Code and debug programs.
- Develop operations and procedures manuals for data processing applications.

#### Typical Physical Activities

- Communicates orally with JPIA Management and co-workers, in face-to-face one-to-one setting and in group setting (gives instructions and information and responds to questions).
- See and hear within normal range with or without correction.
- Possess normal color vision.
- Ability to work at a desk for an extended period of time.
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as computer systems, telephones, and other related equipment.

#### Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Experience: Five years of increasingly responsible work experience in the development and utilization of data processing methods, systems, software, and equipment including experience in a management or supervisory capacity.

**License Certificate Registration Requirement**

Driver's License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

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

---

Employee Signature

Date

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Supervisor Signature

Date

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

**ACWA JPIA**  
**BENEFITS SYSTEM ANALYST II**

**Name:**  
**Grade: 32**  
**Status: Non-exempt**  
**Other: Full time, 40 hours week**

**Reports to: Employee Benefits Manager**  
**Salary Range: \$57,736 - \$86,603**  
**Date: October, 2019**

**Definition/Summary**

Under general supervision from the Employee Benefits Manager and Lead Benefits Analyst, perform complex duties in support of group employee benefit software program; configure and maintain computerized benefits and invoicing system; manage data related to group benefit plan enrollment, billing, and utilization; create invoices and resolve discrepancies; provide technical support to members and coworkers; update department web pages; answer general questions from members and staff regarding Employee Benefits policies and procedures.

**Essential Functions**

- Maintains the computerized benefits and invoicing system (“system “)
- Modifies system to process enrollments and billing in accordance with unique benefit plan, region, and employment policy for each member
- Performs complex system changes in the system
- Creates and maintain eligibility files to carriers
- Perform system tests to ensure all processes work in accordance with identified goals
- Identifies, proposes and implements solutions to issues in the system
- Generates monthly invoices for all member agencies in Employee Benefits
- Generates ACA required annual tax forms on behalf of JPIA self-funded medical plan participants and participating member agencies
- Programs and updates data in benefits SQL Databases
- Creates SQL queries for employee benefits claims database per request
- Performs audits on a monthly and quarterly basis to ensure compliance and timely processing
- Troubleshoots and resolves complex bswift issues for members and coworkers
- Develops and maintains system User Guides for members
- Writes and runs reports for internal and external use
- Creates and manage Risk Console queries for Employee Benefits department
- Configures Open Enrollment setup in the benefits system, including member plan participation changes
- Stays abreast of quarterly system updates from the benefits system provider, including participation in webinars, review of documentation and training of department staff and, if necessary, end users regarding new features
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public

## Other Duties

- Assist Finance in collection of past due balances from members
- Update and maintain Employee Benefits web pages
- Maintain internal system procedure manual
- Set up user access to the employee benefits system
- Identify potential system enhancements and upgrades
- Assist team members and district HR staff with identifying reports that are needed
- Audit and correct eligibility discrepancies using reports from multiple sources
- Work independently to accomplish objectives set by the Lead Benefits Analyst and Employee Benefits Manager
- Perform a variety of office and administrative work
- Operate a computer and a variety of office equipment
- Serve as a backup on telephones
- Perform related duties as assigned

## Job Standards/Specifications

### Knowledge of:

- Cognos Reporting Tool or similar reporting tools
- SQL Server Database administration
- SQL Server Query Statements
- Advanced Microsoft Excel
- WordPress or other Web Hosting Programs
- HTML
- Group insurance rules, laws and regulations
- English usage, spelling, grammar and punctuation
- Modern office procedures, methods, and equipment
- Filing and record keeping procedures
- Telephone and customer service practices and techniques
- Computer applications, including word processing, spreadsheet and database software

### Ability to:

- Perform data analysis
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Understand and follow oral and written instructions
- Independently prioritize work and meet deadlines
- Operate computers and other office equipment
- Make basic arithmetic calculations accurately
- Independently prepare reports, letters, memos and other documents
- Deal tactfully and courteously with customers
- Represent ACWA/JPIA in a professional manner

### **Typical Physical Activities**

- Ability to work at a desk for an extended time period.
- Insert and retrieve documents from a manual filing cabinet.
- Lift and move objects up to 15 pounds such as large binders, books, small office equipment and supplies.
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly use a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sit for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

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

Six years of increasing responsibility for HRIS or database management.

### **License Certificate Registration Requirement**

Possession of a California driver's license issued by the State Department of Motor Vehicles and proof of valid insurance for vehicle. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Possession of and continuance of a driving record that does not cause adverse effect on JPIA's automobile insurance rates is required.

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

---

Employee Signature

Date

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Supervisor Signature

Date

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**ACWA JPIA**  
**SPECIAL PROJECTS MANAGER**

<b>Name:</b>	<b>Reports to: Director of Finance</b>
<b>Grade: 52 (Same level of Other Managers)</b>	<b>Salary Range:</b>
<b>Status: Exempt</b>	<b>Date: January 2020</b>

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**Definition/Summary**

Under general direction, performs a variety of difficult and complex tasks as needed for ACWA JPIA projects including software program implementations. Performs professional accounting duties in support of the Authority's financial, accounting and related administrative functions as needed.

**Essential Functions**

- Coordinates the Phase II Ventiv implementation for premium billing and the RPA/RSF processes
- Coordinates the payroll portion of the Paylocity implementation and follow up issues as needed
- Coordinates other software implementations as assigned
- Assists with projects as assigned
- Assists the Finance Manager as needed
- Assists with CalPERS as needed
- Assists with Risk Console premium invoicing
- Assists with the RPA/RSF process as needed
- Establishes and maintains effective working relationship with co-workers and those contacted during the course of work.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities

**Other Duties**

- Assists with the California State Controller and Compensation annual reports
- Assists with actuary reports
- Provides member service for member districts
- Assists with finance employee benefits reporting
- Assists with cash management
- Attends technical training, seminars, conferences
- Assists with OPEB reporting
- Assists with the 457 deferred compensation and other staff saving programs
- Creates various financial reports
- Drive personal or rental vehicle to JPIA-related travel requirements
- Assists Director of Finance
- Other projects as assigned

## **Job Standards/Specifications**

### Knowledge of:

- Knowledge of ACWA JPIA's software products in order to perform a variety of projects
- Principles and practices of accounting, finance, budgeting, investment, and the development and maintenance of fiscal controls
- Laws, rules, ordinances, and legislative processes controlling JPIA's financial functions and operations
- Awareness of principles and practices of auditing
- Computerized management information and fiscal systems
- Investment principles and practices
- Principles of supervision, training, and management
- CalPERS programs
- Deferred Compensation programs
- JPIA safety program and policies

### Ability to:

- Assists with the financial, budgeting, management information systems, investment, and functions of JPIA
- Assists with, training, and work development for Finance Department
- Assists with the JPIA's budget development and fiscal controls
- Assists with the preparation of financial reports and statements
- Communicate well during public presentations
- Provide advice and consultation to upper management on the development of fiscal systems, policies, and assets
- Communicate effectively verbally and in writing

## **Typical Physical Activities**

- Communicate orally with JPIA Committees, Board of Directors, district members, co-workers, and public in face-to-face one-to-one setting; by telephone and in group setting (gives instructions and information and responds to questions)
- Travels by airplane and automobile to various meetings and conferences
- Sits and works at a desk for an extended period of time
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment
- Ability to work from home 2-3 days a week staying focused on timely completion of projects
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.

**Environmental Factors**

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

**Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Experience: Broad and extensive work experience that included performing financial analysis, accounting, management information system development, budgeting, and risk management work with at least two years of the experience in a management or supervisory capacity.

Education: A Bachelor's degree in Business Administration, Finance, Accounting, or closely related field from an accredited college or university is highly desirable. CPA desirable.

**License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

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

---

Employee Signature

Date

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Supervisor Signature

Date

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# Thomas W. Amberson

## Objective

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Experienced Risk Control/Risk Management professional with over two decades of public entity risk-sharing pools experience seeks position where my many years of leadership, facility inspections, safety programs development and training expertise can have positive results for clientele.

## Key Qualifications

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Serving the California Fair industry with workplace/event safety, risk management and risk control services, operational evaluation, regulatory compliance and facilities operations services for over 20 years. Ten years as an NAARSO certified amusement ride inspector. Team player with a deep understanding of the virtues of excellent customer service. Proven leader and highly engaged member of management team. Leadership skills include a from-the-front leadership approach, with emphasis on communication, clear expectations, trust and fairness. Responsible manager, maintaining ¾ million dollar department budget, direct supervision of staff, strategic planning and management functions while serving the needs of the largest clients. Well-versed on amusement rides, ride inspection techniques, nomenclature, manufacturer's and industry organizations; good working knowledge on relevant regulatory concerns regarding events/fair and festival risk, with expertise in Fire, Life/Safety and OSHA regulations. Conducted hundreds of event safety/facility inspections along with 1000's of portable amusement ride inspections. Prepare reports based on findings. Involved in fair client budgeting and prioritizing of capital improvement projects. Excellent working relationships with industry support agencies, regulatory groups and other stakeholders.

## Work Experience

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### Risk Department Manager

California Fair Services Authority, Sacramento, Ca.

April 1997 - present

- Lead a team of 8 risk management/risk control professionals who provide insurance pools administration, risk management and risk control services for California's self-insured fairs.
- Perform both departmental management functions for CFSA and provide risk services California's largest fairs.
- Provide fair clients with a variety of safety, risk analysis, regulatory compliance and facilities operations procedures, consultation and regulatory compliance programs development.
- Maintained output productivity of the Risk Department during 30% workforce reduction. Simultaneously introduced new products and services, while at the same time, increased risk control efforts with membership which lead to a 17% reduction in frequency of general liability claims over a three-year period.
- Directly responsible for annual renewals of general liability, worker's compensation, property and other special liability coverages for the 60+ California Fairs.
- Work closely with actuaries and brokers; regular collaboration with State regulatory authorities and other government agencies.
- Actively involved in the litigation of general liability claims. Work closely with legal counsel and staff for best possible outcomes.
- Directly involved with strategic planning, development of policy, procedure and new services. Active participant in implementing action steps. Serve as a member of the management team in providing leadership to CFSA and the California Fair industry.
- Prepare department reports and make presentations to the CFSA Board of Directors.
- Authorized agency check signer to \$50,000.00. Unlimited authorization with second signature.
- Write reports and correspondence required as a manager.
- Serve as lead trainer for CFSA, developing curriculum, presentation tools and conducting the training sessions – at fair sites, conferences, conventions and statewide meetings.

- Served as a committee member on several fair industry committees. Currently a member of the Western Fairs Association Livestock Committee.

**Industrial Safety Sales Associate**  
**Solon Fire Control, Folsom, Ca.**

May 1996 – April 1997

- Conducted sales and servicing of industrial/facility health and safety products.
- Responsible for ordering and maintaining inventory. Maintained efficient, cost-effective balance between inventory, supply and demand.
- Successful at increasing client base. Improved base by 20% in 10 month period.

**Shop Foreman/Fire Equipment Technician**  
**Firecode Safety Equipment, Sacramento, Ca.**

Sept. 1992 – May 1996

- Maintained shop operations, parts/product inventory.
- Responsible for training and supervision of field technicians.
- Conducted service and sales of industrial fire and safety equipment.
- Performed fire/life/safety inspections at various industrial complexes.

**Firefighter/Emergency Medical Technician**  
**Sacramento City Fire Dept. Reserve, Sacramento, Ca.**

March 1995 - September 2000

- Duties included fire suppression, emergency medical care, fire scene overhaul/salvage operations, event first aid stand-by and community service events.
- Promoted up the ranks. Achieved Fire Officer status within organization.
- Responsible for organization civic activities, firehouse and fire apparatus maintenance and upkeep.
- Developed and implemented training programs for fire reservists.
- Participated in interview and selection panels.

## **Education and Professional Development**

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- Alta Vista High School Class of 1983
- Emergency Medical Technician – Consumnes River College.

## **Professional Development**

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- Certified Safety Management Specialist (CSMS)
- Holder of Safety Specialist Certificate
- Certified instructor - CPR/first aid, mobile equipment (lift truck and boom lift).
- NAARSO (National Association of Amusement Ride Safety Officials) Level 1 Amusement Ride Inspector.
- Certified Level 1 Ergonomist
- FED/OSHA 501 Instructor
- Completed California State Fire Marshal Courses – Fire Prevention 1A, 1B and 1C.
- Completed several management courses administered by the American Management Association.

## **Other Activities**

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- Served as a volunteer CPR/First Aid instructor with the American Red Cross for 10 years.
- Professional musician - over 20 years live performance, touring and studio recording experience. Three-time recipient of SAMMIES (Sacramento Area Music Awards) awards, including induction into the SAMMIES Hall of Fame.
- Regionally acclaimed angler - Sponsorship from several fishing products companies. Numerous appearances on national television and have written published articles on fishing. Also involved in multimedia production and marketing.
- Avid board sports enthusiast - over 40 years snowboarding and surfing.

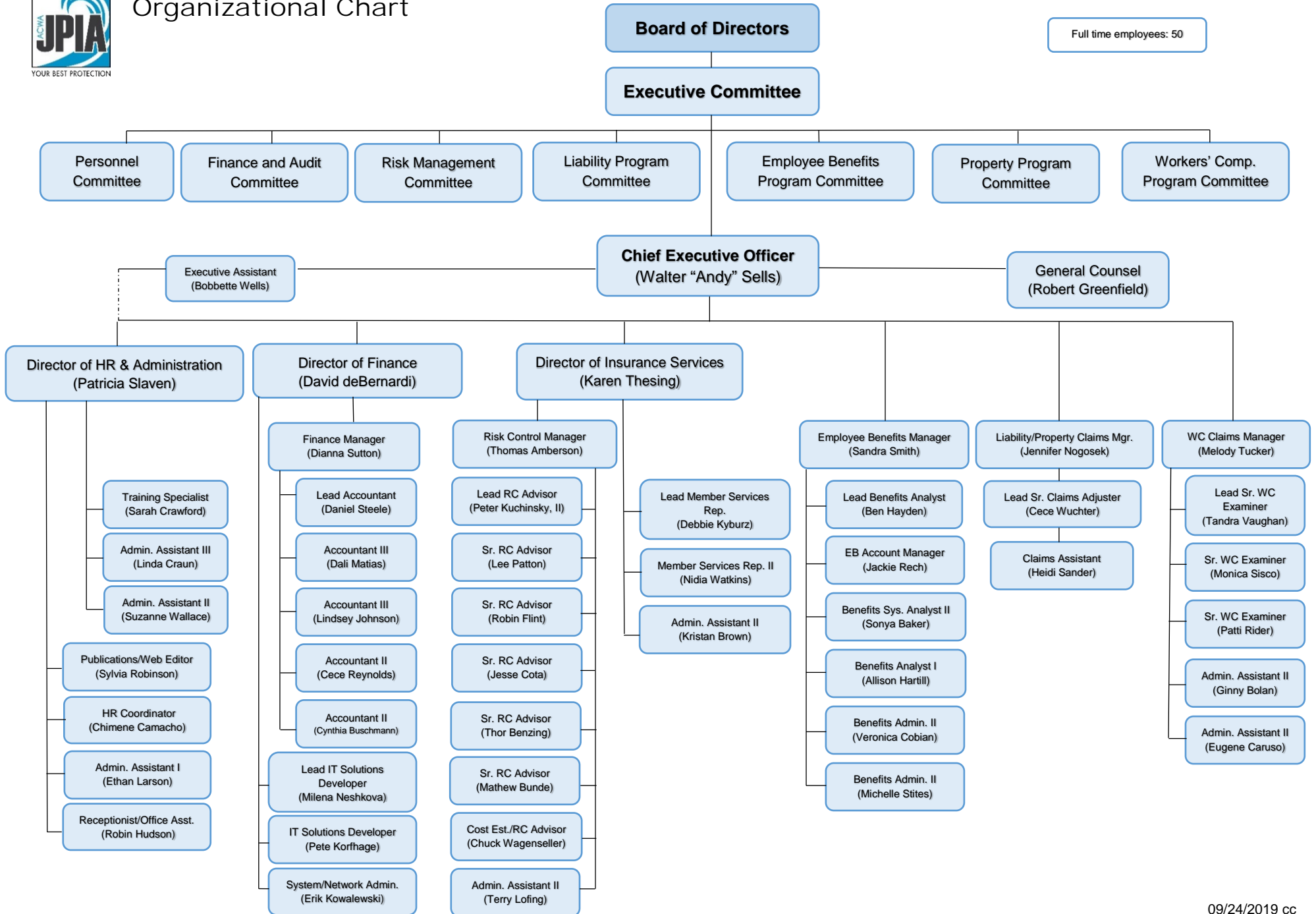


# Organizational Chart

To be effective November 5, 2019

16

Full time employees: 50



**ACWA JPIA**  
**New Policies**  
**October 2, 2019**

**BACKGROUND**

JPIA maintains an Employee Handbook which contains policies, procedures and information necessary for staff to understand. At times, changes are made that may require Executive Committee approval.

**CURRENT SITUATION**

JPIA is reviewing three policies to include in the handbook:

Remote Work – allowing certain positions to choose to work from home one day per pay period. Policy included on following page.

Internal Candidate process – guidelines for applying for internal openings at JPIA. Policy included on the following pages.

Per Diem – update the recommended hotel reimbursement rate to align with current pricing from \$135 per night to \$175 per night.

**RECOMMENDATION**

That the Personnel Committee make a recommendation to the Executive Committee to approve the three new policies as outlined above.

## Remote Work Policy

JPIA considers working from home to be a viable alternative work arrangement in cases where the individual, job and supervisor characteristics are best suited to such an arrangement. Working remotely is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with JPIA. The success of the program will be evaluated based on productivity, seamlessness to our members and staff, and no negative impact on our collaborative culture. Below are the parameters:

- Remote work is optional. Remote work is not permanent and may be discontinued at any time without prior notice.
- Remote work is a privilege, not a right. A supervisor may determine that some positions and/or individuals are not well suited for the remote work option.
- Subject to supervisor approval, the remote work option is available to all staff with one year of employment, at least “Meets Expectations” on their last review, and who are not currently on a Performance Improvement Plan. The first 90 days will be a trial period.
- Remote work is an option in lieu of the Alternate Work Week schedule.
- Remote work is limited to no more than 1 day per pay period (unless approved by the CEO). The particular day will be arranged with the supervisor and will not need to be the same each time.
- The employee will agree to keep the main JPIA Outlook calendar updated so that others can easily determine if they have taken a day off, are out of the office at a meeting, or are working remotely.
- Any employee working remotely must be available during the core hours of 8:00 a.m. to 4:00 p.m. to answer calls, respond to email, attend web meetings, etc.
- If working remotely on the day of a Q & A, attendance via webinar is required.
- Any employee working remotely must come in to the office if requested by their supervisor to do so.
- Employees will work remotely from their primary residence.
- No new equipment will be purchased by the JPIA. Employees will use JPIA issued laptop computers, checked out for the day they are working from home. The JPIA will not reimburse for the purchase of any office equipment for remote work. Needed supplies can be obtained when in the office.
- An employee must ensure their remote work environment is one where they can be productive for 8 hours of work time and has internet service with sufficient

speed/capacity to do their job. Employees must also ensure that their remote work environment is safe and ergonomically correct. JPIA Risk Control staff are available for verbal consultation as requested.

- An employee working remotely must agree to follow all security and data privacy policies, procedures, and laws.
- An employee working remotely must agree to answer phone calls and respond to emails within two hours of receipt.
- An employee working remotely must agree to answer phone calls, respond to email, and access information using their own phone and internet service with no reimbursement from the JPIA.
- Employees working remotely are to use the phone-forwarding feature on their office phone.
- Remote work is *not* designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of working from home with family members prior to entering into a trial period.
- Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by JPIA. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the remote work agreement.
- If an employee incurs a work-related injury while working remotely, workers' compensation law and rules apply. An employee must notify their supervisor or Director of Human Resources and Administration immediately and complete all necessary documents regarding the injury.
- If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.
- Evaluation of remote worker's performance during the trial period will include interaction by phone and e-mail between the employee and the manager, and face-to-face meetings to discuss work progress and problems. At the conclusion of the 90-day trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of remote worker's performance beyond the trial period will be consistent with that received by employees working at the office.

## **Internal Position Application Policy**

JPIA encourages staff to identify professional development opportunities within the organization. One such way is to apply for internal openings and grow within the JPIA. Any employee can apply for an internal opening, as long as they are not on a Performance Improvement Plan. When an opening is posted, the employee must submit a JPIA application, resume and cover letter to the Director of Human Resources and Administration by the due date listed on the job advertisement. Like all external applicants, the internal candidate will be interviewed if they meet the qualifications of the job. An interview is not guaranteed.

**ACWA JPIA**  
**New Pay Schedule**  
**October 2, 2019**

**BACKGROUND**

CalPERS Office of Audit Services (OAS) reviews the member earnings and retirement enrollment reporting procedures of public agencies under contract with CalPERS. The OAS requires any changes to the Pay Schedule be pre-approved by the JPIA governing body, which is the Executive Committee, and then posted for the public to view.

**CURRENT SITUATION**

Three new positions are reflected on the proposed pay schedule:

- Lead IT Solutions Developer
- Benefits System Analyst II
- Special Projects Manager

**RECOMMENDATION**

That the Personnel Committee review the JPIA Pay Schedule as presented and make a recommendation to the Executive Committee for approval.



## ACWA JPIA Staff

### Pay Schedule

Revision Date: November 5, 2019

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	217,335	326,002
Director of Finance	Exempt	68	142,831	214,247
Director of Human Resources & Administration	Exempt	68	142,831	214,247
Director of Insurance Services	Exempt	68	142,831	214,247
General Counsel	Exempt	68	142,831	214,247
Employee Benefits Manager	Exempt	58	111,580	167,369
Finance Manager	Exempt	52	96,215	144,322
Liability and Property Claims Manager	Exempt	52	96,215	144,322
Risk Control Manager	Exempt	52	96,215	144,322
Special Projects Manager	Exempt	52	96,215	144,322
Workers' Compensation Manager	Exempt	52	96,215	144,322
Lead Risk Control Advisor South	Exempt	48S	91,579	137,368
Senior Risk Control Advisor South	Exempt	45S	87,166	130,749
Cost Estimator Risk Control Advisor	Exempt	45	80,942	121,413
Lead IT Solutions Developer	Non-Exempt	45	80,942	121,413
Senior Risk Control Advisor	Exempt	45	80,942	121,413
IT Solutions Developer	Non-Exempt	44	78,968	118,452
Lead Accountant	Non-Exempt	42	75,163	112,744
Lead Benefits Analyst	Non-Exempt	42	75,163	112,744
Lead Member Services Representative	Non-Exempt	42	75,163	112,744
Lead Sr. Claims Adjuster	Exempt	42	75,163	112,744
Lead Sr. Workers' Compensation Examiner	Exempt	42	75,163	112,744
Senior Claims Examiner	Exempt	40	71,541	107,312
Senior Workers' Compensation Examiner	Exempt	40	71,541	107,312
System/Network Administrator	Non-Exempt	38	68,094	102,141
Training Specialist	Non-Exempt	38	68,094	102,141
Employee Benefits Account Manager	Non-Exempt	32S	63,232	94,848
Member Services Representative II	Non-Exempt	32	58,717	88,076
Risk Control Advisor	Non-Exempt	32	58,717	88,076
Benefits System Analyst II	Non-Exempt	32	58,717	88,076
Executive Assistant	Non-Exempt	30	55,888	83,832
Publications & Web Editor	Non-Exempt	29	54,525	81,787
Benefits Analyst II	Non-Exempt	28	53,195	79,792
Human Resource Coordinator	Non-Exempt	28	53,195	79,792
Workers' Compensation Examiner	Non-Exempt	26	50,632	75,947
Administrative Assistant III	Non-Exempt	24	48,192	72,288
Benefits Administrator II	Non-Exempt	24	48,192	72,288
Benefits Analyst I	Non-Exempt	24	48,192	72,288
Claims Assistant	Non-Exempt	24	48,192	72,288
Accountant III	Non-Exempt	22	45,870	68,805
Benefits Administrator I	Non-Exempt	22	45,870	68,805
Accountant II	Non-Exempt	20	43,659	65,489
Administrative Assistant II	Non-Exempt	20	43,659	65,489
Administrative Assistant I	Non-Exempt	18	41,556	62,333
Office Assistant II	Non-Exempt	15	38,589	57,883
Receptionist/Office Assistant	Non-Exempt	11	34,959	52,439
Office Assistant	Non-Exempt	9	33,275	49,912
<b>Retired Annuitants</b>			<b>Hourly</b>	<b>Hourly</b>
Special Projects Advisor	Non-Exempt	Ret An	55	80

**ACWA JPIA**  
**Staff Activities**  
**October 2, 2019**

**BACKGROUND**

The Personnel Committee has asked to be kept up-to-date on the staff activities.

**CURRENT SITUATION**

Staff activities since the last Committee meeting on May 30, 2019:

- A Human Resources Group meeting was held at the JPIA office on July 24. The Knowledge Café was set up for attendees to pick what they want to learn from a 'menu' of items being presented. The same presentation was made at Cucamonga Valley Water District in August.
- The Social Committee sponsored a fun adults-only Murder Mystery Luau themed evening on July 26. A total of about 40 people attended this event.
- In July, the Wellness Committee started The Best Joke or Comic Contest. Post a joke or comic on the joke board and earn a chance to win the drawing held at the monthly Q&A.
- Staff Performance Appraisals were held in the month of September.
- The CUEMA Leadership Summit in San Diego was attended by Andy Sells, Patricia Slaven and Karen Thesing.
- On September 11-13, several JPIA staff and Executive Committee attended CAJPA in South Lake Tahoe; two staff made presentation at the conference.
- JPIA formed a partnership with a new background check organization which will offer members significant discounts on screenings.
- All four copiers in the building were updated allowing for better and faster processing at a lower price.
- The 40<sup>th</sup> Anniversary Retro Party was held on September 19. Employees were treated to lunch and dessert, and the 40-40-40 game. \$40 Amazon gift cards were presented to all staff, celebrating the 40<sup>th</sup> anniversary, with instructions to buy something for themselves within 40 minutes. Everyone reconvened to share with the group what they purchased.
- Webinars offered to staff for professional development:
  - Understanding Resilience
  - MS Outlook Power Tools
  - Maximizing Your Day: Effective Time Management

**RECOMMENDATIONS**

None, informational only.



# JPIA MEETING & CONFERENCE CALENDAR – 2019

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CAPTIVE CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 16			10:00 AM ONTARIO							
JAN 29		8:30 AM								
MAR 20				1:00 PM				10:00 AM		
MAR 21		8:30 AM								
MAY 6	1:30 PM	10:30 AM					8:00 AM	9:15 AM		

### ACWA CONFERENCE MAY 7 TO 10 – MONTEREY

MAY 30			12:00 PM ONTARIO						
JUNE 4		8:30 AM							
JUNE 19		7:30 AM							
JUNE 24		1:00 PM			9:00 AM				
AUG 28									8:30 AM
SEPT 9		1:00 PM		10:15 AM		8:30 AM			

### CAJPA CONFERENCE SEPTEMBER 10 TO 13 – SOUTH LAKE TAHOE CA

OCT 2			12:00 PM						
Nov 5		8:30 AM							
DEC 2	1:30 PM	10:15 AM		8:30 AM					

### ACWA CONFERENCE DECEMBER 3 TO DECEMBER 6 – SAN DIEGO



# JPIA MEETING & CONFERENCE CALENDAR – 2020

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CAPTIVE CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 15			11:00 AM ONTARIO							
JAN 22		1:00 PM						10:00 AM		
<b>STRATEGIC PLANNING MARCH 4 TO 6 – PALM DESERT</b>										
MAR 16		1:00 PM		10:00 AM						
MAY 4	1:30 PM	10:15 AM					8:30 AM			
<b>ACWA CONFERENCE MAY 5 TO 8 – MONTEREY</b>										
MAY 27			11:00 AM ONTARIO							
JUN 15		1:00 PM					10:00 AM			
JUL 22		1:00 PM			9:00 AM					
AUG 24				1:00 PM		3:00 PM				
AUG 25		8:30 AM								
<b>CAJPA CONFERENCE SEPTEMBER 8 TO 11 – SOUTH LAKE TAHOE CA</b>										
OCT 7			11:00 AM ONTARIO							
OCT 22		10:00 AM								
Nov 30	1:30 PM	10:15 AM								
<b>ACWA CONFERENCE DECEMBER 1 TO DECEMBER 4 – INDIAN WELLS</b>										