

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

Monday
June 3, 2024
11:00 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



PERSONNEL COMMITTEE MEETING

AGENDA

[Zoom Link](#)

Meeting ID: 532 180 4035

Password: 5742

Telephone No.: 1 (669) 900-6833

Monday, June 3, 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

WELCOME

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

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

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Preliminary Agenda issued: May 1, 2024

Final Agenda issued: May 28, 2024

Presenter

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Beatty * VI. CEO Update

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McDonald * VII. Discuss Next Meeting Date: September 4, 2024

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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: Chimene Camacho, 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.



Unapproved Minutes

Personnel Committee Meeting

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

January 8, 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

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

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Robert Greenfield, General Counsel
Tony Waterford, Human Resources Manager

OTHERS

Ernie Avila, Contra Costa Water District (via Zoom @ 10:18 a.m.)
Chris Kapheim, Kings River Conservation District (via Zoom @ 10:18 a.m.)
Szu Pei Lu-Yang, Rowland Water District (via Zoom @ 10:18 a.m.)
Scott Ratterman, Calaveras County Water District (via Zoom @ 10:18 a.m.)
Randall Reed, Cucamonga Valley Water District (via Zoom @ 10:18 a.m.)

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 10:09 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.

I. APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the September 6, 2023 meeting.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 6, 2023 meeting, as presented.

II. REVIEW AND TAKE ACTION ON EMPLOYEE HANDBOOK CHANGES

Ms. Beatty thoroughly reviewed the proposed updates to the JPIA Employee Handbook with the Committee. A high level summary of the proposed changes was included in the packet. Ms. Beatty noted that the recommended changes have no negative impact on the JPIA General and Administrative budget.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend that the Executive Committee approve the proposed edits to the JPIA Employee Handbook, as presented.

III. REVIEW STAFFING ACTIVITIES

Ms. Beatty reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included: A retirement celebration for Andy Sells in September; an in-office Halloween Costume party in October; a Fall Feast in November; and the annual Holiday Lunch attended by staff and retirees in December.

IV. REVIEW STAFFING STATUS

Ms. Beatty reported on staffing changes that have occurred since the last Personnel Committee meeting. In October 2023, Cindy Buschmann was promoted to Accountant III and in December 2023, Jillian Sciancalepore was selected for the promotion to Administrative Assistant III with a start date sometime in early 2024, pending the hiring of her replacement in the Workers' Compensation Department. In November 2023, the Retired Annuitant assignment for Andy Sells as Project Manager for the JPIA was approved by CalPERS. In December 2023, recruitment to fill the Employee Benefits Manager position commenced. In January 2024, two new hires started their positions. Kayla Villa started as Litigation Manager and Judy Shiu as Senior Claims Adjuster. It is anticipated that recruitment will begin in early 2024 for the Cost Estimator position that was approved by the Executive Committee in September.

V. REVIEW AND TAKE ACTION ON THE NEW SALARY SCHEDULE

Ms. Beatty stated the Salary Schedule was updated to include the new Litigation Manager and Project Manager positions. These positions were both approved in September and October of 2023, however, the Salary Schedule was not updated at that time.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend that the Executive Committee approve the new Salary Schedule, as presented.

VI. REVIEW CEO EVALUATION CONSULTANT

Ms. Beatty noted that in the September 2023 meeting, the Personnel Committee reviewed and recommended, and the Executive Committee reviewed and approved, a proposal from Mary Egan to facilitate the 2023/24 CEO Evaluation process. Subsequent to that approval, a Committee member requested staff bring this agenda item back for further discussion. After further review at this meeting, the Committee recommended no change from their prior recommendation.

VII. REVIEW CEO COACHING/LEADERSHIP SUPPORT

Ms. Beatty presented two options for CEO coaching and leadership support services. The first option was to hire Andy Sells, former JPIA CEO, to provide leadership support at an hourly rate of \$100. The second option was to contract with Clint Camac, the current JPIA Leadership Program Facilitator, at an hourly rate of \$220 per hour. The Committee reviewed the benefits of hiring Mr. Sells given his 33 years of service and experience. They also reviewed the proposal presented from Mr. Camac which provides for continuation of the methodology implemented in the Leadership Program. After much discussion, the Executive Committee authorized execution of a one-year contract with Mr. Camac.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend that the Executive Committee approve a one-year agreement with Clint Camac for CEO Coaching/Leadership support.

VIII. CEO UPDATE

Ms. Beatty provided an update on relevant, current issues and potential, future opportunities, and challenges.

NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on June 3, 2024.

The Personnel Committee meeting adjourned at 11:41 a.m.

ACWA JPIA
Staffing Activities
June 3, 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 January 8, 2024:

- On January 31, 2024, all JPIA employees participated in a half-day DiSC workshop, facilitated by Clint Camac, President, Leadership Development Network. The DiSC workshop introduced participants to DiSC theory, the foundation of the JPIA Leadership Program, and explained how it can be used to form stronger relationships. The workshop also personalized the experience through an individualized assessment tool that helped each participant discover their own, personal workplace behavioral style, priorities, tendencies, motivators, stressors, etc. Participants learned how to use the newly discovered information to better understand both themselves and those they work with, so they can make small adaptations in their tendencies to better connect and work with their teammates.
- On February 7, 2024, the JPIA Wellness Committee hosted a Super Bowl Party for all staff in the “ExCo Stadium.” Fan favorites included a menu of chicken wings and healthy side dishes, football themed games with a chance to win a prize, and the opportunity for staff to wear football themed clothing.
- On March 5, 2024, JPIA staff volunteered at the Placer Food Bank, in alignment with JPIA’s organizational goal of continued volunteer service to engage with and invest in our local community together.
- On March 6, 2024, the JPIA Wellness Committee hosted “Wake Up with Wellness” and a presentation by Safe Credit Union on Budgeting and Saving.
- On March 13, 2024, the JPIA Social Committee hosted “Minute to Win It” for JPIA staff. This event took place at the JPIA during lunch hour and included various game stations, prizes, and lunch for participants.
- On April 15-16, 2024, JPIA managers and directors participated in their own “Measures that Matter” workshop to collaborate on creating Value Statements that complement the Value Statements created by the Executive Committee at their strategic planning session in January. Prior to the workshop, all managers had met with their departments to gather Value Statements from their departments’ unique perspectives. The staff workshop was facilitated by Rick

Brush, Chief Member Services Officer, PRISM and was held at Thunder Valley Casino Resort.

- In mid-April, JPIA employees were invited to participate in a survey to provide helpful information in the design of a new performance management process. Two surveys were conducted, one for all staff and one for managers/directors. The survey participation rate was very good with approximately 80% for all staff and 75% for managers/directors.
- On April 22, 2024, JPIA managers and directors participated in a two-hour *Five Behaviors of a Cohesive Team* follow-up session facilitated by Clint Camac. This was a continuation of the *Five Behaviors of a Cohesive Team Personal Development* workshop held in December 2024, as requested by the managers, and focused on next steps/action planning. The Five Behaviors of a Cohesive Team is a simple framework that teams can collectively apply to build better connections, strengthen their teamwork, and improve their team performance.
- On April 24th, JPIA celebrated Administrative Professionals Day with bagels and all staff were allowed to finish their workday 2 hours early.
- On April 30, 2024, JPIA employees were invited to participate in a Workplace Violence Prevention Plan survey to provide feedback that will help in the development and implementation of the plan. The survey was open through May 7, 2024.
- Throughout the month of May, the JPIA Wellness Committee hosted various activities related to “May Walk-With-Wellness.” The Committee hosted a half-mile walk every Wednesday at 10:00 am, asked employees to track their miles walked, and culminating with a several mile “Walk to Maidu and Lunch” event on May 30.
- May 5-9, 2024, JPIA staff attended the Spring Membership Summit and the ACWA Conference in Sacramento, CA.
- On May 23, 2024, JPIA employees attended a Meet and Greet hosted by the Association of California Water Agencies. This event was held at the ACWA offices from 1:30 pm to 4:00 pm and provided a great opportunity for both ACWA and JPIA staff to connect and learn more about the Association.

RECOMMENDATIONS

None, information only.

ACWA JPIA
Staffing Status
June 3, 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:

- Jillian Sciancalepore transitioned to full-time Administrative Assistant III in the Administration Department, from the Workers' Compensation Claims Department, effective February 5, 2024.
- On February 12, 2024, Sherry Gerard began her employment with the JPIA as Administrative Assistant II in the Workers' Compensation Claims Department.
- On February 12, 2024, Adam Dedmon began his employment with the JPIA as the Employee Benefits Manager.
- Recruitment to fill the Cost Estimator / Valuation Consultant position in the Member Services Department is in progress. This position was approved by the Executive Committee in September 2023. A candidate has accepted the position and, pending the results of the background check and physical, is anticipated to start on June 17.
- An updated organizational chart follows.

RECOMMENDATIONS

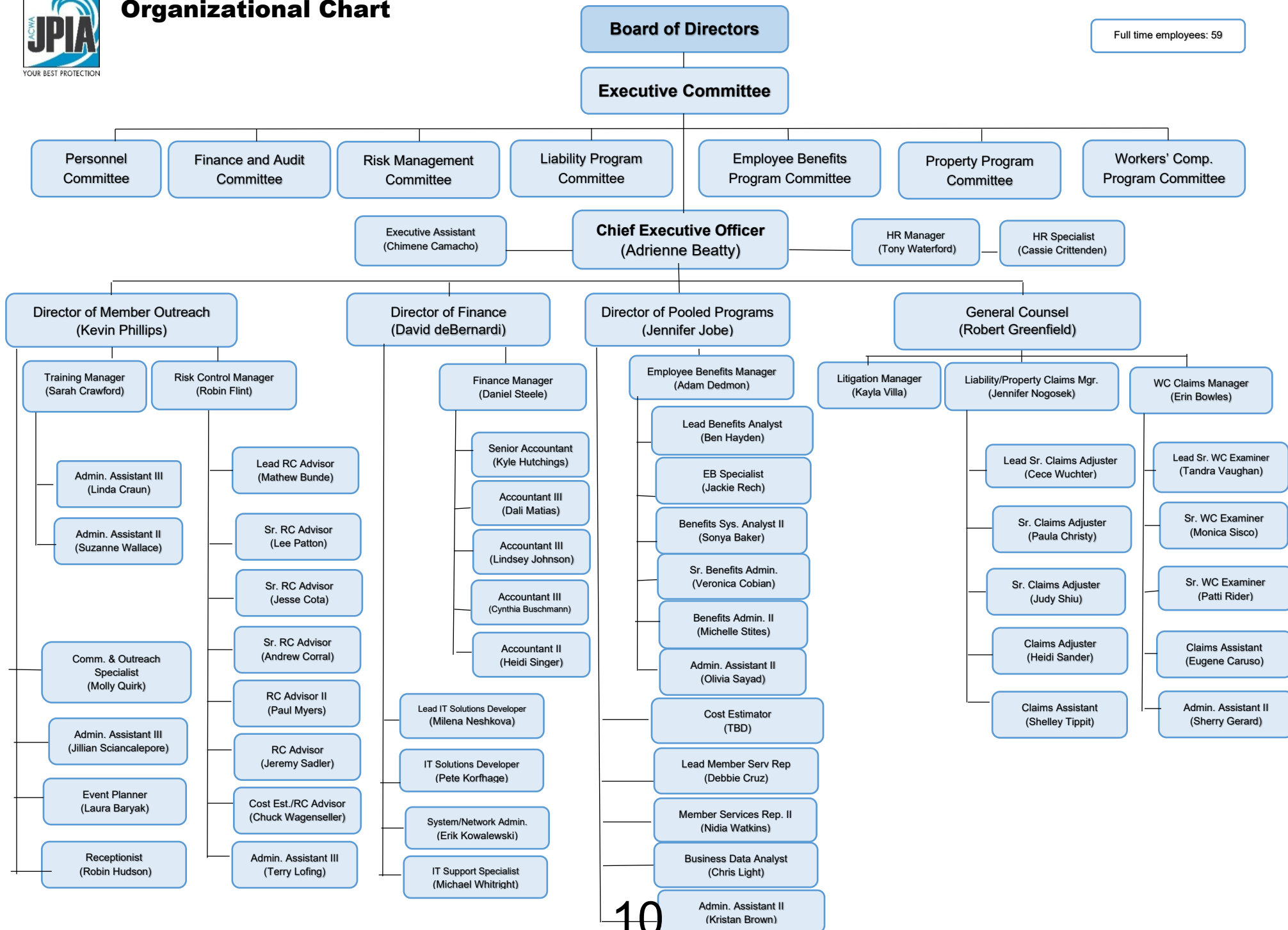
None, information only.



Organizational Chart

Effective June 3, 2024

Full time employees: 59



ACWA JPIA
New Positions and Updated Salary Schedule
June 3, 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.

CURRENT SITUATION

The attached Salary Schedule has been updated to include several new positions: Information Technology Manager, Training Specialist, and Senior Executive Assistant positions.

Information Technology Manager

The JPIA has created an Information Technology (IT) Manager position, grade 52, with a pay range of \$121,654 (minimum) to \$182,481 (maximum). The position will report to the Director of Finance.

The IT Department is one (1) of three (3) that do not currently have a Manager; the other two being the Member Services and Administration Departments. All four IT employees: 2 IT Solutions Developers, a System/Network Administrator, and an IT Support Specialist all report directly to the Director of Finance.

As JPIA evolves digitally and technologically, not having a Manager-level position, with technical knowledge and project management skills sufficient to manage the significant number of databases, systems, and equipment, multiple ongoing software implementations, digital strategy, and organization-wide cyber security and disaster recovery plans puts the organization at a disadvantage. Increasing the total IT Department staffing to five (5) full-time employees, with a dedicated Manager will allow JPIA to more effectively manage and improve its current and future technology needs.

An Information Technology Manager job description is attached for the Committee's reference. The job description was created from a review of multiple IT Manager job descriptions from cities, risk pools, and water districts.

Training Specialist

The JPIA has reinstated a full-time Training Specialist position, grade 38, with a pay range of \$86,098 (minimum) to \$129,147 (maximum). The position will report to the Training Manager.

JPIA previously had a Training Specialist position for many years that was vacated by the current Training Manager, Sarah Crawford, after her promotion in 2018. The vacant position was never back-filled. When the Director of Administration & Training position

was re-organized upon Patricia Slaven's retirement, her training-related duties and programs were also delegated to the Training Manager.

Rising demand for both in-person and online training content and delivery by members, a backlog of course updates needed for outdated class materials, and the coordination of the JPIA Professional Development Program necessitates additional bandwidth for the Training Department. There is also no current succession plan or incumbent qualified internally with the unique skillsets required for the anticipated future training department needs. Re-instating the Training Specialist position will enhance the JPIA's training programs' quality, consistency, and effectiveness for both in-person and online member training, education, and events.

A Training Specialist job description is attached for the Committee's reference. The historical job description was updated for current and future department needs.

Senior Executive Assistant

The JPIA has created a Senior Executive Assistant position, grade 38, with a pay range of \$86,097 (minimum) to \$129,146 (maximum). The position will report to the Chief Executive Officer.

The Executive Assistant (EA) to the CEO position has grown significantly in duties and complexity of duties over the past few years. Upon the creation of the Assistant Executive Officer position, the EA began supporting both the CEO and AEO in all customary executive support duties. Additionally, the EA's duties have expanded to include executive support of Directors and other staff when traveling to meet with members or to conferences, when the CEO will also be in attendance, for more efficient coordination of registrations, travel, and lodging. Upon the transition from the former CEO to the current CEO, there has been an increased demand on the EA for calendar management, multi-day, multi-member scheduling and travel arrangements, and overall facilitation and enabling of CEO duties. Recently, duties were expanded to include quality control and purchasing of JPIA SWAG and the training and mentoring of the new Administrative Assistant III who has absorbed all Board Secretary duties for JPIA's six (6) advisory Committees.

Further, in comparing the job descriptions and salary ranges for ACWA's Senior Executive Assistant and the JPIA's Executive Assistant to the CEO, it is clear that in addition to the expansion of duties that have occurred over the past two years, the JPIA EA is performing as complex of duties as the ACWA Senior EA which should be reflected in title and salary range.

A Senior Executive Assistant job description is attached for the Committee's reference. The original Executive Assistant to the CEO job description is shown in "track changes" format to include currently performed duties not previously reflected, as well as to reflect Senior EA duties not previously reflected.

An updated Salary Schedule reflecting the above positions and the new Cost Estimator/Valuation Consultant position, follows.

RECOMMENDATIONS

That the Personnel Committee make a recommendation to the Executive Committee to approve the new positions and revised Salary Schedule.

ACWA JPIA
Information Technology Manager

Name:
Grade: 52
Status: Exempt

Reports to: Director of Finance
Date: May 2024

Definition/Summary

Under the direction of the Director of Finance, the Information Technology Manager is responsible for managing technology operations and providing direction for assigned staff. This includes planning, initiating, and managing information technology (IT) projects in support of organizational objectives. Lead and guide the work of technical staff. The Information Technology Manager serves as liaison between business and technical aspects of projects, plans project stages and assesses business implications for each stage. Monitors progress to ensure deadlines, standards, and cost targets are met.

Essential Functions (Duties may include, but are not limited to the following):

- Assists the Director of Finance in leading the organizations' technology adoption, implementation, and culture
- Assists leadership in the development of annual budget for information technology projects; administers budget in assigned areas of responsibility; implements and allocates resources following budget approval; approves expenditures
- Plans, directs, coordinates, and reviews the work plan for IT services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems
- Manages team and project priorities and coordinates activities and resources
- Analyzes department needs, identifies vulnerabilities, and boosts productivity, efficiency, and accuracy to inform business decisions
- Builds and maintains positive working relationships with co-workers and the public using principles of good customer service; collaborates with other departments to streamline business processes
- Ensures the proper repair and maintenance of organization information technology equipment, including connectivity for remote and field staff
- Confers with project personnel to identify and resolve problems
- Monitors or tracks project milestones and deliverables
- Prepares project status reports for leadership by collecting, analyzing, and summarizing information and trends
- Submits project deliverables to leadership, ensuring adherence to quality standards
- Assesses current and future JPIA staff needs and priorities by communicating directly with employees, conducting surveys, or other methods
- Initiates, reviews, and approves modifications to project plans
- Schedules and facilitates meetings related to information technology projects
- Develops implementation plans that include cost-benefit analyses and return on investment (ROI)

- Identifies the need for initial or supplemental project resources
- Develops and updates project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing
- Develops, maintains, and continually assesses cyber security plan and the overall security of the organization
- Plans for and maintains organization information technology disaster recovery readiness
- Provide oversight and coordination of emergency response capability for computer service on a 7-day, 24-hour basis
- Performs information technology risk assessments to develop response strategies
- Establishes and executes a project communication plan
- Responsible for overall management, guidance, and leadership of information technology department staff technically and professionally
- Monitors the performance of project team members, providing and documenting performance feedback
- Manages staff and activities regarding day-to-day operations of the Information Technology Department
- Assigns duties, responsibilities, and spans of authority to project personnel
- Coordinates recruitment or selection of project personnel
- Negotiates with project stakeholders to obtain resources or materials
- Oversees the development of RFP's related to assigned areas of responsibility
- Identifies, reviews, and selects vendors or consultants to meet project needs; maintains existing vendor partnerships; negotiates vendor contract Terms and Conditions, Service Level Agreements, and payment structures; manages the execution of technology-related contracts

Other Duties

- Evaluates technology, sets standards, and makes appropriate recommendations for purchase and implementation
- Assists and collaborates with Director of Finance on strategic IT planning/development
- Assists, creates and leads IT policies and procedures development and maintenance
- Presents to Committees/Board as needed
- May be asked to assist with member information technology training and needs
- Perform other duties as assigned

Job Standards/Specifications

Knowledge of:

- Principles and practices of public administration as it relates to the management of computer systems operation and support, local and wide area data communications and a variety of telecommunications systems
- Principles of advanced computer technology, platforms and systems development life cycles
- Principles and techniques of software systems and quality assurance control
- Design, installation, and maintenance of mainframe, distributed, client server and desktop computer operations

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- Principles and practices of management and organizational theory, including planning, organizational design, business finance, budget preparation and administration, business development, project management, and organizational effectiveness
- Applicable theories, principles, and practices related to area of assignment
- Strategy development principles and procedures
- Applicable local, state, and federal laws and regulations
- Program development and administration principles and practices
- Principles and practices of supervision, training, and personnel management
- Principles and practices of leadership, motivation, team building, and conflict resolution
- Theories and techniques of management and leadership

Ability to:

- Select, supervise, train, motivate, and evaluate assigned staff
- Provide leadership
- Plan, coordinate, prioritize, assign, and review the work of direct report staff
- Use computers and related software applications
- Manage multiple priorities simultaneously
- Communicate clearly and concisely, both verbally and in writing
- Analyze, develop, and implement policies and procedures
- Ensure compliance with applicable federal, state, and local rules and regulations
- Interpret and apply applicable laws, rules, and regulations
- Identify information technology and cyber security risks and solutions
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Resolve conflict
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Maintain confidentiality of information

Typical Physical Activities

- Communicate effectively both orally and in writing with JPIA Management and co-workers, in face-to-face one-to-one, virtual, and group settings (gives instruction and information and responds to questions)
- See and hear within normal range with or without correction
- Possess normal color vision
- Works in an office environment; lifts and moves objects up to 50 pounds with assistance
- Ability to work at a desk for an extended period
- 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. Occasionally required to change working hours; work weekends, evenings, or standby, as required
3. This position is eligible for remote work up to two days per week
4. Occasional travel by automobile in conducting JPIA business

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A bachelor's degree from an accredited college or university with major course work in Information Technology, Computer Science, Information Science, or a closely related field, preferred.

Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.

Experience:

- Three or more years of experience in IT management, providing technical and functional supervision over assigned personnel, preferred
- Three years of increasingly responsible experience in the field of systems analysis, systems engineering, programming, database administration and/or analysis, operating systems, network analysis and/or management, computer applications development and implementation, and business requirements or a similar field in a multi-platform information systems environment
- Deep knowledge of programming languages and operating systems (ex: Microsoft Exchange, Active Directory), current equipment and technologies, enterprise backup and recovery procedures, and systems performance monitoring
- Expertise in implementing, configuring, and testing information technology solutions
- Strong creative and analytical thinking
- Professional certifications, such as: Project Management Professional (PMP), Certified Information Systems Security Professional (CISSP), Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA), or ITIL Certification preferred.

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.

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

Training Specialist

Name:
Grade: 38
Status: Non-Exempt

Reports to: Training Manager
Salary Range: \$86,098 to \$129,147
Date: June 2024

Definition/Summary

Under the general direction of the Training Manager, assess training needs, coordinate, develop, implement, conduct, and evaluate various training programs for member agencies, in coordination with training staff.

Essential Functions

- Plans, coordinates, and implements training activities for JPIA members
- Develops, facilitates, and oversees in-person and virtual online training courses and programs using a variety of instructional techniques and formats, including human resources, supervisor development, and risk management topics
- Assesses training needs through claims experiences, requests, surveys, evaluations, and discussions
- Updates and refines elements of the JPIA's Professional Development Program
- Organizes, develops, and/or obtains course outlines, training workbooks, job aids, and course materials such as handouts, videos, and visuals
- Evaluates current and new training materials prepared by other instructors or vendors and assists in collaboratively developing/updating materials
- Source, schedule, and arrange training sessions and conferences based on availability of venues and instructors; negotiate meeting space contracts and coordinate events
- Maintains and develops expertise in areas related to training, adult learning theory, and organizational development by surveying literature and attending relevant seminars and meetings
- Develop, evaluate, and implement e-learning programs ensuring compatibility with learning management platform, IT requirements, and effectively meeting learning objectives
- Utilizes training expertise to assist and consult staff in effective training techniques, adult learning, design of materials and job aids, etc.
- Provide pre- and post- training or program assessments and evaluations through focus groups, surveys, and individual interviews; provide recommendations based on collected data
- Travels to training venues, as required
- Drives personal or rental vehicle for JPIA-related travel requirements
- Represents the JPIA and the Member Outreach division to public agencies and other external contacts in a positive and productive manner
- Establishes and maintains effective working relationships with co-workers, committee members, and agency personnel

- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities

Other Duties

- Identifies resources and links to include on JPIA website
- Assists with the development of the training catalog and Professional Development Program Manual
- Writes memos, articles, scripts, and marketing content for training programs, events, education, safety, and risk management topics
- Coordinates Training Department and other JPIA staff during member events
- Prepares and make periodic reports and presentations to managers and committees
- Perform other job-related duties as required

Job Standards/Specifications

Knowledge of:

- Talent Development/Training: Adult learning process, instructional design theory and training methodologies; communication processes, group dynamics, meeting facilitation
- Personnel and Human Resources: Knowledge of principles and procedures of personnel recruitment, training, laws, practices in public sector
- Risk Management/Safety: Knowledge of relevant policies and procedures to promote effective risk management/safety-related programs and activities
- Training delivery equipment, audio/visual aids, and software
- Administration and management: Knowledge of business and management principles involved in succession planning, resource allocation, and human resource modeling.
- English language: Knowledge of the structure and content of English language including meaning, spelling, composition, and delivery
- Effective communication, facilitation, training and presentation skills for in-person and on-line delivery
- Learning management systems (LMS), on-line course development software (i.e., Articulate Storyline), and virtual training/webinar software (i.e. Zoom and Microsoft Teams)
- Graphic/visual design: Powerpoint and Microsoft Office applications, Adobe InDesign, Premiere, Illustrator and/or Photoshop preferred, Canva.
- JPIA policies and procedures

Ability to:

- Develop, present, and coordinate logistics of in-person and online training programs
- Establish and maintain effective communications with member agencies, vendors, and other external contacts regarding training and risk management programs
- Maintain expertise in training, safety, and risk management
- Up to 35% travel required within California
- Communicate effectively, verbally, and in writing

- Write articles and design materials for training, education, and risk management courses or publications

Typical Physical Activities

- Stand and move about when conducting training programs and on-site assessments
- Climb stairs, ramps, stoops, kneels, crouches, and reaches
- Drive auto for extended period
- Travel via car and airplane
- Communicate 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)
- Use office equipment, such as computer terminals, telephones, copiers, projectors, and fax machines
- Ability to work at a desk for an extended 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 such as telephones, fax machines, copiers, laptop computers and computer workstations
- Regularly use a telephone for communication
- 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.
3. This position is eligible for remote work up to two days per week.

Desirable Qualifications

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

Equivalent of bachelor's degree from accredited college or university with coursework in organization development, human resources, training and development, or closely related field and at least five years professional level training experience; or any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities.

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.

Professional certifications such as ATD CPLP, SPHR-CA, PHR-CA, IPMA-CP, ARM desirable.

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
SENIOR EXECUTIVE ASSISTANT

Name:
Grade: **3038**
Status: Non-Exempt

Reports to: CEO

Date: May 2024

Definition/Summary

Under general direction of the Chief Executive Officer (CEO) supervision, organizes, assigns, reviews and participates in the performance of the more complex and highly responsible, confidential administrative duties for the Chief Executive Officer, Executive Committee, and JPIA Advisory Committees. Assists with a variety of special projects; performs duties requiring specialized knowledge. ~~provides high level, confidential and complex administrative support, to the Chief Executive Officer, Executive Committee, and JPIA Advisory Committees.~~

Essential Functions

- Receives direction from the CEO~~Chief Executive Officer.~~
- May exercise technical and/or functional supervision over other administrative~~less experienced staff;~~
participates in the training, development, and leadership of other administrative staff;
~~Schedules and organizes Executive Committee meetings, prepare and develop agendas, summary sheets, packets, minutes, mailings, dinners, and lodging~~
- Plans, prioritizes, leads, reviews and participates in duties related to supporting the CEO~~Chief Executive Officer~~ and JPIA leadership team;
~~Schedules and organizes Personnel Committee, Executive Committee and CWIF Board meetings, prepares and develops agendas, summary sheets, packets, minutes, mailings; coordinates meals and lodging; Ccoordinates travel arrangements and meeting preparation for CEO, JPIA leadership team, and the Executive Committee~~
- Prepares Board packet and various presentations, collaborates with the Event Planner in all planning, coordination, and logistics for Fall and Spring membership summits, including exhibitor responsibilities at ACWA conferences; coordinates travel arrangements for CEO, JPIA leadership team, the Executive Committee
~~Participates in the training, development, and leadership of less experienced staff.~~
- Schedules and organizes CWIF meetings; prepare and develop agendas, packets, minutes, and track action items; coordinate meals and lodging; coordinates travel arrangements for CEO, JPIA leadership team, the CWIF Board
- Assists the CEO with complex calendar management, internal and external meeting scheduling, conference registrations, travel coordination and other daily events; may be asked to assist the JPIA leadership team as needed
- Coordinates the scheduling of visits and presentations at member agencies for CEO and JPIA leadership team when requested; coordinates with other departments to gather and appropriate materials, including CEO presentation materials
- Prepares correspondence, maintains confidential files and reports
- Maintains Authority's Board and Executive Committee Minutes books

- Maintains in-house JPIA History and Policies reports
- Prepares and distributes Closed Session summaries and prepares corresponding minutes
- ~~Prepares PowerPoint presentations.~~
- Accurately prepare correspondence, memos, and notices from rough draft, or verbal instruction in a timely manner; independently compose routine correspondence as needed.
- Maintains the Significant Claims Reports files
- Maintains and manages electronic and paper filing systems.
- Maintains and utilizes a variety of databases and software.
- ~~Schedules and organizes CWIF meetings; prepare and develop agendas, packets, minutes, and track action items~~
- Schedules and helps coordinate content for monthly Managers, and Directors, and all staff meetings and other events; including coordinating venue contracts, facility arrangements, meeting room set up and other logistics, audio-visual resource requirements, food and beverage, communicating with staff, etc.
- Respond to telephone callers; determine the nature of inquiries and either provide requested information or transfer calls to appropriate employees; if required, take messages from callers and forward to employees, either written or verbally, in a timely and accurate manner for follow-up.
- Gather or research data or materials for general information for purposes or special reports by contacting employees, other departments, or agencies; compile, analyze and distribute relevant information as directed.
- Maintains and organizes all CWIF documentation, including reinsurance agreements and State of Utah required filings for Board and Officers
- Maintains in-house CWIF History report
- Acts as FPPC Officer, working with all JPIA Directors and staff to remain in compliance; maintains Conflict of Interest Code and makes amendment recommendations
- Manages Conflict of Interest Form 700 system
- ~~Coordinates JPIA presentations to various district Board meetings for CEO, Executive Committee and JPIA Directors~~
- ~~Prepares all necessary materials for Director visits to member districts~~
- Schedules all Committee meetings for the year
- Prepares reports and correspondence for the CEO, Directors, General Counsel, and the Executive Committee
- Prepare onboarding documents for new ~~Executive~~ Committee members
- ~~Assists in the preparation and planning of JPIA Fall and Spring conferences~~
- ~~Creates and maintains annual Calendar of Meeting Dates (including calendaring the Directors meetings, Managers meetings and monthly Connections)~~
- ~~Plan and prepare internal meeting agendas; coordinate and assist staff with submittal of agenda material and review for completeness; distribute agenda packets as appropriate~~
- ~~Coordinate facility arrangements, meeting room set up, and audio-visual resource requirements~~
- ~~Coordinates travel arrangements and meeting preparation for CEO and the Executive Committee~~
- Exercise independent judgment on matters pertaining to the Chief Executive Officer's and/or JPIA Leadership Team's schedule and workflow including, but not limited to meetings, conferences, speaking engagements and travel.
- Manages, and coordinates with other administrative staff, the selection, design, and ordering of JPIA SWAG.

- Acts as Lead Recording Secretary: trains and assists other Recording Secretaries in packet preparation, and other essential functions of the Recording Secretary
- ~~Schedules, organizes, and assists with Personnel Committee meetings, packets and minutes~~
- Drives personal or rental vehicle for JPIA-related travel requirements
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establishes and maintains effective working relationships with co-workers and all others contact during the course of work.
- Represents the JPIA with dignity, service, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces service, integrity, innovation, and people.

Other Duties

- Compile statistics and materials to assist in the preparation of program reports and upload for distribution.
- Generates monthly membership report, and monthly Liability, Property, and Workers' Compensation claims reports
- Coordinates registration for various conferences, symposiums and forums for CEO and Directors
- Maintains the Conference Tracker
- Maintains the Emergency Response Manual
- Acts as liaison between the JPIA and new Board members regarding their roles and responsibilities as board members
- Assists, and interacts with, the Executive Committee and other Committee members and their staff with JPIA related questions
- Assists with offsite meeting logistics (Leadership meetings and Strategic Planning Session, Executive Committee Onboarding, and other meetings) as needed
- Maintains DocuShare Committee related documents
- Maintains JPIA online accounts (Dropbox, Zoom, Survey Monkey)
- Provide back-up to other administrative staff as required.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Acts as chair of the JPIA Social Committee
- Proofreads documents for accuracy
- Other duties as assigned

Job Standards/Specifications

Knowledge of:

- Ralph M. Brown Act and general public meeting laws, rules, and guidelines; notification and publication requirements for Board actions, ordinances, and resolutions
- Meeting procedures and providing support to a Board, Committee, or other decision-making body
- Advanced methods for electronic calendaring
- Business communication and report preparation principles
- Principles and practices of excellent customer service
- ~~Modern office practices and procedures (computer programs, etc.)~~

- Modern office practices, methods, and computer equipment including relevant software programs including Microsoft Office, Excel, PowerPoint, and Adobe
- Principles and practices of meeting mMinute taking, recording and summarization actions ~~(transcribe from handwritten notes or from Recording)~~
- JPIA policies and procedures
- JPIA and its relationship with its member agencies
- Record management and retention practices; dDevelopment and maintenance of filing and recordkeeping systems
- Agenda preparation and distribution requirements for the Executive Committee and Board
- ~~Notification and publication requirements for Board actions, ordinances, and resolutions~~
- Fiscal recordkeeping
- Computer systems and software applications related to JPIA executive management support and administrative functions, including word-processing and spreadsheet software, as appropriate
- Correct English usage, spelling, grammar, and punctuation.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation
- Safe work practices

Ability to:

- Communicate effectively, tactfully, and positively in both oral and written form ~~verbally and in writing~~
- Presents a professional demeanor
- Schedule and coordinate a high volume of appointments/meetings with numerous attendees, and maintain a calendar of activities, meetings, and events for JPIA management team.
- Understand appointment priorities and negotiate requests for time.
- Perform a variety of complex and responsible administrative support work for the Chief Executive Officer, Executive ~~Committee~~ Committee, and the Board of Directors
- Prepare agenda, minutes, and records for the Board of Directors
- Provide supervision and work coordination for other admin support staff when required
- Perform a variety of office management functions
- Prepare correspondence
- Create and format a wide variety of electronic documents ranging from routine letters and memos to more complex agendas and reports.
- Perform research and prepare documents and reports
- Maintain, update, and ensure the accuracy of fiscal records and data
- ~~Type at a rate of 50 words per minute from clear, legible copy~~
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands
- Use computers and applicable software in the performance of office and administrative support assignments
- Effectively represent the JPIA, including its programs and policies, with the public and other agencies.
- Work well under pressure and with frequent interruptions from telephone calls, visitors, and employees.
- Independently compose routine correspondence and reports.
- Effectively manage time and perform multiple tasks simultaneously

- Provide excellent customer service including strong verbal and written communication skills for
~~resvce including strong verbal and written communication skills for responding to telephone and e-~~
mail inquiries

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 or in writing with ~~District~~ management, co-workers, members, and the public in face-to-face or virtual, one-to-one and group settings-
- Regularly use a telephone for communication-
- Uses standard office equipment such as computer ~~terminals~~, copiers, etc. ~~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-
3. This position is eligible for remote work up to two days per week-

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 knowledge and abilities would be:

Education: Completion of advanced educational training in office administration skills is highly desirable.

Experience: Five years of increasingly responsible experience in performing a variety of office and administrative support work, preferably including at least one year in a supervisory or lead position.

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.

Certified Administrative Professional designation desired.

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

Employee Signature

Date

Supervisor Signature

Date

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DRAFT

ACWA JPIA Staff

Pay Schedule

Revision Date: June 3, 2024

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 274,798	\$ 412,196
General Counsel	Exempt	70	189,738	284,607
Director of Finance	Exempt	68	180,596	270,893
Director of Member Outreach	Exempt	68	180,596	270,893
Director of Pooled Programs	Exempt	68	180,596	270,893
Litigation Manager	Exempt	60	148,223	222,335
Employee Benefits Manager	Exempt	58	141,081	211,621
Finance Manager	Exempt	52	121,654	182,481
Human Resources Manager	Exempt	52	121,654	182,481
Liability and Property Claims Manager	Exempt	52	121,654	182,481
Risk Control Manager	Exempt	52	121,654	182,481
Training Manager	Exempt	52	121,654	182,481
Workers' Compensation Manager	Exempt	52	121,654	182,481
Information Technology Manager	Exempt	52	121,654	182,481
Lead Risk Control Advisor	Exempt	48	110,212	165,318
Senior Risk Control Advisor South	Exempt	45S	110,212	165,318
Cost Estimator Risk Control Advisor	Exempt	45	102,342	153,514
Cost Estimator / Valuation Consultant	Exempt	45	102,342	153,514
Senior Risk Control Advisor	Exempt	45	102,342	153,514
Lead IT Solution Developer	Non-exempt	45	102,342	153,514
IT Solution Developer	Non-exempt	44	99,847	149,770
Lead Benefits Analyst	Non-exempt	42	95,036	142,553
Lead Member Services Representative	Non-exempt	42	95,036	142,553
Lead Sr. Claims Adjuster	Exempt	42	95,036	142,553
Lead Sr. Workers' Compensation Examiner	Exempt	42	95,036	142,553
Senior Claims Adjuster	Exempt	40	90,456	135,684
Senior Workers' Compensation Examiner	Exempt	40	90,456	135,684
Training Specialist	Non-exempt	38	86,098	129,147
Senior Executive Assistant	Non-exempt	38	86,098	129,147
Senior Accountant	Non-exempt	38	86,098	129,147
System/Network Administrator	Non-exempt	38	86,098	129,147
Human Resource Specialist	Non-exempt	38	86,098	129,147
Communication & Outreach Specialist	Non-exempt	38	86,098	129,147
Benefits Specialist	Non-exempt	38	86,098	129,147
Risk Control Advisor II	Non-exempt	38	86,098	129,147
Benefits System Analyst II	Non-exempt	32	74,241	111,362
Risk Control Advisor	Non-exempt	32	74,241	111,362
Claims Adjuster	Non-exempt	32	74,241	111,362
Member Services Representative II	Non-exempt	32	74,241	111,362
Business Data Analyst	Non-exempt	32	74,241	111,362
Executive Assistant	Non-exempt	30	70,664	105,996
IT Support Specialist	Non-exempt	28	67,259	100,889
Senior Benefits Administrator	Non-exempt	28	67,259	100,889
Administrative Assistant III	Non-exempt	24	60,934	91,400
Benefits Administrator II	Non-exempt	24	60,934	91,400
Claims Assistant	Non-exempt	24	60,934	91,400
Accountant III	Non-exempt	22	57,997	86,997
Event Planner	Non-exempt	21	56,582	84,874
Accountant II	Non-exempt	20	55,203	82,804
Administrative Assistant II	Non-exempt	20	55,203	82,804
Receptionist/Office Assistant	Non-exempt	11	44,203	66,303

Retired Annuitants

Project Manager	Non-exempt	Ret An	<u>Hourly</u> 75	<u>Hourly</u> 150
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ACWA JPIA
Future Positions and Office Space
June 3, 2024

BACKGROUND

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

CURRENT SITUATION

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

RECOMMENDATIONS

That the Personnel Committee provide direction to staff.

ACWA JPIA
CEO Update
June 3, 2024

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, information only.

ACWA JPIA MEETINGS & CONFERENCE CALENDAR – 2024

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 8			10:00 AM ZOOM							
JAN 17									1:00 PM	
JAN 18		8:00 AM								
JANUARY 29-30- STRATEGIC PLANNING SESSION - SAN DIEGO										
MAR 20				1:00 PM		10:30 AM	3:00 PM			
MAR 21		8:30 AM								
APRIL 26		9:00 AM ZOOM								
MAY 6	1:45 PM	10:30 AM			9:00 AM					
MAY 7-9 ACWA SPRING CONFERENCE – SACRAMENTO										
MAY 31										9:00 AM UTAH
JUNE 3			11:00 AM							
JUNE 20							3:00 PM	1:00 PM		
JUNE 21		8:00 AM								11:00 AM
JULY 31		1:00 PM			9:30 AM					
SEPT 4			10:00 AM							
SEPT 25				1:00 PM		3:00 PM				
SEPT 26		8:00 AM								11:00 AM
OCT 16		1:00 PM								
DEC 2	1:00 PM	10:00 AM								8:30 AM
DECEMBER 3-5 ACWA FALL CONFERENCE – PALM DESERT										

- AGRiP Governance Conference, Nashville, TN – March 3-6, 2024
- CICA Conference, Scottsdale, AZ – March 10-12, 2024
- CAJPA Conference, Lake Tahoe – September 10-13, 2024