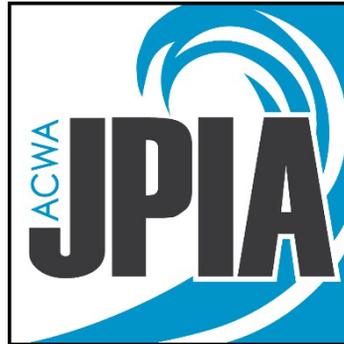


# Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA  
2100 Professional Drive  
Roseville, CA 95661

**Wednesday**  
**September 4, 2024**  
**10:00 AM**

Chair: Melody McDonald, San Bernardino Valley Water Conservation District

Vice-Chair: David Drake, Rincon del Diablo Municipal Water District

J. Bruce Rupp, Humboldt Bay Municipal Water District

Szu Pei Lu-Yang, Rowland Water District



# PERSONNEL COMMITTEE MEETING

## AGENDA

[Zoom Link](#)

Meeting ID: 532 180 4035

Password: 5742

Dial In: 1 (669) 900-6833

### **Wednesday, September 4, 2024, 10:00 AM**

This meeting shall consist of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and the following remote sites:

- Drake – 325 Rock Ridge Place, Escondido
- McDonald – 254 E Valley Street, San Bernardino
- Rupp – 229 Boyle Drive, Eureka
- Lu Yang – 500 N. Brand Boulevard, Suite 1850, Glendale

### **WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS**

**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 Chair know.

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

<u>Presenter</u>			<u>Page #</u>
McDonald	*	I. Approve the Meeting Minutes of June 3, 2024	<b>4</b>
Beatty	*	II. Review Staffing Activities	<b>7</b>
Beatty	*	III. Review Staffing Status	<b>9</b>
Beatty	*	IV. Review and Take Action on New Position	<b>14</b>
Beatty	*	V. Review and Take Action on New Salary Schedule	<b>20</b>
Beatty	*	VI. Update on Retirements, Future Positions, and Office Space	<b>22</b>
Beatty	*	VII. Review and Take Action on Anthem/Kaiser CDHP Health Savings Account Funding Policy	<b>23</b>

**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: Chimene Camacho, Senior Executive Assistant, 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.*



YOUR BEST PROTECTION

*Unapproved Minutes*

**Personnel Committee Meeting**

ACWA JPIA  
2100 Professional Drive  
Roseville, CA 95661  
(916) 786-5742

June 3, 2024

This meeting consisted of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and remote sites.

**MEMBERS PRESENT**

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Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District (via Zoom)  
Vice-Chair: David Drake, Rincon del Diablo Municipal Water District (via Zoom)  
J. Bruce Rupp, Humboldt Bay Municipal Water District (via Zoom)

**MEMBERS ABSENT**

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None

**STAFF PRESENT**

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Chief Executive Officer/Secretary: Adrienne Beatty  
Chimene Camacho, Executive Assistant (Recording Secretary)  
David deBernardi, Director of Finance  
Robert Greenfield, General Counsel  
Jennifer Jobe, Director of Pooled Programs  
Kevin Phillips, Director of Member Outreach  
Tony Waterford, Human Resources Manager

**OTHERS**

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Ernie Avila, Contra Costa Water District  
Chris Kapheim, Kings River Conservation District  
Szu Pei Lu-Yang, Rowland Water District  
Scott Ratterman, Calaveras County Water District  
Randall Reed, Cucamonga Valley Water District

**CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

---

Chair McDonald called the meeting to order at 11:14 a.m. and announced there was a quorum.

**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.

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

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None

### **I. APPROVAL OF MINUTES**

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Chair McDonald requested a correction to Agenda Item VII. Review of CEO Coaching/Leadership Support before she called for approval of the minutes of the January 8, 2024 meeting.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the January 8, 2024 meeting, as revised

### **II. REVIEW STAFFING ACTIVITIES**

---

Ms. Beatty reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included the DiSC Assessment and Workshop held in January to help staff connect and communicate more effectively; the Measure That Matter workshops where value statements were collected from the Executive Committee and JPIA staff; the Wellness Committee hosted activities related to “May Walk-With-Wellness” event; and ACWA hosted a Meet and Greet at their Sacramento office to provide an opportunity for JPIA staff to connect and learn more about the Association.

### **III. REVIEW STAFFING STATUS**

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Ms. Beatty reported on staffing changes that have occurred since the last Personnel Committee meeting. In February, Jillian Sciancalepore transitioned to full-time Administrative Assistant III in the Administration Department and Adam Dedmon started as the Employee Benefits Department Manager. She also reported that a job offer was accepted for the Cost Estimator/Valuation Consultant position, with an anticipated start date is June 17, pending results of the background check and physical.

### **IV. REVIEW AND TAKE ACTION ON NEW POSITIONS AND UPDATED SALARY SCHEDULE**

---

Ms. Beatty stated the Salary Schedule was updated to include the Information Technology (IT) Manager, Training Specialist, and Senior Executive Assistant positions. The IT Manager and Training Specialist are new positions whereas the Senior Executive Assistant position is an internal promotion replacing the current Executive Assistant position.

As JPIA evolves digitally and technologically with projects that include the new SharePoint system and Office365 integration, having a dedicated IT Manager will allow JPIA to manage and improve its current and future technology needs more effectively. An increased demand for training, both in person and online, necessitated the need for a new Training Specialist position. This position was held by the current Training

Manager and was never backfilled upon her promotion. Over the past two years, the Executive Assistant position has grown significantly in duties including expanded support for leadership and the Executive Committee, and coordination of events and facilitation of CEO duties. Job descriptions were provided in the meeting packet.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the new positions and revised Salary Schedule, as presented.

## **V. UPDATE ON FUTURE POSITIONS AND OFFICE SPACE**

---

Ms. Beatty shared that after recent renovations, office space is now available for the newly approved positions: Cost Estimator, Training Specialist, and IT Manager. However, for succession planning purposes, additional space may be needed for planned overlapping positions in the Risk Management and Member Services departments. Furthermore, adding cyber security as a pooling component to our programs may necessitate hiring a Cyber Security liaison-type position. While renting nearby space was considered, this plan does not offer a long-term solution. At this time, staff is looking for direction from the Committee.

The Committee expressed their support for staff's need to expand the current space and provided their insight and suggestions. Before the next meeting, the Committee would like staff to research hiring a space planning consultant to provide an assessment of our current and future space needs as well as research hiring a commercial realtor to provide their opinion on the valuation of our current building and current market availability. The Committee is considering the formation of an ad-hoc committee to facilitate the transition, should relocating to a new office be determined as the optimal solution to the JPIA office space issue.

## **VI. CEO UPDATE**

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Ms. Beatty provided an update on the upcoming renewal of the Property and Workers' Compensation Programs, her scheduled member visits in the following weeks, and the CEO Performance Review and Executive Coaching.

## **VII. NEXT MEETING DATE**

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The Personnel Committee is scheduled to meet next on September 4, 2024.

The Personnel Committee meeting adjourned at 12:34 p.m.

**ACWA JPIA**  
**Staffing Activities**  
**September 4, 2024**

**BACKGROUND**

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

**CURRENT SITUATION**

Below is a detailing of staff activities since the last Committee meeting on June 4, 2024:

- On June 5, 2024, the JPIA Wellness Committee hosted a *Wake Up With Wellness* workshop for JPIA staff. This event was held at the JPIA offices in person and via Zoom and was presented by guest speaker Deb Dutcher, Health Coach and Corporate Wellness Consultant. Participants explored inflammation, including chronic inflammation, and learned how it leads to disease. Participants also identified and discussed foods that compromise a pro-inflammatory diet and determined ways to reduce chronic inflammation, by leveraging healthy diet and lifestyle choices. Healthy breakfast snacks were also provided by the Wellness Committee in the break room.
- On June 21, 2024, JPIA staff attended the JPIA Summer Social at the River Cats game. The event was well attended and included a barbeque dinner and exciting baseball game with staff and guests/family members.
- On June 26, 2024, JPIA staff enjoyed a full day of learning and fun attending the Yuba Water Agency tour. The facility tour, meeting the district staff, and wonderful lunch was enjoyed by all.
- On August 1, 2024, in alignment with JPIA's goal of ongoing community service, JPIA staff volunteered at the Placer Food Bank.
- On August 20, 2024, JPIA staff participated in a Productive Conflict workshop led by Clint Camac. The workshop was held at the JPIA offices and included discussions and activities on how to master productive conflict in the workplace. This workshop was well attended and included breakfast, lunch, and a special surprise for staff: A wonderful greeting card of employee appreciation for each attendee, including a \$100 bill (funded through the JPIA Visa credit cards revenue sharing monies – earned through card usage). At mid-day, JPIA received this wonderful surprise and were provided the opportunity to go shopping and return to the JPIA offices to share what they purchased with the \$100.
- On August 28, 2024, a grief counselor with the Anthem Employee Assistance Program (EAP) was on site at the JPIA offices to provide counseling for

employees during the very difficult time dealing with the unfortunate loss of Chuck Wagenseller.

- On September 3, 2024, JPIA employees were given time off to attend the memorial service for Chuck Wagenseller in Rescue, CA.
- On September 4, 2024, JPIA employees were given time off to attend the burial service for Chuck Wagenseller in Dixon, CA.
- On September 4, 2024, the JPIA Wellness Committee will be hosting a workshop for JPIA staff on how to increase mental toughness. The workshop will be presented via Zoom and led by national speaker and trainer, Rah Kalon. Participants will be provided the opportunity to reflect on the challenges of the past few years, and to self-reflect on the opportunities for growth in the face of adversity. Participants will discuss what it means to be mentally tough, how to find the positive in negative circumstances, manage ambiguity, and react with agility to change. Healthy breakfast snacks will also be provided by the Wellness Committee in the break room.

**RECOMMENDATION**

None, information only.

**ACWA JPIA**  
**Staffing Status**  
**September 4, 2024**

**BACKGROUND**

The Personnel Committee is to be kept apprised of staffing changes.

**CURRENT SITUATION**

Below is a detailing of staffing changes which have occurred since the last Personnel Committee meeting:

- On June 24, 2024, Tyler Dietz joined the JPIA as a Cost Estimator and newest team member in the Member Services Department. Resume attached.
- On June 28, 2024, Chimene Camacho was officially promoted from Executive Assistant to the CEO to Senior Executive Assistant to the CEO, as per the Executive Committee's approval of the new position/grade at their June 20<sup>th</sup> meeting. Chimene will continue to support the Executive Committee, CEO, and JPIA leadership team in a variety of ways.
- On July 26, 2024, Chris Light, Business Data Analyst (Member Services Department), separated employment from the JPIA. Replacement of this specific position is not intended at this time.
- On July 29, 2024, Sarah Crawford transitioned to a new role from Training Manager to Member Education Manager. In this role, Sarah is responsible for leading and managing training, communications, and event planning functions. She will also assess member training and education needs and will coordinate, develop, implement, conduct, and evaluate both in-person and online training programs for member agencies. Molly Quirk, Communications Specialist, and Laura Baryak, Event Planner, now report directly to Sarah, bringing Sarah's direct reports to four (4). Sarah will still collaborate on training, communications, and event planning with the new Director of Member Outreach, once hired.
- On July 29, 2024, Robin Hudson joined the JPIA Human Resources Department continuing her role as Receptionist and reporting directly to Tony Waterford, HR Manager, bringing Tony's direct reports to two (2).
- On August 2, 2024, Kevin Phillips separated employment from the JPIA for personal/family reasons.
- On August 3, 2024, Jackie Rech, Employee Benefits Specialist, transitioned from a non-exempt to exempt position. Her duties remain the same.

- On August 13, 2024, Sherry Gerard, Administrative Assistant II (Workers' Compensation Claims Department), separated employment from the JPIA. Gino Caruso has transitioned from Claims Assistant to Administrative Assistant II. Recruitment for a grade 24 Claims Specialist position will begin in the near future.
- On August 16, 2024, Jennifer Nogosek transitioned from Property/Liability Claims Manager to Lead Senior Claims Adjuster. Formal replacement of the Property/Liability Claims Manager position is not intended at this time.
- On August 22, 2024, Chuck Wagenseller, Risk Advisor/Cost Estimator, passed away. Chuck was an employee of the JPIA for nearly 17 years, since September 17, 2007. Chuck had been planning to retire on September 23, 2024. He will be deeply missed.
- On October 4, 2024, Heidi Singer, Accountant II, will be promoted to Accountant III. Heidi has been an employee of the JPIA since March 8, 2023. The promotion is reflective of increased duties she has absorbed over the past few months and will continue to absorb over the coming year.
- Recruitment to fill the Training Specialist position, as approved at the June 20<sup>th</sup> Executive Committee meeting, has been successful with an offer made and accepted by our preferred candidate. Background check and physical are underway. Start date is to be determined.
- Recruitment to fill the Information Technology Manager position, as approved at the June 20<sup>th</sup> Executive Committee meeting, has been successful with an internal promotion for Erik Kowalewski, who has been serving as the IT Systems/Network Administrator for the JPIA for the past 20 years. With this promotion, Erik will now join the JPIA leadership/management team. His new duties will begin immediately.

Also effective immediately, Mike Whitright has been promoted to the IT/Systems Network Administrator position. Recruitment to back-fill Mike's former position of IT Support Specialist will begin in the near future.

- Recruitment to fill the Director of Member Outreach position, as approved at the June 20<sup>th</sup> Executive Committee meeting, is in progress. The recruitment closes on September 1. Applications have already been received from multiple member district candidates as well as a variety of other well-qualified candidates.

An updated organizational chart reflective of the above changes is attached.

### **RECOMMENDATIONS**

None, information only.

# Tyler J. Dietz

## PROFESSIONAL EXPERIENCE:

### USI Insurance Services

2/2022 - Present

#### Risk Control Consultant - Commercial Lines

- Conduct comprehensive risk control assessments and tailored risk improvement plans while focusing on financial impacts and risk mitigation strategies.
- Partner with claims and analytics to develop comprehensive risk management programs while reducing total cost of risk.
- Utilize CoreLogic's Marshall & Swift for accurate commercial property valuations, aligning with insurance coverage requirements.
- Received the USI Summit Award (top 5% nationwide recognized nominee) in 2023.

### Chubb

6/2019 - 2/2022

#### Risk Engineer II - Property & Casualty Lines

- Conducted in-depth risk evaluations and appraisals using CoreLogic's Marshall & Swift to identify hazards and advise on best practices for safety and risk reduction, primarily within the Northern California region.
- Assisted in maintaining and improving risk management databases, crucial for accurate property valuation and risk assessment.
- Graduated from Chubb Risk Engineering University in 3/2020.

### Nationwide Agribusiness

6/2018 - 1/2019

#### Intern - Loss Control Representative

- Conducted on-site risk reviews and provided detailed reports on P&C insurance coverages while supporting underwriting processes.

## EDUCATION:

California State University, Chico, CA

B.S., Agriculture Business, 12/2018

Emphasis, Business Management

Butte Community College

A.S., Business, 5/2016

## DESIGNATIONS & CONTINUING EDUCATION:

Associate In Risk Management (ARM), *in progress, ARM 400 completed*

AINS 21: Property and Liability Insurance Principles, *completed in 10/2019*

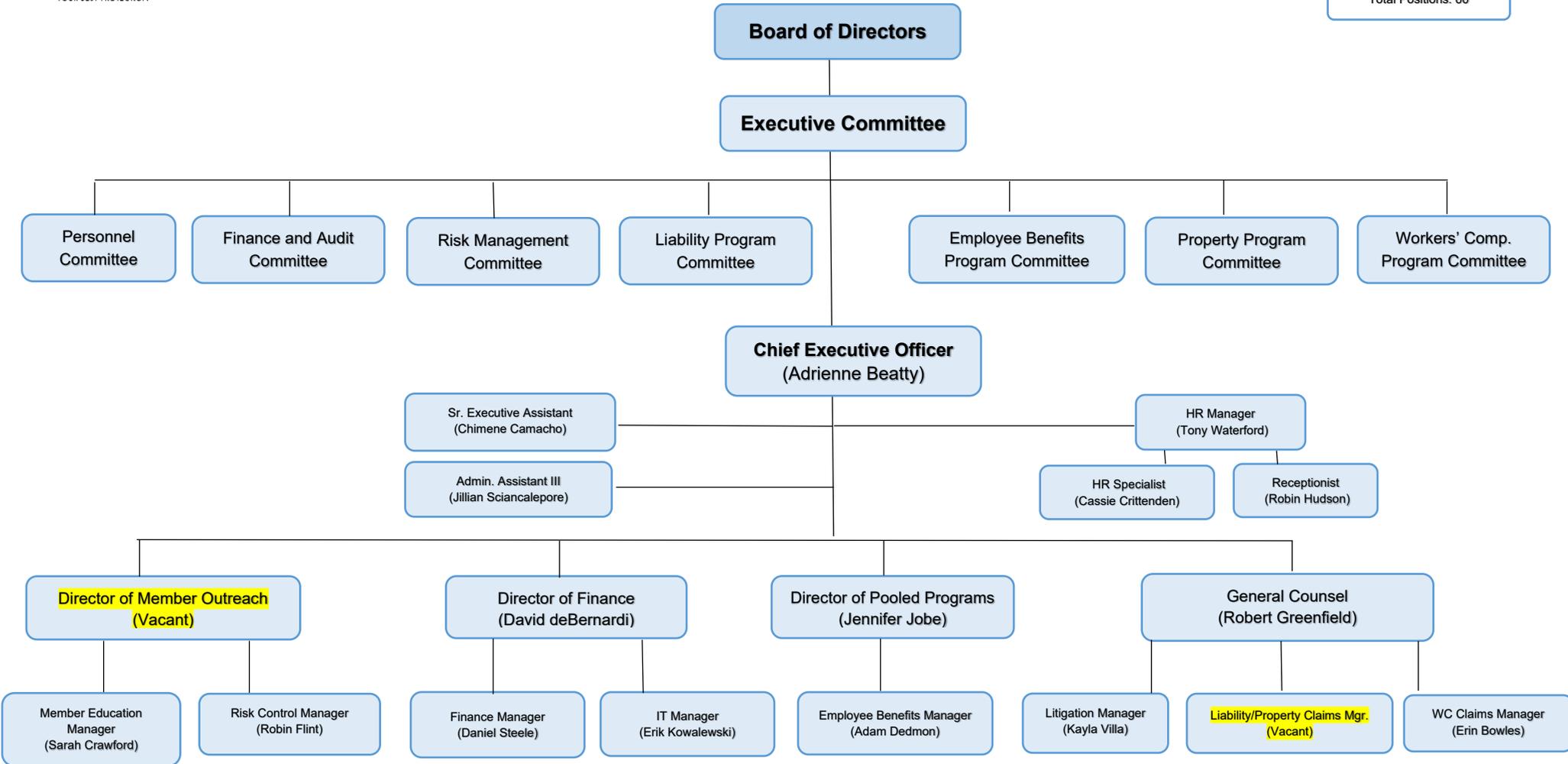
## COMPUTER SKILLS:

Experienced in Microsoft Office (Excel, Outlook, PowerPoint, Word), Adobe/Nitro PDF



# Organizational Chart

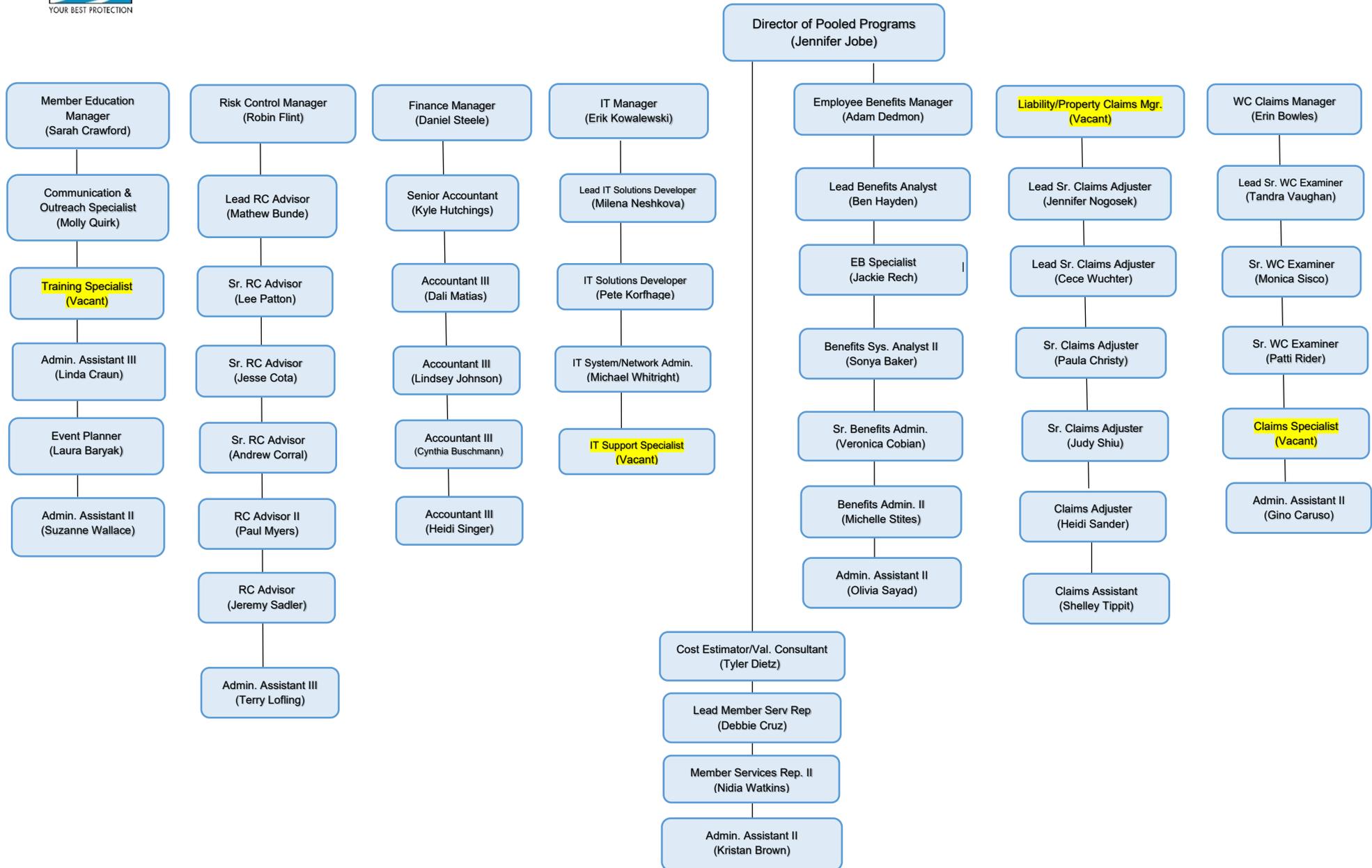
Full time employees: 55  
Total Positions: 60





# Organizational Chart

Effective September 4, 2024



**ACWA JPIA**  
**New Position**  
**September 4, 2024**

**BACKGROUND**

The Personnel Committee is to be kept apprised of future staffing needs and will recommend Salary Schedule changes for approval by the Executive Committee. As the annual update to the Salary Schedule typically occurs at the September meeting, an updated Salary Schedule will be provided for consideration under agenda item V.

**CURRENT SITUATION**

At this time, the CEO is requesting authority to create, and recruit for, one (1) new position: Risk Technician, grade 28, with a pay range of \$70,622 (minimum) to \$105,933. (maximum).

With the anticipated retirement of Chuck Wagenseller, who served as both a Risk Advisor and Cost Estimator (grade 45), the creation of a position to assume Chuck's risk management duties, as well as provide additional administrative support to the Risk Management Department, has become necessary.

Chuck's position had been a hybrid position, crossing over in duties between the Member Services and Risk Management Departments. With the hiring of Tyler Dietz, Cost Estimator/Valuation Consultant (grade 45), all of Chuck's Member Services duties have been transitioned into that role. Tyler is also assuming additional Member Services duties not previously held by Chuck.

With regard to Risk Management duties, as a Risk Advisor, Chuck carried a caseload of "paper" districts. Additionally, Chuck oversaw the Pressure Vessel and Infrared testing programs required of many of our Property Program members by our excess carriers. This position will absorb these duties. Additionally, this position will provide much needed administrative support to the Risk Management Department.

Currently, the department includes one (1) Manager and six (6) fully remote field staff, all supported by one (1) Administrative Assistant III, Terry Lofling. This new position is intended to absorb some of the administrative duties of Ms. Lofling as well as provide additional, needed administrative support that Ms. Lofling does not have the bandwidth to provide. Philosophically, the more administrative support that can be provided to the Department's field staff, the more time they can spend in the field delivering critical risk management services (risk assessment surveys, trainings, policy and procedure support, special projects work/support, etc.) directly to our members.

The Risk Management Department's duties are to provide risk management services specifically tailored to members of our three (3) property/casualty programs: Liability, Workers' Compensation, and Property. It should be noted that in the past ten years, the membership and exposure growth of these programs has been:

<b>Program</b>	<b># of New Members</b>	<b>% of New Members</b>	<b>% of Exposure Growth</b>
Liability	57	19.7%	94%
Workers' Compensation	32	18%	80%
Property	25	9.5%	139%

A Risk Technician job description is attached for the Committee's reference.

A revised Salary Schedule, reflective of this new position, is included under agenda item V.

**RECOMMENDATIONS**

That the Personnel Committee recommend to the Executive Committee approval of the new Risk Technician position.

## ACWA JPIA Risk Technician

**Name:** \_\_\_\_\_ **Reports to:** Risk Control Manager  
**Grade:** 28  
**Status:** Non-Exempt, Full time **Date:** \_\_\_\_\_

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### Definition/Summary

Under general direction, performs a wide variety of comprehensive, complex, and specialized technical and administrative duties in support of the ACWA JPIA Risk Management department; conducts virtual or on-site general risk management inspections to assess conditions affecting safety, risk control, loss prevention with emphasis on significant loss areas and advises corrective action(s) from inspections; supports the department's safety training efforts; assist with maintaining the department's records; research and compiles a variety of reports; and performs special projects.

### Essential Functions

- Assists and supports the operation of the ACWA JPIA Risk Management Program.
- Performs a variety of professional, technical, analytical, and administrative risk management duties related to the daily operations of the department with minimal direction and manages daily activities to ensure efficient operations.
- Conducts virtual and on occasion on-site general risk assessments to assess safety and risk management programs and facilities.
- Develop risk management recommendations, prepare reports, and monitor members' compliance with recommendations; prepare reports following business communication best practices and attention to technical accuracy under the direction of the Lead Risk Advisor or Risk Control Manager.
- Facilitate scheduling and completion of pressure vessel and infrared testing programs for applicable members in the Property Program.
- Collect, analyze, and manage data to produce quantitative reports and support department initiatives.
- Serves as a liaison between JPIA departments and staff in receiving and distributing claims to Risk Advisors.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establishes and maintains effective working relationships with co-workers and all others contacted during the course of work.

### **Other Duties**

- Assist and support in the technical analysis and identification of exposures to loss development, implementation, and evaluation of hazard controls.
- Provide loss runs and other data for RAS/Consultation Service visits.
- Manages the Member Recognition Program including the review and scoring of winners. Prepares the final slides and winner list for presentations.
- Provide administrative support for the department's safety training materials.
- Participate in the development of specific training programs.
- Researches and collects information for and processes a variety of risk management-related reports, forms, files, and other documents and maintains department records and files.
- Receives and screens telephone calls and electronic communications, providing a high level of customer service both to external and internal customers; provides department information to JPIA members and the public, requiring the use of judgement and the interpretation of policies or procedures.
- Drives personal or rental vehicles for JPIA-related travel requirements.
- Assume responsibility for assigned projects to provide to other staff.
- Participate in the development and updating of JPIA's model risk management programs.
- Update database information for assigned work.
- Performs related to duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Comprehension and application of health, safety, and environmental laws as they relate to public entities in the State of California, including Cal-OSHA, State Water Resources Control Board, EPA and NFPA preferred;
- JPIA and its relationship with its member agencies;
- English grammar and usage;
- JPIA safety programs and policies.
- Word processing, spread sheet and data base computer programs

#### **Ability to:**

- Perform a variety of technical and administrative work specializing in the areas of Risk Management.
- Meet schedules and time lines.
- Travel up to 5% of the time to conduct on-site general risk management assessments and write reports, which may include overnight stays;
- Consult with members regarding their safety and risk management programs;
- Read, analyze and interpret safety documents, loss runs, accident reports, other information.
- Review risk management documents for completeness and accuracy.

- Maintain expertise on current safety and risk management issues;
- Communicate effectively verbally and in writing;
- Establish and maintain effective working relationships with co-workers, committee members, and district personnel.
- Wear appropriate “Personal Protective Equipment” (PPE) & dress to avoid job-related hazards.

### **Typical Physical Activities**

- Stands and walks for extended periods at water districts' facilities when making on-site physical risk management inspections, or to deliver on-site trainings for 4-8 hours
- Maintains body equilibrium to prevent falling when making on-site physical risk management inspections of water districts' facilities moving over slippery surfaces along canal banks and over ditches
- Works outside when making on-site physical risk management inspections of water districts' facilities
- Lift and move objects up to 20 pounds such as large binders, books, small office equipment and training supplies
- Communicates orally with 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)
- Uses office equipment, such as computer terminals, telephones, copiers, and fax machines
- Utilizes hearing and vision within normal ranges with or without correction
- Sit for extended periods of time while driving, flying, attending meetings or working in the office

### **Environmental Factors**

1. Exposure to outdoor weather conditions (heat, cold, wind, sun, rain) during the on-site risk assessment of district facilities.
2. Walk on uneven or slippery terrain during on-site risk assessments.
3. Noise: Occasionally there are unusually loud sounds.
4. Irregular or extended work hours to deliver services to districts may be required.
5. This position is eligible for remote work up to two days per week.

### **Desirable Qualifications**

A high school diploma or GED, preferably supplemented by college coursework in business, risk management, or a related field.

Minimum of three (3) years of technical experience in risk management or related field.

The knowledge, skills, and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provide an applicant with the listed knowledge, skills, and abilities to perform the essential duties and responsibilities of the job, is acceptable.

**License Certificate Registration Requirement**

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and maintenance of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

Desired Qualifications:

Certified Occupational Safety Specialist (COSS) or Associate in Risk Management (ARM) is preferred.; the candidate must receive the designation/certification within two years of employment at the JPIA.

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

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

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**  
**New Salary Schedule**  
**September 4, 2024**

**BACKGROUND**

The California Public Employees Retirement System (CalPERS), California Code of Regulations 570.5 and 571, requires the approval of the Employee Salary Schedule by the Executive Committee, after review by the Personnel Committee.

**CURRENT SITUATION**

The JPIA's merit rating process and subsequent merit increases take place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2024-25 Salary Schedule requires approval prior to the October 1 date. As noted in the previous staff report, the proposed 2024-2025 Salary Schedule includes:

- A change to the Training Manager title to Member Education Manager
- Removal of the Cost Estimator Risk Control Advisor position
- A change to the Benefits Specialist position from Non-Exempt to Exempt
- Removal of the Business Data Analyst position
- Addition of a new Risk Control Technician position
- A change to the Claims Assistant title to Claims Specialist in the Work Compensation Department

The Cost Estimator/Valuation Consultant, Senior Executive Assistant to the CEO, Training Specialist, and IT Manager positions were included in the Salary Schedule reviewed and approved at the June 3, 2024, meeting.

Additionally, each year staff proposes a change to the salary ranges. One of the components considered in this change has historically been a cost-of-living adjustment based on the change in Consumer Price Index (CPI) for the Western/Pacific US Region, for the period of July - July, less medical expenses. This year that adjustment is +3.0%. Staff proposes increasing the ranges by 5.0% to allow more cushion to avoid the risk of long tenured staff exceeding their ranges with a merit increase.

An updated Salary Schedule reflective of the above changes, including the 5.0% increase to all ranges, is attached.

**RECOMMENDATIONS**

That the Personnel Committee recommend to the Executive Committee approval of the 2024-2025 Salary Schedule, as presented.

# ACWA JPIA Staff

## Pay Schedule

Revision Date: October 1, 2024

Job Title	Exempt/		Annual Salary Range	
	Non-Exempt	Grade	Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 288,538	\$ 432,806
General Counsel	Exempt	70	199,225	298,837
Director of Finance	Exempt	68	189,626	284,438
Director of Member Outreach	Exempt	68	189,626	284,438
Director of Pooled Programs	Exempt	68	189,626	284,438
Litigation Manager	Exempt	60	155,634	233,452
Employee Benefits Manager	Exempt	58	148,135	222,202
Finance Manager	Exempt	52	127,737	191,605
Human Resources Manager	Exempt	52	127,737	191,605
Liability and Property Claims Manager	Exempt	52	127,737	191,605
Risk Control Manager	Exempt	52	127,737	191,605
<b>Member Education Manager</b>	<b>Exempt</b>	<b>52</b>	<b>127,737</b>	<b>191,605</b>
Workers' Compensation Manager	Exempt	52	127,737	191,605
Information Technology Manager	Exempt	52	127,737	191,605
Lead Risk Control Advisor	Exempt	48	115,723	173,584
Senior Risk Control Advisor South	Exempt	45S	115,723	173,584
<del>Cost Estimator Risk Control Advisor</del>	<del>Exempt</del>	<del>45</del>	<del>107,459</del>	<del>161,190</del>
Cost Estimator / Valuation Consultant	Exempt	45	107,459	161,190
Senior Risk Control Advisor	Exempt	45	107,459	161,190
Lead IT Solution Developer	Non-exempt	45	107,459	161,190
IT Solution Developer	Non-exempt	44	104,839	157,259
Lead Benefits Analyst	Non-exempt	42	99,788	149,681
Lead Member Services Representative	Non-exempt	42	99,788	149,681
Lead Sr. Claims Adjuster	Exempt	42	99,788	149,681
Lead Sr. Workers' Compensation Examiner	Exempt	42	99,788	149,681
Senior Claims Adjuster	Exempt	40	94,979	142,468
Senior Workers' Compensation Examiner	Exempt	40	94,979	142,468
<b>Benefits Specialist</b>	<b>Exempt</b>	<b>38</b>	<b>90,403</b>	<b>135,604</b>
Training Specialist	Non-exempt	38	90,403	135,604
Senior Executive Assistant	Non-exempt	38	90,403	135,604
Senior Accountant	Non-exempt	38	90,403	135,604
System/Network Administrator	Non-exempt	38	90,403	135,604
Human Resource Specialist	Non-exempt	38	90,403	135,604
Communication & Outreach Specialist	Non-exempt	38	90,403	135,604
Risk Control Advisor II	Non-exempt	38	90,403	135,604
Benefits System Analyst II	Non-exempt	32	77,953	116,930
Risk Control Advisor	Non-exempt	32	77,953	116,930
Claims Adjuster	Non-exempt	32	77,953	116,930
Member Services Representative II	Non-exempt	32	77,953	116,930
<del>Business Data Analyst</del>	<del>Non-exempt</del>	<del>32</del>	<del>77,953</del>	<del>116,930</del>
<b>Risk Control Technician</b>	<b>Non-exempt</b>	<b>28</b>	<b>70,622</b>	<b>105,933</b>
IT Support Specialist	Non-exempt	28	70,622	105,933
Senior Benefits Administrator	Non-exempt	28	70,622	105,933
Administrative Assistant III	Non-exempt	24	63,981	95,970
Benefits Administrator II	Non-exempt	24	63,981	95,970
<b>Claims Specialist</b>	<b>Non-exempt</b>	<b>24</b>	<b>63,981</b>	<b>95,970</b>
Claims Assistant	Non-exempt	24	63,981	95,970
Accountant III	Non-exempt	22	60,897	91,347
Event Planner	Non-exempt	21	59,411	89,118
Accountant II	Non-exempt	20	57,963	86,944
Administrative Assistant II	Non-exempt	20	57,963	86,944
Receptionist/Office Assistant	Non-exempt	11	46,413	69,618
<b>Retired Annuitants</b>			<b>Hourly</b>	<b>Hourly</b>
Project Manager	Non-exempt	Ret An	75	150

**ACWA JPIA**  
**Update on Retirements, Future Positions, and Office Space**  
**September 4, 2024**

**BACKGROUND**

The Personnel Committee is to be kept apprised of future staffing needs and interrelated logistics.

**CURRENT SITUATION**

Staff is officially aware of two upcoming retirements at this time:

- Lindsey Johnson, Accountant III – December 31, 2024
- Cece Wuchter, Lead Senior Claims Adjuster – August 23, 2025

Staff was aware of a third retirement, Chuck Wagenseller, Cost Estimator Risk Advisor, which had been scheduled for September 23, 2024.

The JPIA's Chief Executive Officer will update the Personnel Committee on the impact of upcoming retirements and potential future staffing and building space needs.

**RECOMMENDATIONS**

None, information only.

**ACWA JPIA**  
**Anthem/Kaiser CDHP Health Savings Account Funding Policy**  
**September 4, 2024**

**BACKGROUND**

ACWA JPIA offers Anthem PPO, Anthem HMO, and Kaiser HMO medical plans for active employees and pre-Medicare retirees. ACWA JPIA also offers Consumer Driven Health Plans (CDHP) through Anthem Blue Cross and Kaiser. Participants in the CDHPs also gain access to Health Savings Accounts (HSAs). The IRS sets the minimum deductible for a CDHP to qualify a participant to make pre-tax contributions to an HSA. These minimums are adjusted annually.

**CURRENT SITUATION**

Currently, the JPIA deposits monies, annually in January, into the HSAs for eligible employees enrolled in a CDHP. The amount deposited is designed to make the out-of-pocket deductible spend for CDHP and PPO participants equal to encourage participation in the CDHP plans.

The IRS annually sets and adjusts the minimum deductible for a high deductible health plan that qualifies a participant to make pre-tax contributions to an HSA. In 2025, the IRS minimum qualifying deductible will increase beyond the current JPIA CDHP deductibles.

At the July 31, 2024, Executive Committee meeting, to ensure member contributions are aligned with the minimum deductibles established by the IRS and to eliminate the need for the Committee to review and recommend adjustments annually, the Committee approved that annually, the JPIA's minimum deductibles for the CDHP plans will match the minimum deductible established by the IRS.

As such, staff recommends the Personnel Committee recommend that the Executive Committee approve JPIA's HSA Funding Policy to follow form with the ACWA JPIA CDHP Programs and, as the IRS minimum qualifying deductible increases, approve for the JPIA CDHP contributions to also increase to continue to ensure the out-of-pocket deductible spend for participants in the CDHP plans equals the out-of-pocket deductible spend for participants in the Anthem PPO and Kaiser HMO plans.

**RECOMMENDATION**

That the Personnel Committee recommend that the Executive Committee approve increasing the ACWA JPIA contribution to HSAs for participants in the Anthem and Kaiser CDHP plans, equal to an amount that will make the out-of-pocket deductible spend for participants equal to the Anthem PPO and Kaiser HMO deductibles, effective January 1, 2025 and for future years.

## Medical Plan

Persons Eligible: Regular full-time employees and their eligible dependents.

Waiting Period: First day of the month following the date of hire.

Employee Contribution: None.

Employer Contribution: Total cost for employee and eligible dependents.

### **Health Savings Account:**

In early January, the JPIA will deposit monies into the Health Savings Account (HSA) for each eligible participant enrolled in a Consumer Driven Health Plan (CDHP) equal to an amount that will make the out-of-pocket deductible spend for participants equal to the Anthem PPO deductible, for Anthem CDHP plan participants, and equal to the Kaiser HMO deductible, for Kaiser CDHP plan participants. Please refer to the deductibles noted for each plan in the current year's plan documents for contribution amounts.

New enrollments during the calendar year, for employees and/or dependents, will result in a prorated employer contribution.

### **Following Year Contributions**

The amounts above will be contributed annually until the HSA balance (employer contribution minus deductions) reaches twice the annual out-of-pocket maximum. At that point, half of the annual deductible will be deposited into the HSA by the JPIA each year. Please refer to the deductibles and out-of-pocket maximums noted for each plan in the current year's plan documents for following year contribution amounts.

# ACWA JPIA MEETINGS CALENDAR – 2025

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 15			10:00 AM *							
JAN 29		10:30 AM							8:00 AM	
MARCH 9-11 CICA CONFERENCE – TUCSON, AZ										
MARCH 16-19 AGRIP GOVERNANCE CONFERENCE – LAS VEGAS										
MAR 27				1:00 PM		3:00 PM				
MAR 28		8:30 AM								
APRIL 30					9:00 AM *					
MAY 12-15 ACWA JPIA SPRING MEMBERSHIP SUMMIT/ACWA CONFERENCE – MONTEREY										
MAY 12	1:45 PM	10:30 AM					8:00 AM			
JUNE 2			3:00 PM *							
JUNE 4										9:00 AM (UTAH)
JUNE 26							3:00 PM	1:00 PM		
JUNE 27		8:30 AM								11:00 AM
JULY 14-15 EXECUTIVE COMMITTEE ONBOARDING WORKSHOP (LOCATION TBD)										
JULY 15					1:00 PM					
JULY 16		8:30 AM								
SEPT 3			10:00 AM *							
SEPTEMBER 16-19 CAJPA ANNUAL CONFERENCE - MONTEREY										
SEPT 29				1:00 PM		3:00 PM				
SEPT 30		8:30 AM								11:00 AM
OCT 22		10:00 AM *								
DECEMBER 1-4 ACWA JPIA FALL MEMBERSHIP SUMMIT/ACWA FALL CONFERENCE – SAN DIEGO										
DEC 1	1:45 PM	10:30 AM								8:00 AM

\*Virtual Meeting