

Personnel Committee Meeting



YOUR BEST PROTECTION

Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627

Monday
January 23, 2023
2:00 PM

Chair: Melody McDonald, San Bernardino Valley Water Conservation District

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

Fred R. Bockmiller, Jr., Mesa Water District

J. Bruce Rupp, Humboldt Bay Municipal Water District



PERSONNEL COMMITTEE MEETING

AGENDA

MESA WATER DISTRICT
1965 PLACENTIA AVENUE
COSTA MESA, CA 92627

Monday, January 23, 2023, 2:00 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 Chair know.

INTRODUCTIONS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page#</u>
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Sells	* II. Review Goals and Objectives.	7
Slaven	* III. Review staffing status.	8
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Sells	* VII. CEO Update	28

McDonald * VIII. Discuss next meeting date: June 8, 2023.

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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

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

September 21, 2022

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

MEMBERS PRESENT

Vice-Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District
Brent Hastey, Yuba Water Agency

MEMBERS ABSENT

None.

STAFF PRESENT

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

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Vice-Chair McDonald called the meeting to order at 10:01 a.m. and announced there was a quorum.

PUBLIC COMMENT

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

None.

APPROVAL OF MINUTES

Vice-Chair McDonald called for approval of the minutes of the April 18, 2022 meeting.

M/S/C (Hastey/McDonald) (Hastey-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the April 18, 2022 meeting, as presented.

REVIEW STAFFING STATUS

Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting. The Member Services Department now reports to Adrienne Beatty, Assistant Executive Officer. Paula Christy started as the Senior Claims Adjuster in January 2022 and Chris Light joined the Member Services team in May 2022 as a Data Analyst. Sylvia Robinson and Peter Kuchinsky have both provided notice of their retirement in December 2022 and March 2023, respectively. Melody Tucker is set to retire May 31, 2023. Laura Baryak, Administrative Assistant II, is currently training to assume conference coordination responsibilities. A job offer has been accepted for the Communications and Outreach Specialist position and testing/interviews for the two Risk Advisor positions are currently being conducted. Process to recruit a new IT Support Specialist position will commence upon approval by the Executive Committee.

M/S/C (Hastey/McDonald) (Hastey-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the new IT Support Specialist position.

REVIEW THE REVISED BEREAVEMENT LEAVE POLICY AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

Ms. Slaven shared that the JPIA's current Bereavement Leave policy allows staff to take up to 32 hours for non-exempt employees (pro-rated for less than 40 hours per week) or four (4) days for exempt employees of paid time away from work if you are a regular full-time employee. Staff proposed that the policy be updated to allow up to 40 hours for non-exempt employees or five days for exempt employees per event of Bereavement Leave.

M/S/C (Hastey/McDonald) (Hastey-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the revised Bereavement Leave Policy, as presented.

REVIEW NEW SALARY SCHEDULE AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

Ms. Slaven stated that the JPIA's annual Employee Performance Appraisal process, and subsequent merit increases and incentive awards, takes place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2022-23 Salary Schedule requires approval prior to the October 1 date with the only change being the cost of living adjustment of 8.5 percent and the addition of the new IT Support Specialist position.

M/S/C (Hastey/McDonald) (Hastey-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the new Salary Schedule for 2022-23, as presented.

CEO EVALUATION FACILITATOR UPDATE

Ms. Slaven shared that the Executive Committee instructed staff to research alternative methods of evaluation for the CEO. Staff contacted several organizations and conducted interviews with three individuals who could possibly assist with a new and more effective CEO evaluation process. Ms. Mary Egan was chosen as the CEO Facilitator and will assist the Executive Committee in setting goals for the CEO at their meeting on November 14, 2022.

REVIEW STAFFING ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included: JPIA hosting an HR Group meeting on April 20 which is the first time since the pandemic started; the Employee Engagement Team kicked off their first meeting in April; JPIA staff volunteered at the Placer Food Bank as part of JPIA organizational goal to support community organizations; Social Committee hosted Bowling Night in July for staff and guest; and several managers and staff attended the CAJPA Annual Conference in Lake Tahoe in September.

CEO UPDATE

Mr. Sells provided an update on relevant, current issues and potential, future opportunities, and challenges.

NEXT MEETING DATE

There are no Personnel Committee meetings scheduled for the rest of 2022.

The Personnel Committee meeting adjourned at 11:11 a.m.

ACWA JPIA
2022-2023 Goals and Objectives
January 23, 2023

BACKGROUND

The Personnel Committee has asked to be kept up to date on progress towards the organization goals.

CURRENT SITUATION

Staff will provide an update on the 2022-2023 organizational goals:

1. Continue community service project.
2. Create digital strategy/roadmap.
3. Improve internal and external communications.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status
January 23, 2023

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

Staffing changes which have occurred since last Personnel Committee meeting:

- Three new employees were hired: Molly Quirk started as Communication and Outreach Specialist on October 10, 2022; Andrew Corral started his position as Sr. Risk Advisor on November 30, 2022; Michael Whitright started as IT Support Specialist on January 10, 2023, and Paul Myers will begin as a Risk Advisor II on January 30, 2023. Resumes follow.
- Five recruitments are underway for the following positions: Human Resources Manager, Accountant II, Director of Member Outreach, Workers' Compensation Claims Manager and Administrative Assistant II in Benefits. An updated organizational chart follows.
- Sylvia Robinson and Allison Hartill both officially retired in December 2022.
- Three retirements are forthcoming: Peter Kuchinsky and Patricia Slaven in March 2023 and Melody Tucker in May 2023.
- Shelley Tippit will move from the Finance department to her new position as Claims Assistant starting January 17, 2023.

A Managers' offsite training will be held on January 24, 2023, to help the management team work together more effectively. Each manager completed an assessment regarding how they function in a team, and are required to read the book "Five Dysfunctions of a Team." Clint Camac, our Leadership Essentials facilitator, will facilitate this all day session.

RECOMMENDATIONS

None, informational only.

Molly Jane Quirk

Communications Manager

Experienced communications manager with a track record of success in diverse areas including marketing agencies, nonprofits, legislative affairs, and corporations. Award-winning public speaker. Skilled in copywriting and editing, social media management, event coordination, community outreach, and public relations. Seeking a role that utilizes my sense of creativity, humor, and attention to detail.

WORK EXPERIENCE

Content Writer & Social Media Manager, Pure Strategic, September 2021- July 2022

Composed all copy for agency clients' blogs, websites, graphics, promotions (including paid search & display ads), and social media with a focus on increasing engagement, expanding brand reach, and fostering advocacy.

Wrote all copy and conceptualized design for all editorial and social media calendars for multiple brands

Maintained a flexible creative writing range between the unique voice/tone of each brand & different audiences

Executed social media posts and blogs across multiple platforms for multiple brands using Sprout Social, Hootsuite, and posting natively to social media platforms.

Generated social media reports for each client's brands, focusing on improving engagement, reach, and net following.

During time at the agency, client Primal Pet Foods increased account followers by 10k with a 65% engagement increase

Podcast Producer, C-Sweet, February 2021- Present (Consultant)

Leads podcast marketing strategy from conception to release: script creation, copywriting, and social media promotion

Works with the audio editor and hosts to analyze audience data and develop formats for new shows

Repurposes podcast content for use on social media, website, and email marketing, including the creation of video and audio clips, graphics, and podcast social media strategy

Marketing Coordinator, The Clinic, March 2021- August 2021

Crafted compelling short and long-form copy for social media, advertisements, eblasts, website, and blog

Devised social media copy on products and brands, utilizing existing and newly created photos and video assets for three different brands under the company across Instagram and Facebook resulting in an increased reach of 97% on Facebook and 30% on Instagram on The Clinic's main account.

Using Canva, created design assets for website, social media, and print advertising to promote deals, events, and overall brand

Coordinated styled photo shoot for content to be used across company website and social media platforms- including securing models, model releases, wardrobe, and coordinating with the photographer

Worked within event budget on ad buying for promotion of relaunch event for company retail store

In collaboration with vendors and internal stakeholders, launched the campaign "Lakewood Recreational" which utilized influencer marketing to promote recently legalized recreational cannabis retail store

Updated website using WordPress and Divi and assisted with website revamp

Engaged in customer service responses from incoming inquiries through the website and created a customer response review process for the company

Marketing Manager, The Venue, August 2020- March 2021 (Consultant)

Developed and implemented grassroots marketing & strategic communication plan to achieve goals, including:

- Increased social media following on Facebook and Instagram
- Designed flyers, and composed all written communication such as MailChimp email marketing & monthly newsletter.
- Directed all fundraising events and activities, raising nearly \$10,000 for the organization during Colorado Gives Day

Marketing Assistant, Naropa University, August 2018- May 2020

Led department marketing initiatives for events and marketing campaigns, including Instagram and Facebook content creation, and coordinated with internal stakeholders on opportunities to repurpose and edit content

Responsible for high facilitating collaboration of multiple departments including Events & Ticketing, Marketing, School of the Arts, and Fund Development.

Marketing Coordinator, CBRE, August 2017- August 2018

Supported a high-performing retail sales team, National Retail Partners West, before launching a newly formed Advisory and Transaction Services team specializing in Industrial Tenant Representation. Executed marketing initiatives, including proposal and pitch book copywriting, by:

- Assisting with the creation & distribution of external and internal communications through multiple channels
- Writing and proofing all marketing pieces for consistency and accuracy including RFP responses, offering memorandum, postcards, email blasts, press releases, social media posts, etc.
- Lead staff to coordinate high-end networking events for clients, industry leaders, and executives

Project Coordinator, Circlepoint, April 2016- May 2017

As a consultant to public agencies in markets of transportation, land development, and water implemented project deliverables by drafting marketing collateral, digital and social media content, written materials; collaborative logistics for public meetings, focus groups, and surveys; research and database maintenance.

Delivered first-rate customer service and met deadlines for clients such as the City of Glendale, OCTA, Peninsula Clean Energy, and LA Zoo

Program & Communications Specialist, Girls Inc. of Orange County, March 2013-April 2016

Promoted from Program Associate to work within Communications Team to produce high-quality communications and public relations around brand identity.

- Led copywriting efforts for the organization, including external and internal communication content, and digital and printed marketing materials.
- Managed all social media platforms. Increased Facebook, Instagram, and Twitter following/engagement by 35%
- Led public relations efforts and creation of educational & advocacy pieces for community outreach
- Collaborated with executive leadership, corporate partners, & key stakeholders on multiple events per year involving a range of 50- 400 clients served and 15-150 volunteers
- Led grants management process including submissions, tracking of proposals, reporting deadlines, and direct support to Grant Writer

Field Representative, U.S. House of Representatives, April 2012- March 2013

Acted as a public affairs liaison with federal, district, and local agencies and represented Member at community events, delivering presentations or crafting scripts for the Member to deliver presentations

Monitored and updated the Member on district and local policy issues through direct interaction with constituents, screening district media sources, and by engaging in community outreach in area with diverse culture

Organized a highly successful Veterans' Resource Fair for 200 veterans and their family members

EDUCATION

Master of Fine Arts
Naropa University
Boulder, CO
May 2020

Bachelor of Science- Political Science, Minor- History
Bradley University
Peoria, IL
August 2011

KEY SKILLS

Administrative & Project Management:

Microsoft Office, Google Workspace, Google Suite, Workfront, Asana, Trello, Slack, Basecamp

Digital Marketing:

Constant Contact, Mailchimp, WordPress, Divi, Wix, Promoboxx, Canva, Eventbrite, SurveyMonkey, Alchemer

Social Media:

Meta, Twitter, Pinterest, LinkedIn, Sprout, Hootsuite

Sales CRM:

SalesLogix

Podcast Production:

Riverside.fm, Buzzsprout, OtterAI

ANDREW J. CORRAL

OBJECTIVE

Experienced Risk and EHS professional specializing in government organizations, collaboratively working to achieve business excellence. A trusted champion of broader organization-wide goals and objectives. People management, government expertise, technology development and strategic thinking are key strengths. Effective at driving new business projects, leading culture to enable change, coaching & mentoring on EHS related objectives across the organization, creating business-partner relationships and leveraging technologies to achieve results.

EXPERIENCE

2019 – PRESENT

EHS & EMERGENCY MANAGER - RISK, SOUTH COAST WATER DISTRICT | LAGUNA BEACH, CA

- Lead EHS division activities and oversee environmental, health and safety, and emergency preparedness budgets; Plan, develop, and coordinate related activities in architectural and engineering plans to reduce organizational risk and exposure; promote best practices for effective management of water utilities.
- Develop, administer, implement and enforce the EHS programs – training, security, health and safety, environmental compliance, emergency preparedness and emergency response programs in compliance with federal, state, and local safety and health regulations as well as industry best practice standards;
- Plan, develop, and lead strategic initiatives for positive cultural shifts promoting organization-wide focus on Leadership and Employee Engagement, Integrated Safety Management Systems, Risk Reduction, and Performance Measurement – to significantly decrease costs and occupational illnesses and injuries as measured by multi-year benchmarks.
- RECENT ACCOMPLISHMENTS as a collaborative, success sharing partner:
 - Implemented Multi-Jurisdictional Hazard Mitigation Plan.
 - Implemented America’s Water Infrastructure Act Risk and Resilience Assessments.
 - Implemented America’s Water Infrastructure Emergency Response Plans.
 - As the District’s Emergency Manager, continue to lead the COVID-19 Public Health Emergency response for a Critical Infrastructure Industry & led emergency management and safety response activities for 3 major utility line breaks this past year.

- Implemented Risk Assessments and Workplace Infectious Disease Plans including focused attention on engineering, administrative and PPE Controls – prior to Cal/OSHA’s 3205 standard release.
- Implemented COVID-19 Business Contingency Plans.
- Worked closely with HR to analyze and manage Occupational Health and Safety protocol specific to the Pandemic including quarantine, return-to-work, workplace outbreak exposure mapping, and contact tracing protocol.

2013 – 2019

EHS COORDINATOR, CITY OF BURBANK | BURBANK, CA

- Planned, developed, and led a strategic initiative for a positive cultural shift that resulted in organization-wide focus on Leadership and Employee Engagement, Integrated Safety Management Systems, Risk Reduction, and Performance Measurement – significantly decreasing occupational illnesses and injuries as measured by multi-year benchmarks; developed key performance indicator measurement reports for Occupational Health and Safety Injuries and Illnesses;
- Planned, implemented, and managed the citywide safety program for 1500+ employees, administered programs including, but not limited to, the Department of Transportation Drug and Alcohol Program, Safety Training Program, Hazardous Material Program, Hazardous Energy Control Program, Fall Protection Program, Ergonomics Program & California Environmental Reporting System Program; developed policies, procedures, job hazard analysis assessments and controls for work activities;
- Ensured organizational compliance with all applicable local, state, and federal laws & with regulatory agencies including: OSHA, EPA, and DOT; reduced costs through efficient planning; effectively communicated and worked with all departments; worked closely with worker’s compensation and liability.

2011 – 2013

SAFETY COORDINATOR, CITY OF BURBANK | BURBANK, CA

- Implemented an Injury and Illness Prevention Plan and a Globally Harmonized System Hazard Communication plan; developed and trained all levels of the organization on the plans;
- Implemented “MSDS Online” intranet site and a grassroots communication campaign that resulted in a positive cultural shift in safety awareness and perception;
- Ensured organizational compliance with all applicable local, state, and federal laws & with regulatory agencies including: OSHA, EPA, and DOT; reduce costs through efficient planning; effectively communicate and work with all departments; work closely with worker’s compensation and liability.

2006 – 2011

CONSTRUCTION OPERATIONS PROFESSIONAL, CITY OF BURBANK | BURBANK, CA

- Led work teams, organized operational maintenance programs and promoted safety and health excellence in a high-risk setting; promoted excellence in skilled maintenance, construction, operation, inspection, and repair in accordance with required standards including fall protection, respiratory protection, permit required confined space, etc.;

- Engaged employees in the safe operation and maintenance of various types of motor systems and instruments including heavy machinery and equipment, commercial vehicles, hydraulic and pneumatic equipment; safely performed high-hazard operations including confined space entry and implemented processes to exceed compliance;
- Promoted public health and safety through emergency response to sanitary sewer blockages and overflows; Skilled in establishing traffic control measures through proper set-up of cones, barricades, delineators and flagging operations to ensure the safety of workers and the public.

2004 – 2005

EXECUTIVE MANAGEMENT INTERN, TARGET CORPORATION | AUSTIN, TX

- Learned to preform managerial duties with context / participated in store-wide executive decision making;
- Learned to plan, organize, monitor and control a logistical team to replenish the sales floor during the most profitable season;
- Proposed a new training program to compliment new-hire orientation.

2003 – 2004

PRESIDENTIAL INTERN, AMERICAN RED CROSS | WASHINGTON, D.C.

- Effectively communicated Red Cross events while learning to leverage marketing tools and hone reporting abilities;
- Learned the value of cross-functional team collaboration through guided development of a “tiger team” to advance the Red Cross Hispanic outreach program.
- Succeeded in creating a partnership between the American Red Cross and the National Hispanic Business Association which resulting in numerous donations;

EDUCATION

GRADUATE DEGREE: MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

WOODBURY UNIVERSITY

Woodbury’s Master of Business Administration curriculum is comprised of a sound foundation of functional skills in the areas of accounting, finance, economics, marketing and IT. This knowledge base is further enhanced by a heavy dose of organizational behavior skills, including emotional intelligence, ethical leadership and strategy.

UNDERGRADUATE DEGREE: BACHELOR OF BUSINESS SCIENCE – FINANCE CONCENTRATION

TEXAS STATE UNIVERSITY | UNIVERSITY OF PHOENIX

HONORS

- Beta Gama Sigma – Woodbury University – School of Business

LEADERSHIP ACTIVITIES

- Supervisory Academy – Woodbury University – 2012

- Leadership Academy – Woodbury University - 2013
- Leadership Burbank – Woodbury University – 2014
- CWEA SAFETY COMMITTEE – Secretary – 2019
- CWEA SAFETY COMMITTEE – VICE CHAIR – 2020
- CWEA SAFETY COMMITTEE – CHAIR - CURRENT

CERTIFICATIONS AND ACCOMPLISHMENTS

- International Municipal Signal Association, Signs and Marking Level I - 2007
- California Water Environmental Association Grade I - 2009
- California Water Environmental Association Grade II - 2010
- Certified Office Ergonomics Evaluator - 2012
- Cal-OES Standardized Emergency Management System G611 – 2013
- ICS 100, 200, 300, 400, 700, 800
- Authorized OSHA Gen. Industry Outreach Trainer; 10 & 30 hour course – UC San Diego - 2014
- HAZWOPER – UCLA extension (annual)

MICHAEL C. WHITRIGHT

Work Experience

Perfect Union, Sacramento, CA - Oct 2020 – Nov 2021

Technical IT Manager

- Network Monitoring
 - Oversaw problem management process
 - Performed monitoring and communicated incident management notifications
 - Triaged impact and urgency for enterprise outages
 - Trained staff on troubleshooting and identifying outage impact
 - Tracked outages on enterprise SharePoint site
- Jr. Network Admin for Ubiquiti Network systems, L2 Support
- Vendor Management; Ownership of vendor life cycle management
 - Continuous relations and improvements
 - Contract negotiations and renewals
 - Scope of new services and implementation for automated features
 - Made budget and quote decisions
- Project Coordinator
 - Designed and planned layout for new stores openings
 - Designed network layout with cross-functional team
 - Designed Register, Computer, and Printer layout
 - Oversaw and hands on installed all equipment above
- SaaS Owner and Administrator
 - Microsoft 0365 Global Admin; Users and groups, Exchange online
 - Managed Google Workspace via admin console
 - Managed Dropbox accounts and data using admin console
 - Managed Slack accounts and groups using management console
- IT Support
 - Provided efficient executive support 24 hours a day
 - Effectively supported L1, L2, and L3 Engineering incidents and projects
 - Installed, configured, and updated software on enterprise hardware
 - Coordinated print system repairs with Xerox for all sites

Olsonworks Consulting Corp, San Francisco, CA - May 2018 – Oct 2019

Manager of Recruitment and Retention

- Vendor Management; Ownership of vendor life cycle management
 - Continuous relations and improvements
 - Contract negotiations and renewals
 - Made budget and quote decisions
- People Management
 - First point of contact for all employees
 - Coordinated Technical Training

- Role and Talent Management
 - Managed job postings for positions at all client sites
 - Interviewed candidates for open positions

Sephora, San Francisco, CA – Oct 2015 – May 2018

Desktop Operations Lead

- Incident Management
 - Managed team and corporate resources to address ticket workflow
 - Worked as intermediary for both escalating issues to Engineering as well as moving workflow down to Help Desk
 - Maintained 90%+ SLA for all Incident tickets and followed up with other teams to ensure agreements were met
 - Utilized ITIL Service Operation processes to handle events, problems, and incidents
 - Collaborated with 3rd level engineering teams to resolve incidents and restore service
- IT Support
 - Assisted with troubleshooting and resolution of enterprise level events and outages
 - Acted as first line escalation point to address service issues
- Compliance
 - Ensured compliance with company policies and procedures
 - Performed audits of inventory and operations to ensure proper tracking and record keeping are being kept
- Communication
 - Kept team apprised of Go-Live's across the company and assisted with updating documentation for known issues and fixes
 - Worked with other departments such as Inventory Management, and Human Resources to ensure IT scope is defined and assisted with their functionality

Genentech, Inc. South San Francisco, CA - Jul 2014 – Oct 2015

Client Platform Administrator

- SaaS Owner and Administrator
 - Provided 2nd and 3rd level support for Google Apps for Business, Super Admin role
 - Provided escalated support for one of the largest Google Apps domains in the world
 - Mobile Iron, MDM admin for over 100,000 iOS devices
 - Managed accounts for Microsoft Lync on Windows Server
 - Sendmail admin for over 100,000 mailboxes
 - RightFax secure fax on Windows Server 2008
 - Managed users, groups, computers, and devices using Active Directory Users and Computers
 - Supported Interoperability between Microsoft Exchange and Google Apps
- Training/Process Improvement
 - Trained support staff and end users on upcoming releases and changes
 - Streamlined business processes and ensured they were followed
 - Wrote technical documentation as well as end-user facing documentation

- Utilized ITIL processes to standardize team and business service management
- Automation and scripting
 - Automated repetitive tasks using Python, Bash, and Apple Automator scripts
 - Created scripts to provide daily, weekly, and monthly reports including SLA, customer satisfaction, availability, and uptime
 - Used SQL scripts for mail databases and custom web tools databases
- Vendor Management; Ownership of vendor life cycle management
 - Continuous relations and improvements
 - Contract negotiations and renewals
 - Made budget and quote decisions
- Support
 - Served as level 3 support for desktop, mobile and cloud platforms
 - Managed and tracked tickets using HP Service Manager and Remedy
 - Provided global support to users using various technology channels
 - Worked in a 24/7 operations team providing live support and escalation resolution

Genentech Inc, Redwood City, California

Jan 2006 – Feb 2014

System / NOC Specialist / Lead Trainer (ExO – Extended Operations)

- Support
 - Escalation point for Windows, OS X, DNS, UNIX, Active Directory, Samba, CIFS, and Sendmail
 - Worked in a 24/7 operations team providing live system monitoring
 - Subject Matter Expert (SME) for Windows, OS X, DNS, Active Directory, UNIX, documentation & hardware issues
 - Provided 2nd level support for Google Apps on a variety of devices including Windows and Apple laptops, Android phones, iPhones, and Blackberries
 - Installed multi-head video cards in desktops to reduce equipment needed
 - Performed data backup and migration
 - Reduced the number of computers in the department by 50% by deploying systems with multiple monitors attached
- Monitoring
 - Communicated outage notifications for the enterprise using in-house website, SharePoint, and incident tracking database
 - Maintained high metrics for communications including communicating over 90% of outages to the enterprise within 5 minutes
 - Monitoring and outage notifications for many technologies including network devices, servers, storage appliances (NetApp and Isilon), websites, and databases
 - Monitoring with enterprise monitoring tools including NetIQ, Tivoli, and Foglight, SolarWinds, Big Brother, as well as custom built monitoring tools
 - Respond and react in a timely manner for monitoring alerts
 - Performed QA on a variety of hardware and software systems including mainframe, Windows, and UNIX
- Training/Development/Process Improvement

- Utilized ITIL Availability Management process to gather data to improve uptime for enterprise services
- Lead trainer for new hires and transition of duties to GOC (Global Operation Center)
- Traveled globally to supervise the go live of GOC transition
- Increased productivity of DNS assignment requests by 320% by scripting data entry
- Compiled all team procedures into a 100+ page Google Site for training of new hires
- Utilized ITIL Knowledge Management process to assist staff with ticket documentation to ensure high level of ticket quality and continuity
- Responsible for creating and implementing shift turnover process
- Collaborated with other teams on automating QA scripts
- Utilized Waterfall SDLC model to gather development requirements
- Worked with graphics team to relay design requirements
- Was the point person to test and implement new applications
- Documented deployment issues and created maintenance schedule
- Designed and installed 5 monitor triage workstations
- Event, Incident, and Problem Management
 - Managed tickets using Remedy ticketing system
 - Globally Managed tickets using HP Service manager for our acquisition and merger
 - Tracked root cause analysis for any outages that occurred
 - Provided daily and weekly reporting for all metrics, tickets, and outages

Education and Training

Self-Study via Codecademy.com, online courses, and eBooks

Linux system administration, Python, PowerShell, and Bash Shell Scripting

Google Apps Certified Administrator - Obtained in December 2014

<http://certification.googleapps.com/admin>

UCSC Extension Online - March 2013 - June 2013

VMware vSPHERE: Configuration and Management 5.1

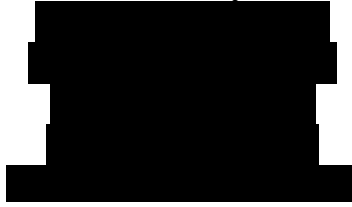
Heald Institute of Technology, San Francisco, CA - Completed in April 1998

AA - Applied Science Electronics Technology

AA - Applied Science Networking Technology (emphasis Microsoft Windows NT)

Other Skills and Experience: Python, PowerShell, Bash Shell Scripting, HTML5, CSS, Cabling, Cross Platform Computing, iOS, Android, Ethernet Networking, ITIL, SDLC, Technical Writing, Escalation Resolution, Mentoring, Training, Recruiting, Excellent soft skills

Paul R. Myers



SUMMARY

Safety Professional with a proven track record of promoting, coordinating, developing, implementing, and maintaining programs that lead to increased risk management, safety awareness, injury prevention, loss control and compliance with governmental regulations. Excellent customer relations, interpersonal, and organizational skills.

CAREER OBJECTIVE

Obtain an executive level leadership/safety management position.

EXPERIENCE

**Placer County, Department of Public Works and Facilities Management January 2018
– Present**

Senior Staff Services Analyst (Safety Analyst)

- Manage the various safety programs for the Department of Public Works and Department of Facilities Management which includes Environmental Utilities, Road Maintenance, Park Maintenance, Fleet Maintenance, Public Transit, Building Maintenance and Custodial.
- Perform Job Hazard Analysis studies to identify workplace hazards and develop appropriate training and controls.
- Develop and implement department-wide safety policies.
- Give presentations on a variety of Cal/OSHA mandated programs and subjects such as COVID-19, IIPP, Bloodborne Pathogens, Heat Illness, Ergonomics, injury reporting, Hazard Communication, Respiratory Protection, Emergency Preparedness, Fall Protection, Confined Space and more.
- Chair a safety committee that includes labor and management representatives from the various department divisions. At these meetings I provide training and communicate safety initiatives department-wide.
- Serve as a subject matter expert for all matters of occupational health and safety. Provide leadership and technical support. Review current operational practices and recommend changes for improvement as necessary. Perform inspections and audits for compliance.

2019 Safety Professional of the year, Safety Center Incorporated.

**County of Sacramento, Personnel Services, Risk and Loss Control Division August 2006-
January 2018**

Senior Safety Specialist

Responsible for supervising the work of multiple Safety Specialists and the safety programs for the departments in which they are assigned (Airports, Human Assistance, Health and Human Services, Environmental Management, Personnel Services, Technology, Voter Registration and Elections.

- Develop safety guidelines and procedures for a wide variety of processes and situations.
- Perform safety training in various topics such as Ergonomics, Respiratory Protection, Bloodborne Pathogens, Airborne Pathogens, Hearing Conservation, Defensive Driver, Emergency Procedures, Hazard Communication, Heat Illness, Emergency Preparedness and more.
- Inspect facilities and operations to detect unsafe conditions and to ensure compliance with applicable safety regulations.
- Coordinate activities and/or discuss safety and health issues and concerns with County personnel/departments and with State and Federal agencies such as OSHA and Cal-OSHA.
- Work closely with employees to maintain continual safety awareness and compliance with safety and occupational health policies and procedures.
- Work closely with managers and supervisors to ensure their support and understanding of their responsibilities regarding the safety of employees.
- Interview and make selections; evaluate employee performance; mentor; recommend training and career development opportunities; takes disciplinary actions; recognizes employees.
- Research, analyze, and make recommendations on safety and occupational health issues to all county departments.
- Write reports in a logical, comprehensive, and concise manner.
- Makes effective oral and written presentations.
- Investigate and analyze liability claims and implement or recommend appropriate corrective actions.

Completion of County Leadership Academy - Spring 2008

Safety Specialist

Responsible for developing, organizing, coordinating and maintaining compliance with all airport safety programs and policies mandated by Cal-OSHA and the Sacramento County Airport System (SCAS).

- Created department-wide Health and Safety Committee
- Investigate and analyze liability claims and implement or recommend appropriate corrective actions
- Airport liaison for Risk Management, Cal-OSHA and the County Safety Office
- Prepare and present formal safety briefings to airport senior management
- Review all accident and injury reports to identify trends and recommend preventative action
- Administer county and department safety programs such as IIPP, Bloodborne Pathogens, Hazcom, Hearing Conservation, Respiratory Protection, Emergency Action Plan, Ergonomics, Air Quality, Confined Space and Defensive Driver

Completion of Model Netics - March 2003

Recipient of the County's "Stars of Excellence" award for Customer Service
Airport All Star Award Recipient

TRAINING AND CERTIFICATIONS

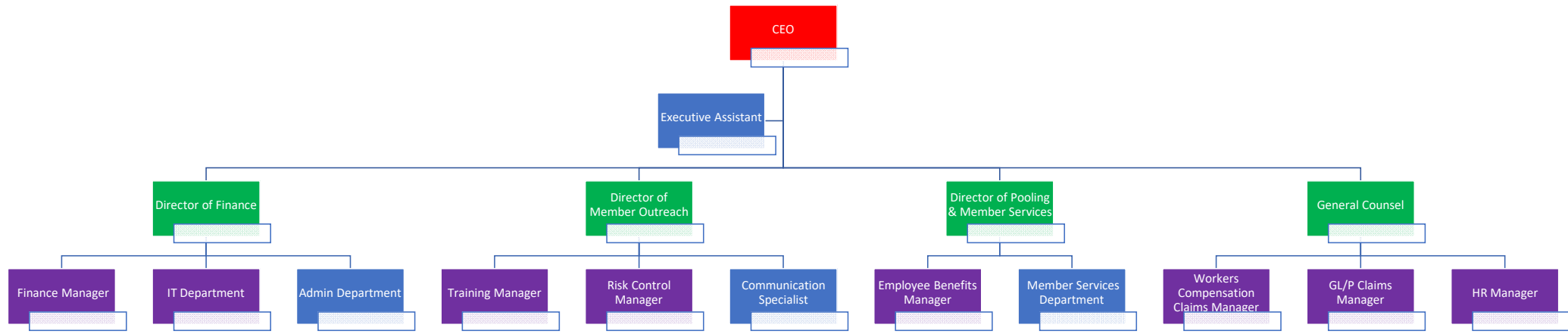
- HAZMAT First Responder Operation (FRO)
- Certified Occupational Hearing Conservationist (COHC)
- ICS 100-200-SEMS-NIMS
- Confined Space Rescue
- Tower Climbing/Rescue
- Mold and Indoor Air Quality
- Emergency Operations Center
- Respiratory Protection and Fit Testing
- Traffic Collision Investigation
- Defensive Driver Instructor
- Hazardous Materials First Responder
- DOT Reasonable Suspicion Supervisor training
- Aerosol Transmissible Disease
- Ergonomics
- Workplace Violence Prevention

EDUCATION

UC Davis Extension Safety Certificate Program	2002-2004
California State University, Sacramento, CA	1998-99
Sacramento City College, Sacramento, CA	1996-97
American River College, Sacramento, California	1995-96
Santa Barbara City College, Santa Barbara, CA	1994

REFERENCES

Available upon request.



ACWA JPIA
Salary Schedule
January 23, 2023

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

JPIA has updated the schedule to add Director of Pooled Programs and Director of Member Outreach positions approved by the Executive Committee in November.

RECOMMENDATION

That the Personnel Committee recommend to the Executive Committee approval of the January 2023 Salary Schedule as presented.

ACWA JPIA Staff

Pay Schedule

January 23, 2023

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 261,712	\$ 392,568
Assistant Executive Officer	Exempt	76	209,560	314,340
Director of Finance	Exempt	68	171,996	257,993
Director of Human Resources & Administration	Exempt	68	171,996	257,993
Director of Member Outreach	Exempt	68	171,996	257,993
Director of Pooled Programs	Exempt	68	171,996	257,993
General Counsel	Exempt	68	171,996	257,993
Employee Benefits Manager	Exempt	58	134,363	201,544
Finance Manager	Exempt	52	115,861	173,791
Human Resources Manager	Exempt	52	115,861	173,791
Liability and Property Claims Manager	Exempt	52	115,861	173,791
Risk Control Manager	Exempt	52	115,861	173,791
Training Manager	Exempt	52	115,861	173,791
Workers' Compensation Manager	Exempt	52	115,861	173,791
Lead Risk Control Advisor South	Exempt	48S	113,035	169,552
Senior Risk Control Advisor South	Exempt	45S	104,964	157,446
Cost Estimator Risk Control Advisor	Exempt	45	97,469	146,204
Senior Risk Control Advisor	Exempt	45	97,469	146,204
Lead IT Solution Developer	Non-exempt	45	97,469	146,204
IT Solution Developer	Non-exempt	44	95,092	142,638
Lead Benefits Analyst	Non-exempt	42	90,510	135,765
Lead Member Services Representative	Non-exempt	42	90,510	135,765
Lead Sr. Claims Adjuster	Exempt	42	90,510	135,765
Lead Sr. Workers' Compensation Examiner	Exempt	42	90,510	135,765
Senior Claims Adjuster	Exempt	40	86,149	129,223
Senior Workers' Compensation Examiner	Exempt	40	86,149	129,223
Senior Accountant	Non-exempt	38	81,998	122,997
System/Network Administrator	Non-exempt	38	81,998	122,997
Human Resource Specialist	Non-exempt	38	81,998	122,997
Communication & Outreach Specialist	Non-exempt	38	81,998	122,997
Benefits Specialist	Non-exempt	38	81,998	122,997
Risk Control Advisor II	Non-exempt	38	81,998	122,997
Benefits System Analyst II	Non-exempt	32	70,706	106,059
Risk Control Advisor	Non-exempt	32	70,706	106,059
Claims Adjuster	Non-exempt	32	70,706	106,059
Member Services Representative II	Non-exempt	32	70,706	106,059
Business Data Analyst	Non-exempt	32	70,706	106,059
Executive Assistant	Non-exempt	30	67,299	100,949
Benefits Analyst II	Non-exempt	28	64,056	96,085
Benefits System Analyst	Non-exempt	28	64,056	96,085
IT Support Specialist	Non-exempt	28	64,056	96,085
Administrative Assistant III	Non-exempt	24	58,032	87,048
Benefits Administrator II	Non-exempt	24	58,032	87,048
Benefits Analyst I	Non-exempt	24	58,032	87,048
Claims Assistant	Non-exempt	24	58,032	87,048
Accountant III	Non-exempt	22	55,236	82,854
Accountant II	Non-exempt	20	52,574	78,861
Administrative Assistant II	Non-exempt	20	52,574	78,861
Receptionist/Office Assistant	Non-exempt	11	42,098	63,146

ACWA JPIA
Update on Employee Engagement Team Survey Proposals
January 23, 2023

BACKGROUND

In 2021, JPIA conducted an all staff survey on engagement. The results were share early in 2022 with the goal to create a staff-driven committee to look at the results and determine what actions could be taken to increase engagement.

CURRENT SITUATION

The survey showed that JPIA has staff engagement levels way above those in the public and private space, but there were some areas where JPIA could do better in involving and engaging staff. The committee was made up of 15 staff people who worked very hard and put in lots of hours to research, dissect, propose, and present their findings to the executive team.

Some of the recommendations brought forth and approved by the management team were to improve the process for creating organizational goals, allowing time for staff to create supporting goals and then holding all staff accountable for reaching the goals; creating an online method to share suggestions anonymously – IT created such a method for submission; and provide information earlier in the process when policies and procedures change.

All staff agreed that the process was valuable and endorsed what the organization was doing to keep engagement at a high level.

RECOMMENDATION

None, informational only.

ACWA JPIA
Staffing Activities
January 23, 2023

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 September 21, 2022:

- JPIA hosted the Fall HR Group Meetings in September 27 at the Yorba Linda Water District and at the JPIA office (virtual). HR staff learned about mental health in the workplace. The expert speakers were provided by Kaiser Permanente.
- The Social Committee hosted a Family fun event at Golfland Sunsplash in September. Staff enjoyed being together with each other's families playing mini golf, laser tag, and race cars.
- Staff members attended the AGRiP Staff Forum Conference in San Diego in October.
- The Wellness Committee hosted a financial wellness event on October 5 for staff. A local attorney came and presented on the importance of wills, trusts, and estate planning.
- The Wellness Committee hosted a Fall Feast at the JPIA office on October 26. JPIA staff enjoyed a catered lunch from Bennett's Kitchen.
- The JPIA Employee Engagement Team finalized their recommendations to improve engagement and presented them to the Directors in late October. Several of the recommendations were approved by the Directors and implemented.
- The Social Committee hosted the annual Staff Holiday and Retirement Celebration Luncheon at the Whitney Oaks Golf Club in December. Staff celebrated the retirements of Sylvia Robinson and Allison Hartill. The event was also attended by 5 retirees.
- JPIA staff continued their commitment to the JPIA organizational goal of supporting community organizations by volunteering at the Placer Food Bank in January.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
CEO Update
January 23, 2023

BACKGROUND

The CEO update is a standing item on Personnel Committee agendas.

CURRENT SITUATION

The JPIA's Chief Executive Officer will update the Personnel Committee on relevant, current issues and potential, future opportunities, and challenges.

RECOMMENDATION

None, informational only.

ACWA JPIA MEETINGS & CONFERENCE CALENDAR – 2023

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS			RISK MGMT	CWIF
					Emp. Benefits	Liability	Property		
JAN 23			2:00 PM COSTA MESA						
JAN 30								2:00 PM	
JAN 31		8:00 AM							
MAR 22				1:00 PM			3:00 PM		
MAR 23		8:00 AM							
APR 26					8:30 AM				
MAY 8	1:30 PM	10:15 AM					8:30 AM		
MAY 9-11 ACWA SPRING CONFERENCE – MONTEREY									
MAY 25									9:00 AM UTAH
JUNE 8			11:00 AM						
JUNE 14-15 EXECUTIVE COMMITTEE ONBOARDING MEETING									
JUNE 28							3:00 PM	1:00 PM	
JUNE 29		8:00 AM							1:00 PM
JULY 26					2:15 PM	12:30 PM			
JULY 27		8:00 AM							
SEPT 6			11:00 AM						
SEPTEMBER 12-14 CAJPA CONFERENCE – LAKE TAHOE									
SEPT 27				3:00 PM		1:00 PM			
SEPT 28		8:00 AM							1:00 PM
OCT 25		8:30 AM							
NOV 27	1:30 PM	10:15 AM							
NOV 28									8:30 AM
ACWA FALL CONFERENCE – NOVEMBER 29 – DECEMBER 1 – INDIAN WELLS									