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July 27, 2020

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

APPROVAL OF THE DISTRICT'S CLASSIFICATION AND COMPENSATION STUDY

Summary

At the February 24, 2020, Board Meeting, the Triunfo Water & Sanitation District (District) Board approved a contract with Koff & Associates, Inc. (Koff) to conduct a job classification and compensation (wages and benefits) study for eight classifications to encompass the existing Core Management and Finance related groups. As part of that effort, Koff worked with staff to assemble a potential list of 32 public agencies in the Southern California region to utilize as comparable organizations. Following a detailed analysis to rank the agencies based on organizational type, staff size, service population, operating budget, scope of services, location, and labor markets, twelve (12) recommended agencies were approved by your Board.

Subsequently, Koff reviewed the job classifications between the selected twelve agencies and created comparable positions/titles for the District based on the job functions and key activities. Following the job classification effort, Koff gathered and tabulated the available compensation data from the same twelve agencies and matched each of the 8 proposed District positions with similar positions for those agencies. Koff has completed the job classification and compensation study and is here tonight to present their findings and recommendations. Georg Krammer, CEO of Koff & Associates, will make the subject presentation and respond to any questions.

Staff recommends your Board review and approve the findings and recommendations presented in the Report and direct staff to move forward with implementation.

Please contact me at 805-658-4621 or email marknorris@trunfowsd.com if you have any questions or need additional information.

Fiscal Impact

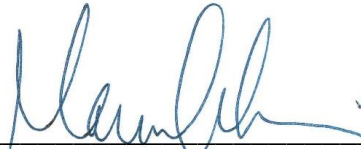
There is no fiscal impact for approving the Total Compensation Study Final Report. Potential budget impacts will be determined following future Board discussions to assemble a comprehensive wage and benefits package for the District.

Recommendation

It is recommended that the Board:

- A. Review, discuss, and approve the findings and recommendations in the Triunfo WSD Total Compensation Study Final Report, dated July 20, 2020, from Koff & Associates, Inc.; and
- B. Direct staff to proceed with developing an implementation schedule for the Board to discuss and approve a comprehensive wage and benefits policy; or
- C. Provide staff with direction.

REVIEWED AND APPROVED:



Mark Norris - General Manager

Attachments: Triunfo WSD Total Compensation Study Final Report, July 20, 2020



July 20, 2020

Total Compensation Study Final Report

Triunfo Water & Sanitation District

KOFF & ASSOCIATES

GEORG S. KRAMMER

Chief Executive Officer

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633

July 20, 2020

Mr. Mark Norris
General Manager
Triunfo Water & Sanitation District
1001 Partridge Drive, Suite 150
Ventura, CA 93003

Dear Mr. Norris:

Koff & Associates is pleased to present the Total Compensation Study Final Report to the Triunfo Water & Sanitation District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Triunfo Water & Sanitation District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Georg S. Krammer
Chief Executive Officer



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EXECUTIVE SUMMARY

Background

In June of 2020, Koff & Associates (“K&A”) conducted a comprehensive Total Compensation Study for Triunfo Water & Sanitation District (“Triunfo”). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- A desire by the Board of Directors to convert currently contracted positions that are providing services to Triunfo to regular employees – partially caused by recent California laws regarding independent contractors;
- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows Triunfo to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of Triunfo; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across Triunfo.

The goals of the compensation study are to assist Triunfo in developing a competitive pay and benefit plan that is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of Triunfo with regards to recruitment and retention of qualified staff.

Summary of Recommendations

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. Based on the survey’s findings, the following is a summary of our recommendations:

- Set base salaries at the median of the market.
- Set retirement contribution to defined contribution plan at 16.5%, in addition to Social Security and Medicare (to be competitive with the market’s defined benefit public pension plans).
- Contribute to medical, dental, and vision insurance at \$1,874 per month at the “employee plus family” tier, plus allow for up to additional \$100 per month for insurance programs such as life, long-term disability, short-term disability, and employee assistance programs.
- Set auto allowance at \$0-\$485 per month depending on the position.
- Consider the following leave programs: twelve (12) days of sick leave, twelve (12) holidays, fifteen (15) days of vacation after five years of service, and 5-9 days of administrative leave depending on the position.

The following table summarizes our recommendations per position (these are monthly values based on full-time employment and after five years of service):



Table 1. Recommendation by Position

Class Title	Proposed Maximum Monthly Base Salary	Proposed Total Monthly Compensation	Vacation Days	Sick Leave Days	Holidays	Administrative Leave Days
Accountant	\$8,211	\$12,168	15	12	12	5
Accounting Technician	\$6,755	\$10,360	15	12	12	0
Administrative Program Manager	\$11,003	\$15,634	15	12	12	5
Clerk of the Board	\$11,003	\$15,834	15	12	12	9
Director of Finance	\$16,257	\$22,345	15	12	12	9
Engineering Program Manager	\$14,043	\$19,649	15	12	12	5
General Manager	\$19,760	\$26,453	18	12	12	5
Public Information Manager	\$12,131	\$17,394	15	12	12	9

Total monthly compensation figures include retirement contributions, Social Security, Medicare, contributions to Medical, Dental, and Vision Insurance, Auto Allowance, and an allowance for Long Term-Disability, Short-Term Disability, Life Insurance, and Employee Assistance Program. Detailed dollar amounts can be found in Appendix I to this report.

STUDY PROCESS

Benchmark Classifications

The study included 8 classifications, as listed in Table 2.

Table 2. Benchmark Classification

Classification Title
1. Accountant
2. Accounting Technician
3. Administrative Program Manager
4. Clerk of the Board
5. Director of Finance
6. Engineering Program Manager
7. General Manager
8. Public Information Officer



Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. Agencies were added to the potential list of comparator agencies and then analyzed based on the following factors:

1. **Organizational type and structure** – It is generally recommended that agencies of a similar size, structure, and providing similar services to that of Triunfo be used as comparators. Due to Triunfo’s unique situation (an agency that is creating a completely new organization structure and positions), and in order to represent its local labor market, some of the chosen comparator agencies are larger than Triunfo.
2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and we focused our analysis on water, wastewater, and recycled water services. Most comparator agencies surveyed provide similar services to Triunfo.
4. **Labor market and geographic location** – Today’s labor market reality is that many agencies are in competition for the same pool of qualified employees because large portions of the workforce don’t live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Furthermore, by selecting employers within a geographic proximity to Triunfo, the resulting labor market data generally reflects the region’s cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to Triunfo. Therefore, the geographic labor market area where Triunfo may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations.

All factors mentioned should be considered in selecting the group of comparator agencies. Triunfo agreed to a list of twelve (12) agencies.

Table 3. Comparator Agencies

Agency
1. Camrosa Water District
2. Casitas Municipal Water District
3. City of Agoura Hills
4. City of Thousand Oaks
5. City of Westlake Village
6. El Toro Water District



Agency
7. Goleta Sanitary District
8. Goleta Water District
9. Las Virgenes Municipal Water District
10. Rowland Water District*
11. Ventura Regional Sanitation District
12. Yorba Linda Water District

*Rowland Water District was non-responsive to our requests for information and as a result we were unable to collect compensation and benefits information from them.

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix III [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula for each agency’s Classic plan. For agencies with retirement systems established under the County Employees Retirement Law of 1937 (“37 Act”), retirement formulas were converted to the equivalent PERS formula for purposes of comparison.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@62 for miscellaneous employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a state-wide actuarial percentage calculated by PERS.
- **Employer Paid Member Contribution:** The amount of the employee’s contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months’ highest paid consecutive months, there is a cost to the employer. Similar to



the enhanced formula, the cost to the employer is based on a state-wide actuarial percentage calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the final compensation.

- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally determined maximum contribution of \$711.45 per month was reported.
- **Other:** Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Other

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.



7. Other

This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of May and June 2020, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on Triunfo’s classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at Triunfo. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A’s methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.



In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrids” which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at Triunfo is performed by two or more classifications at a comparator agency. A “hybrid” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where Triunfo’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary and Total Compensation Data (2 sheets per benchmark)
 - One sheet is sorted by top monthly
 - One sheet is sorted by total monthly
- Benefit Detail (Monthly Equivalent Values)

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets.

The mean is the sum of the comparator agencies’ salaries/total compensation divided by the number of matches. The median is the exact midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 8 of the 8 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and the top monthly salary market median and total compensation market median is listed.



Table 4. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly	Total Compensation
Accountant	11	\$8,184	\$12,706
Accounting Technician	8	\$6,755	\$10,263
Administrative Program Manager	8	\$11,058	\$16,196
Clerk of the Board	9	\$11,143	\$15,969
Director of Finance	11	\$15,917	\$22,376
Engineering Program Manager	7	\$14,020	\$20,117
General Manager	10	\$19,545	\$28,091
Public Information Officer	4	\$12,461	\$18,103

Retirement Findings

Retirement findings show that the comparator agencies are a mix of defined contribution and defined benefit plans (ex: CalPERS). For this study we have calculated the contribution of each comparator agency as a percentage of base salary to show average and median retirement contribution rates. The below table shows the average and median retirement contribution as a percent of the median salary for each position. Retirement represents the total contribution of comparator agencies to either the defined contribution plan, defined benefit plan, deferred compensation, and social security (if applicable). These contributions are broken out in dollar amounts in Appendix III – Market Compensation Findings.

Table 5. Retirement as a Percent of Salary Summary

Classification Title	Average Retirement as a % of Salary	Median Retirement as a % of Salary
Accountant	17.12%	17.33%
Accounting Technician	16.64%	16.71%
Administrative Program Manager	17.11%	17.04%
Clerk of the Board	16.01%	16.50%
Director of Finance	16.24%	15.43%
Engineering Program Manager	15.85%	16.50%
General Manager	16.26%	16.36%
Public Information Officer	16.24%	17.18%



Insurance Findings

Comparator agencies provide health and wellness benefits to their employees in a variety of plans. Some agencies pay a contribution to medical, dental, and vision per month, while others provide a cafeteria plan benefit for their employees to allocate at their discretion. For consistency purposes we have collected the top contribution rate of each comparator at the employee plus family tier. The below table shows each comparator agency’s maximum monthly contribution to medical, dental, and vision benefits, or the maximum cafeteria amount provided.

Table 6. Maximum Monthly Insurance Contributions by Agency

Agency	Maximum Monthly Insurance Contribution
Camrosa Water District	\$2,148.84
Casitas Municipal Water District	\$2,364.30
City of Agoura Hills	\$2,602.14
City of Thousand Oaks	\$1,468.40
City of Westlake Village	\$1,805.00
El Toro Water District	\$1,781.51
Goleta Sanitary District	\$2,135.25
Goleta Water District	\$1,630.04
Las Virgenes Municipal Water District	\$1,873.92
Rowland Water District*	N/R
Ventura Regional Sanitation District	\$1,192.01
Yorba Linda Water District	\$1,983.30

**Rowland Water District was non-responsive to our requests for information and as a result we were unable to collect compensation and benefits information from them.*

Based on these market findings, K&A has created a Summary Recommendations Worksheet that uses the median market data to show a proposed total monthly compensation. This worksheet can be found in Appendix I – Summary Recommendations.

RECOMMENDATIONS

Pay Philosophy

Triunfo has many options regarding what type of compensation plan it wants to implement. This decision will be based on what Triunfo’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative



compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

Proposed Salary Structure

In discussion with Triunfo management, K&A has proposed an open range salary schedule with a 30% range spread. This Salary Schedule can be found in Appendix IV: Proposed Salary Range Schedule.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for any potential future cost-of-living adjustments (COLAs) to be applied to only one dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 5% differentials between ranges, four ranges should represent a 20% differential. However, because the compounding effect of 5%, on top of 5%, on top of 5%, and so on, the differential between Range 1 and Range 5 is not exactly 20%, but it is slightly greater.

Proposed Salary Range Placements

Appendix V illustrates the proposed salary range placement for each classification based on the market data. The recommendations are based on base salary market results.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if Triunfo decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

Options for Implementation

Due to the fact that Triunfo’s staff currently consists of only contractors who each receive an hourly all-inclusive rate, transition to employment with a “salary plus benefits” type of compensation structure may appear challenging. Our experience with public agencies is that implementation of a compensation survey typically does not cause an adverse impact on current incumbents and employees are typically placed in the compensation structure in a manner that will ensure that they do not lose any compensation.

When current incumbents of any studied classifications are compensated above market, K&A typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range and/or total compensation amount until the market numbers “catch up” with their current salary. To Y-rate an employee means to keep the employee’s salary frozen and to provide no salary increases (including no cost-of-living adjustments) until the employee’s current salary is within the recommended salary range and/or total compensation amount. This will result in no immediate loss of income but will delay any future increases until the incumbent’s salary is within the salary range and/or total compensation amount.



If any of the current incumbents were to leave the organization, it would then be customary to hire new talent in at the market-based range and total compensation package.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings and recommendations are meant to be a tool for Triunfo to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain quality staff; however, financial realities and Triunfo's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give Triunfo an instrument to make future compensation decisions.

It has been a pleasure working with Triunfo on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg S. Krammer
Chief Executive Officer



Appendix I

Summary Recommendations

**Triunfo Water and Sanitation District
Appendix I: Summary Recommendations
Total Compensation July 2020**

Class Title	Proposed Salary Range	Proposed Maximum Monthly Base Salary	Retirement Contribution	Social Security	Medicare	Insurance Contribution	Auto Allowance	Miscellaneous Other Benefits	Proposed Total Monthly Compensation	Vacation	Sick Leave	Holidays	Administrative Leave
Accountant	12	\$8,211	\$1,355	\$509	\$119	\$1,874	\$0	\$100	\$12,168	15	12	12	5
Accounting Technician	8	\$6,755	\$1,115	\$419	\$98	\$1,874	\$0	\$100	\$10,360	15	12	12	0
Administrative Program Manager	18	\$11,003	\$1,815	\$682	\$160	\$1,874	\$0	\$100	\$15,634	15	12	12	5
Clerk of the Board	18	\$11,003	\$1,815	\$682	\$160	\$1,874	\$200	\$100	\$15,834	15	12	12	9
Director of Finance	26	\$16,257	\$2,682	\$711	\$236	\$1,874	\$485	\$100	\$22,345	15	12	12	9
Engineering Program Manager	23	\$14,043	\$2,317	\$711	\$204	\$1,874	\$400	\$100	\$19,649	15	12	12	5
General Manager	30	\$19,760	\$3,260	\$711	\$287	\$1,874	\$461	\$100	\$26,453	18	12	12	5
Public Information Manager	20	\$12,131	\$2,002	\$711	\$176	\$1,874	\$400	\$100	\$17,394	15	12	12	9

Legend for columns:

- Column 1 - Classification Title.
- Column 2 - Salary range number of the consultant's newly proposed salary range schedule.
- Column 3 - Monthly maximum salary of the consultant's newly proposed salary ranges.
- Column 4 - Retirement Contribution based on a 16.5% contribution.
- Column 5 - Social Security of 6.2% with a maximum of \$711 per month.
- Column 6 - Medicare of 1.45%.
- Column 7 - Median contribution to medical, dental, and vision coverage or cafeteria contribution for employee plus family.
- Column 8 - Median automobile allowance contribution.
- Column 9 - Estimate of additional benefit cost including Long Term Disability, Short Term Disability, Life Insurance, and Employee Assistance Program.
- Column 10 - Proposed total monthly compensation.
- Column 11 - Median vacation allowance in days per year after 5 year of service (excludes paid time off or annual leave in lieu of sick leave).
- Column 12 - Median Sick Leave in days per year.
- Column 13 - Median paid Holidays per year.
- Column 14 - Median Administrative Leave days per year.



Appendix II

Results Summary

Triunfo Water and Sanitation District
Appendix II: Results Summary
Total Compensation July 2020

Classification	Top Monthly Salary Data			Total Monthly Compensation Data			# of Matches
	Top Monthly Salary	Average of Comparators	Median of Comparators	Total Monthly Comp	Average of Comparators	Median of Comparators	
Accountant	proposed	\$ 8,225	\$ 8,184	proposed	\$ 12,552	\$ 12,706	11
Accounting Technician	proposed	\$ 6,514	\$ 6,755	proposed	\$ 10,215	\$ 10,263	8
Administrative Program Manager	proposed	\$ 11,122	\$ 11,058	proposed	\$ 16,336	\$ 16,196	8
Clerk of the Board	proposed	\$ 11,046	\$ 11,143	proposed	\$ 16,158	\$ 15,969	9
Director of Finance	proposed	\$ 16,031	\$ 15,917	proposed	\$ 22,980	\$ 22,376	11
Engineering Program Manager	proposed	\$ 13,726	\$ 14,020	proposed	\$ 19,866	\$ 20,117	7
General Manager	proposed	\$ 19,952	\$ 19,545	proposed	\$ 28,291	\$ 28,091	10
Public Information Officer	proposed	\$ 11,747	\$ 12,461	proposed	\$ 17,093	\$ 18,103	4



Appendix III

Market Compensation Findings

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Accountant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Accountant	Proposed					
2	Goleta Water District	Accountant	\$ 8,971	\$ 4,186	\$ 13,157	1/1/2020	unknown	unknown
3	City of Westlake Village ³	Accountant II	\$ 8,882	\$ 4,438	\$ 13,320	7/1/2020	unknown	unknown
4	City of Thousand Oaks ²	Accountant	\$ 8,879	\$ 4,021	\$ 12,899	7/11/2020	unknown	unknown
5	Las Virgenes Municipal Water District ⁶	Accountant	\$ 8,824	\$ 4,540	\$ 13,364	1/1/2020	1/1/2021	min 2% - max 3.5%
6	Camrosa Water District	Senior Accountant	\$ 8,333	\$ 4,909	\$ 13,242	12/1/2019	unknown	unknown
7	Yorba Linda Water District ⁷	Accountant	\$ 8,184	\$ 3,737	\$ 11,922	7/1/2020	7/1/2021	2.00%
8	El Toro Water District ⁴	[Accounting Supervisor/ Senior Accountant]	\$ 7,937	\$ 3,885	\$ 11,822	7/1/2019	1/1/2021	2.2% COLA
9	Casitas Municipal Water District ¹	[Accountant/ Accounting and Customer Service Supervisor]	\$ 7,752	\$ 4,630	\$ 12,382	12/16/2019	12/16/2020	4%
10	City of Agoura Hills	Accountant	\$ 7,726	\$ 4,980	\$ 12,706	6/21/2019	unknown	unknown
11	Ventura Regional Sanitation District	Accountant	\$ 7,634	\$ 3,568	\$ 11,202	7/1/2020	unknown	unknown
12	Goleta Sanitary District ⁵	Administration Supervisor	\$ 7,354	\$ 4,699	\$ 12,053	7/1/2020	unknown	unknown
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,225	\$ 12,552
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 8,184	\$ 12,706
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	11	11

N/C - Non Comparator

N/R - Non Responsive

1 - Casitas Municipal Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

3 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

4 - El Toro Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

5 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

6 - Las Virgenes Municipal Water District: Rates of pay increased by the October 2019 to October 2020 All Urban Consumer Price Index for LA-Riverside-Orange County California.

7 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency	Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District	
Benchmark/ Comparator Agency Match	Accountant	Senior Accountant	[Accountant/ Accounting and Customer Service Supervisor]	Accountant	Accountant	Accountant II	[Accounting Supervisor/ Senior Accountant]	Administration Supervisor	Accountant	Accountant	N/R	Accountant	Accountant	
Top Step	Proposed	\$ 8,333	\$ 7,752	\$ 7,726	\$ 8,879	\$ 8,882	\$ 7,937	\$ 7,354	\$ 8,971	\$ 8,824		\$ 7,634	\$ 8,184	
Retirement	Classic	2%@55	2%@60	2%@55	2%@55	3%@60		2%@55	2%@55	2%@55		1.92%@60	2%@60	
	Enhanced Formula Cost	\$ 242	\$ 93	\$ 224	\$ 257	\$ 711		\$ 213	\$ 260	\$ 256		\$ 92	\$ 98	
	ER Paid Member Contrib ¹	\$ 583		\$ 433		\$ 195		\$ 515						
	Calc Classic EPMC as Spec Comp	\$ 41												
	Single Highest Year		\$ 39		\$ 44			\$ 37	\$ 45	\$ 44			\$ 41	
	Social Security		\$ 481					\$ 456	\$ 556	\$ 547		\$ 473		
	Deferred Compensation			\$ 173	\$ 155	\$ 50	\$ 1,310			\$ 265			\$ 164	
	Normal Cost	\$ 644	\$ 599	\$ 597	\$ 605	\$ 687		\$ 579	\$ 694	\$ 636		\$ 662	\$ 633	
Insurance	Cafeteria				\$ 830	\$ 1,805						\$ 1,192		
	Health	\$ 2,016	\$ 2,340	\$ 2,366	\$ 435		\$ 1,658	\$ 1,914	\$ 1,553	\$ 1,746			\$ 1,883	
	Dental	\$ 115	\$ 106	\$ 175	\$ 182		\$ 106	\$ 198	\$ 54	\$ 158			\$ 82	
	Vision	\$ 17	\$ 19	\$ 61	\$ 21		\$ 17	\$ 23	\$ 24	\$ 5			\$ 19	
	Other Ins.													
Leaves	Vacation ^{2,3}	\$ 673	\$ 626	\$ 446	\$ 982	\$ 512	\$ 458	\$ 424	\$ 656	\$ 475		\$ 790	\$ 472	
	Holidays	\$ 417	\$ 328	\$ 357	\$ 470	\$ 478	\$ 336	\$ 339	\$ 345	\$ 407		\$ 360	\$ 346	
	Admin Leave	\$ 160		\$ 149	\$ 38									
Allow	Auto													
Benefit Package Total		\$ 0	\$ 4,909	\$ 4,630	\$ 4,980	\$ 4,021	\$ 4,438	\$ 3,885	\$ 4,699	\$ 4,186	\$ 4,540	\$ 0	\$ 3,568	\$ 3,737

N/C - Non Comparator

1 - Goleta Sanitary District: After five years of employment, District pays 100% of employee contribution.

2 - City of Thousand Oaks: Annual Leave in lieu of Vacation and Sick Leave

3 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Accountant								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Accountant	Proposed					
2	Las Virgenes Municipal Water District ⁶	Accountant	\$ 8,824	\$ 4,540	\$ 13,364	1/1/2020	1/1/2021	min 2% - max 3.5%
3	City of Westlake Village ³	Accountant II	\$ 8,882	\$ 4,438	\$ 13,320	7/1/2020	unknown	unknown
4	Camrosa Water District	Senior Accountant	\$ 8,333	\$ 4,909	\$ 13,242	12/1/2019	unknown	unknown
5	Goleta Water District	Accountant	\$ 8,971	\$ 4,186	\$ 13,157	1/1/2020	unknown	unknown
6	City of Thousand Oaks ²	Accountant	\$ 8,879	\$ 4,021	\$ 12,899	7/11/2020	unknown	unknown
7	City of Agoura Hills	Accountant	\$ 7,726	\$ 4,980	\$ 12,706	6/21/2019	unknown	unknown
8	Casitas Municipal Water District ¹	[Accountant/ Accounting and Customer Service Supervisor]	\$ 7,752	\$ 4,630	\$ 12,382	12/16/2019	12/16/2020	4%
9	Goleta Sanitary District ⁵	Administration Supervisor	\$ 7,354	\$ 4,699	\$ 12,053	7/1/2020	unknown	unknown
10	Yorba Linda Water District ⁷	Accountant	\$ 8,184	\$ 3,737	\$ 11,922	7/1/2020	7/1/2021	2.00%
11	El Toro Water District ⁴	[Accounting Supervisor/ Senior Accountant]	\$ 7,937	\$ 3,885	\$ 11,822	7/1/2019	1/1/2021	2.2% COLA
12	Ventura Regional Sanitation District	Accountant	\$ 7,634	\$ 3,568	\$ 11,202	7/1/2020	unknown	unknown
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,225	\$ 12,552
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 8,184	\$ 12,706
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	11	11

N/C - Non Comparator

N/R - Non Responsive

1 - Casitas Municipal Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

3 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

4 - El Toro Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

5 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

6 - Las Virgenes Municipal Water District: Rates of pay increased by the October 2019 to October 2020 All Urban Consumer Price Index for LA-Riverside-Orange County California.

7 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Accounting Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Accounting Technician	Proposed					
2	Las Virgenes Municipal Water District ³	[Accounting Technician/ Accounting Technician (Payroll)]	\$ 8,027	\$ 4,101	\$ 12,128	1/1/2020	1/1/2021	min 2% - max 3.5%
3	City of Agoura Hills	Accounting Specialist II	\$ 6,999	\$ 4,638	\$ 11,637	6/21/2019	unknown	unknown
4	Goleta Water District	Account Clerk II	\$ 6,800	\$ 3,567	\$ 10,367	1/1/2020	unknown	unknown
5	Casitas Municipal Water District	Payroll/Accounting Technician	\$ 6,777	\$ 4,052	\$ 10,829	12/16/2019	12/16/2020	4%
6	Yorba Linda Water District ⁴	Accounting Assistant II	\$ 6,733	\$ 3,426	\$ 10,159	7/1/2020	7/1/2021	2.00%
7	City of Thousand Oaks ¹	Accounting Specialist	\$ 6,222	\$ 2,985	\$ 9,207	7/11/2020	unknown	unknown
8	Goleta Sanitary District ²	Accounting Technician	\$ 5,912	\$ 4,196	\$ 10,108	7/1/2020	unknown	unknown
9	Ventura Regional Sanitation District	Fiscal Assistant	\$ 4,647	\$ 2,639	\$ 7,286	7/1/2020	unknown	unknown
10	Camrosa Water District	N/C						
11	Rowland Water District	N/R						
12	El Toro Water District	N/C						
13	City of Westlake Village	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,514	\$ 10,215
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 6,755	\$ 10,263
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Thousand Oaks: 2.75% increase for 7/11/2020 reported

2 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

3 - Las Virgenes Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency	Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District	
Benchmark/ Comparator Agency Match	Accounting Technician	N/C	Payroll/ Accounting Technician	Accounting Specialist II	Accounting Specialist	N/C	N/C	Accounting Technician	Account Clerk II	[Accounting Technician/ Accounting Technician (Payroll)]	N/R	Fiscal Assistant	Accounting Assistant II	
Top Step	Proposed		\$ 6,777	\$ 6,999	\$ 6,222			\$ 5,912	\$ 6,800	\$ 8,027		\$ 4,647	\$ 6,733	
Retirement	Classic		2%@60	2%@55	2%@55			2%@55	2%@55	2%@55		1.92%@60	2%@60	
	Enhanced Formula Cost		\$ 81	\$ 203	\$ 180			\$ 171	\$ 197	\$ 233		\$ 56	\$ 81	
	ER Paid Member Contrib ¹			\$ 392				\$ 414						
	Calc Classic EPMC as Spec Comp													
	Single Highest Year		\$ 34		\$ 31			\$ 30	\$ 34	\$ 40			\$ 34	
	Social Security		\$ 420					\$ 367	\$ 422	\$ 498		\$ 288		
	Deferred Compensation			\$ 173	\$ 100					\$ 40			\$ 135	
	Normal Cost		\$ 524	\$ 541	\$ 424			\$ 465	\$ 526	\$ 578		\$ 403	\$ 521	
Insurance	Cafeteria				\$ 830							\$ 1,192		
	Health		\$ 2,112	\$ 2,366	\$ 435			\$ 1,914	\$ 1,553	\$ 1,746			\$ 1,883	
	Dental		\$ 106	\$ 175	\$ 182			\$ 198	\$ 54	\$ 158			\$ 82	
	Vision		\$ 19	\$ 61	\$ 21			\$ 23	\$ 24	\$ 5			\$ 19	
	Other Ins. ²				\$ 33									
Leaves	Vacation ³		\$ 469	\$ 404	\$ 419			\$ 341	\$ 497	\$ 432		\$ 481	\$ 388	
	Holidays		\$ 287	\$ 323	\$ 329			\$ 273	\$ 262	\$ 370		\$ 219	\$ 285	
	Admin Leave													
Allow	Auto													
Benefit Package Total		\$ 0	\$ 0	\$ 4,052	\$ 4,638	\$ 2,985	\$ 0	\$ 0	\$ 4,196	\$ 3,567	\$ 4,101	\$ 0	\$ 2,639	\$ 3,426

N/C - Non Comparator

1 - Goleta Sanitary District: After five years of employment, District pays 100% of employee contribution.

2 - City of Thousand Oaks: Retirement Health Savings

3 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Accounting Technician								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Accounting Technician	Proposed					
2	Las Virgenes Municipal Water District ³	[Accounting Technician/ Accounting Technician (Payroll)]	\$ 8,027	\$ 4,101	\$ 12,128	1/1/2020	1/1/2021	min 2% - max 3.5%
3	City of Agoura Hills	Accounting Specialist II	\$ 6,999	\$ 4,638	\$ 11,637	6/21/2019	unknown	unknown
4	Casitas Municipal Water District	Payroll/Accounting Technician	\$ 6,777	\$ 4,052	\$ 10,829	12/16/2019	12/16/2020	4%
5	Goleta Water District	Account Clerk II	\$ 6,800	\$ 3,567	\$ 10,367	1/1/2020	unknown	unknown
6	Yorba Linda Water District ⁴	Accounting Assistant II	\$ 6,733	\$ 3,426	\$ 10,159	7/1/2020	7/1/2021	2.00%
7	Goleta Sanitary District ²	Accounting Technician	\$ 5,912	\$ 4,196	\$ 10,108	7/1/2020	unknown	unknown
8	City of Thousand Oaks ¹	Accounting Specialist	\$ 6,222	\$ 2,985	\$ 9,207	7/11/2020	unknown	unknown
9	Ventura Regional Sanitation District	Fiscal Assistant	\$ 4,647	\$ 2,639	\$ 7,286	7/1/2020	unknown	unknown
10	Camrosa Water District	N/C						
11	Rowland Water District	N/R						
12	City of Westlake Village	N/C						
13	El Toro Water District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,514	\$ 10,215
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 6,755	\$ 10,263
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Thousand Oaks: 2.75% increase for 7/11/2020 reported

2 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

3 - Las Virgenes Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Administrative Program Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Administrative Program Manager	Proposed					
2	Goleta Water District	Principal Analyst	\$ 14,374	\$ 6,568	\$ 20,942	1/1/2020	unknown	unknown
3	City of Thousand Oaks ¹	Assistant to the City Manager	\$ 12,598	\$ 5,468	\$ 18,066	7/11/2020	unknown	unknown
4	Yorba Linda Water District ⁴	Senior Management Analyst	\$ 12,092	\$ 4,575	\$ 16,667	7/1/2020	7/1/2021	2.00%
5	City of Westlake Village ²	Assistant to the City Manager	\$ 11,238	\$ 5,124	\$ 16,361	7/1/2020	unknown	unknown
6	Las Virgenes Municipal Water District	Administrative Services Coordinator	\$ 10,878	\$ 5,152	\$ 16,030	1/1/2020	1/1/2021	min 2% - max 3.5%
7	City of Agoura Hills	Assistant to the City Manager	\$ 9,890	\$ 5,598	\$ 15,488	6/21/2019	unknown	unknown
8	Ventura Regional Sanitation District	Senior Management Analyst	\$ 9,218	\$ 4,062	\$ 13,280	7/1/2020	unknown	unknown
9	Goleta Sanitary District ³	Management Analyst	\$ 8,689	\$ 5,164	\$ 13,853	7/1/2020	unknown	unknown
10	Camrosa Water District	N/C						
11	Rowland Water District	N/R						
12	Casitas Municipal Water District	N/C						
13	El Toro Water District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,122	\$ 16,336
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 11,058	\$ 16,196
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

2 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

3 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

4 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency		Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District
Benchmark/ Comparator Agency Match		Administrative Program Manager	N/C	N/C	Assistant to the City Manager	Assistant to the City Manager	Assistant to the City Manager	N/C	Management Analyst	Principal Analyst	Administrative Services Coordinator	N/R	Senior Management Analyst	Senior Management Analyst
	Top Step	Proposed			\$ 9,890	\$ 12,598	\$ 11,238		\$ 8,689	\$ 14,374	\$ 10,878		\$ 9,218	\$ 12,092
Retirement	Classic				2%@55	2%@55	3%@60		2%@55	2%@55	2%@55		1.92%@60	2%@60
	Enhanced Formula Cost				\$ 287	\$ 365	\$ 899		\$ 252	\$ 417	\$ 315		\$ 111	\$ 145
	ER Paid Member Contrib ¹				\$ 554		\$ 247		\$ 608					
	Calc Classic EPMC as Spec Comp													
	Single Highest Year					\$ 63			\$ 43	\$ 72	\$ 54			\$ 60
	Social Security								\$ 539	\$ 711	\$ 674		\$ 572	
	Deferred Compensation				\$ 173	\$ 378	\$ 50				\$ 326			\$ 242
	Normal Cost				\$ 765	\$ 859	\$ 869		\$ 684	\$ 1,111	\$ 784		\$ 799	\$ 935
Insurance	Cafeteria					\$ 830	\$ 1,805						\$ 1,192	
	Health				\$ 2,366	\$ 435			\$ 1,914	\$ 1,553	\$ 1,746			\$ 1,883
	Dental				\$ 175	\$ 182			\$ 198	\$ 54	\$ 158			\$ 82
	Vision				\$ 61	\$ 21			\$ 23	\$ 24	\$ 5			\$ 19
	Other Ins. ²					\$ 33								
Leaves	Vacation ^{3,4}				\$ 571	\$ 1,393	\$ 648		\$ 501	\$ 1,327	\$ 586		\$ 954	\$ 698
	Holidays				\$ 456	\$ 666	\$ 605		\$ 401	\$ 553	\$ 502		\$ 434	\$ 512
	Admin Leave				\$ 190	\$ 242				\$ 746				
Allow	Auto													
Benefit Package Total		\$ 0	\$ 0	\$ 0	\$ 5,598	\$ 5,468	\$ 5,124	\$ 0	\$ 5,164	\$ 6,568	\$ 5,152	\$ 0	\$ 4,062	\$ 4,575

N/C - Non Comparator
1 - Goleta Sanitary District: After five years of employment, District pays 100% of employee contribution.
2 - City of Thousand Oaks: Retirement Health Savings
3 - City of Thousand Oaks: Annual Leave in lieu of Vacation and Sick Leave
4 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Administrative Program Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Administrative Program Manager	Proposed					
2	Goleta Water District	Principal Analyst	\$ 14,374	\$ 6,568	\$ 20,942	1/1/2020	unknown	unknown
3	City of Thousand Oaks ¹	Assistant to the City Manager	\$ 12,598	\$ 5,468	\$ 18,066	7/11/2020	unknown	unknown
4	Yorba Linda Water District ⁴	Senior Management Analyst	\$ 12,092	\$ 4,575	\$ 16,667	7/1/2020	7/1/2021	2.00%
5	City of Westlake Village ²	Assistant to the City Manager	\$ 11,238	\$ 5,124	\$ 16,361	7/1/2020	unknown	unknown
6	Las Virgenes Municipal Water District	Administrative Services Coordinator	\$ 10,878	\$ 5,152	\$ 16,030	1/1/2020	1/1/2021	min 2% - max 3.5%
7	City of Agoura Hills	Assistant to the City Manager	\$ 9,890	\$ 5,598	\$ 15,488	6/21/2019	unknown	unknown
8	Goleta Sanitary District ³	Management Analyst	\$ 8,689	\$ 5,164	\$ 13,853	7/1/2020	unknown	unknown
9	Ventura Regional Sanitation District	Senior Management Analyst	\$ 9,218	\$ 4,062	\$ 13,280	7/1/2020	unknown	unknown
10	Camrosa Water District	N/C						
11	Casitas Municipal Water District	N/C						
12	Rowland Water District	N/R						
13	El Toro Water District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,122	\$ 16,336
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 11,058	\$ 16,196
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

2 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

3 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

4 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Clerk of the Board								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Clerk of the Board	Proposed					
2	Casitas Municipal Water District	Executive Administrator	\$ 16,477	\$ 6,658	\$ 23,135	7/1/2019	unknown	unknown
3	Las Virgenes Municipal Water District	Executive Assistant/ Clerk of the Board	\$ 12,067	\$ 5,887	\$ 17,955	1/1/2020	1/1/2020	min 2% - max 3.5%
4	Yorba Linda Water District ³	Executive Assistant	\$ 11,518	\$ 4,452	\$ 15,969	7/1/2020	7/1/2021	2.00%
5	City of Westlake Village ²	City Clerk/ Executive Assistant	\$ 11,156	\$ 5,486	\$ 16,642	7/1/2020	unknown	unknown
6	Goleta Water District	Executive Secretary	\$ 11,143	\$ 4,804	\$ 15,947	1/1/2020	unknown	unknown
7	City of Agoura Hills	City Clerk	\$ 10,917	\$ 6,453	\$ 17,370	6/21/2019	unknown	unknown
8	City of Thousand Oaks ¹	Deputy City Clerk	\$ 10,851	\$ 4,918	\$ 15,769	7/11/2020	unknown	unknown
9	El Toro Water District	Executive Assistant to General Manager and Board of Directors/ Recording Secretary	\$ 8,277	\$ 3,975	\$ 12,252	7/1/2019	1/1/2021	unknown
10	Ventura Regional Sanitation District	Executive Assistant - Clerk of the Board	\$ 7,006	\$ 3,373	\$ 10,379	7/1/2020	unknown	unknown
11	Camrosa Water District	N/C						
12	Rowland Water District	N/R						
13	Goleta Sanitary District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,046	\$ 16,158
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 11,143	\$ 15,969
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

2 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

3 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency	Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District	
Benchmark/ Comparator Agency Match	Clerk of the Board	N/C	Executive Administrator	City Clerk	Deputy City Clerk	City Clerk/ Executive Assistant	Executive Assistant to General Manager and Board of Directors/ Recording Secretary	N/C	Executive Secretary	Executive Assistant/ Clerk of the Board	N/R	Executive Assistant - Clerk of the Board	Executive Assistant	
Top Step	Proposed		\$ 16,477	\$ 10,917	\$ 10,851	\$ 11,156	\$ 8,277		\$ 11,143	\$ 12,067		\$ 7,006	\$ 11,518	
Retirement	Classic		2%@60	2%@55	2%@55	3%@60			2%@55	2%@55		1.92%@60	2%@60	
	Enhanced Formula Cost		\$ 198	\$ 317	\$ 315	\$ 892			\$ 323	\$ 350		\$ 84	\$ 138	
	ER Paid Member Contrib			\$ 611		\$ 245								
	Calc Classic EPMC as Spec Comp													
	Single Highest Year				\$ 54				\$ 56	\$ 60			\$ 58	
	Social Security		\$ 711						\$ 691	\$ 711		\$ 434		
	Deferred Compensation			\$ 273	\$ 326	\$ 50	\$ 1,366			\$ 362		\$ 607	\$ 230	
Normal Cost		\$ 1,274	\$ 844	\$ 740	\$ 863			\$ 862	\$ 869		\$ 607	\$ 891		
Insurance	Cafeteria				\$ 830	\$ 1,805						\$ 1,192		
	Health		\$ 2,240	\$ 2,366	\$ 435		\$ 1,658		\$ 1,553	\$ 1,746			\$ 1,883	
	Dental		\$ 106	\$ 175	\$ 182		\$ 106		\$ 54	\$ 158			\$ 82	
	Vision		\$ 19	\$ 61	\$ 21		\$ 17		\$ 24	\$ 5			\$ 19	
	Other Ins. ¹				\$ 33									
Leaves	Vacation ^{2,3}		\$ 1,331	\$ 630	\$ 1,200	\$ 644	\$ 478		\$ 814	\$ 650		\$ 725	\$ 664	
	Holidays		\$ 697	\$ 504	\$ 574	\$ 601	\$ 350		\$ 429	\$ 557		\$ 330	\$ 487	
	Admin Leave			\$ 472	\$ 209	\$ 386				\$ 418				
Allow	Auto			\$ 200										
Benefit Package Total		\$ 0	\$ 0	\$ 6,658	\$ 6,453	\$ 4,918	\$ 5,486	\$ 3,975	\$ 0	\$ 4,804	\$ 5,887	\$ 0	\$ 3,373	\$ 4,452

N/C - Non Comparator

1 - City of Thousand Oaks: Retirement Health Savings

2 - City of Thousand Oaks: Annual Leave in lieu of Vacation and Sick Leave

3 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Clerk of the Board								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Clerk of the Board	Proposed					
2	Casitas Municipal Water District	Executive Administrator	\$ 16,477	\$ 6,658	\$ 23,135	7/1/2019	unknown	unknown
3	Las Virgenes Municipal Water District	Executive Assistant/ Clerk of the Board	\$ 12,067	\$ 5,887	\$ 17,955	1/1/2020	1/1/2020	min 2% - max 3.5%
4	City of Agoura Hills	City Clerk	\$ 10,917	\$ 6,453	\$ 17,370	6/21/2019	unknown	unknown
5	City of Westlake Village ²	City Clerk/ Executive Assistant	\$ 11,156	\$ 5,486	\$ 16,642	7/1/2020	unknown	unknown
6	Yorba Linda Water District ³	Executive Assistant	\$ 11,518	\$ 4,452	\$ 15,969	7/1/2020	7/1/2021	2.00%
7	Goleta Water District	Executive Secretary	\$ 11,143	\$ 4,804	\$ 15,947	1/1/2020	unknown	unknown
8	City of Thousand Oaks ¹	Deputy City Clerk	\$ 10,851	\$ 4,918	\$ 15,769	7/11/2020	unknown	unknown
9	El Toro Water District	Executive Assistant to General Manager and Board of Directors/ Recording Secretary	\$ 8,277	\$ 3,975	\$ 12,252	7/1/2019	1/1/2021	unknown
10	Ventura Regional Sanitation District	Executive Assistant - Clerk of the Board	\$ 7,006	\$ 3,373	\$ 10,379	7/1/2020	unknown	unknown
11	Camrosa Water District	N/C						
12	Rowland Water District	N/R						
13	Goleta Sanitary District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,046	\$ 16,158
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 11,143	\$ 15,969
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

2 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

3 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Director of Finance								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Director of Finance	Proposed					
2	Las Virgenes Municipal Water District	Director of Finance and Administration	\$ 21,129	\$ 8,503	\$ 29,632	1/1/2020	unknown	unknown
3	City of Westlake Village ³	Finance Director	\$ 17,501	\$ 7,551	\$ 25,053	7/1/2020	unknown	unknown
4	Goleta Water District	Administrative Manager/ Chief Financial Officer	\$ 16,545	\$ 7,776	\$ 24,320	1/1/2020	unknown	unknown
5	Yorba Linda Water District ⁶	[Finance Manager ; Human Resources/ Risk and Safety Manager]	\$ 16,208	\$ 6,169	\$ 22,376	7/1/2020	7/1/2021	2.00%
6	Casitas Municipal Water District ¹	[Chief Financial Officer/ Human Resources Manager]	\$ 16,077	\$ 6,571	\$ 22,648	7/1/2019	unknown	unknown
7	City of Thousand Oaks ²	[Deputy Finance Director/ Senior Human Resources Analyst]	\$ 15,917	\$ 6,513	\$ 22,430	7/11/2020	unknown	unknown
8	El Toro Water District ⁴	[Manager Finance/ Human Resources Manager]	\$ 15,753	\$ 6,556	\$ 22,309	7/1/2019	1/1/2021	unknown
9	Ventura Regional Sanitation District	Director of Finance	\$ 15,447	\$ 5,755	\$ 21,202	7/1/2020	unknown	unknown
10	Goleta Sanitary District ⁵	Finance and Human Resources Manager	\$ 14,041	\$ 6,871	\$ 20,912	7/1/2020	unknown	unknown
11	City of Agoura Hills	Director of Finance	\$ 13,974	\$ 7,476	\$ 21,450	6/21/2019	unknown	unknown
12	Camrosa Water District	Finance Manager	\$ 13,750	\$ 6,703	\$ 20,453	12/1/2019	unknown	unknown
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 16,031	\$ 22,980
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 15,917	\$ 22,376
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	11	11

N/C - Non Comparator

N/R - Non Responsive

1 - Casitas Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Thousand Oaks: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches. 1.5% increase for 7/11/2020 reported

3 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

4 - El Toro Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

6 - Yorba Linda Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches. 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency	Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District	
Benchmark/ Comparator Agency Match	Director of Finance	Finance Manager	[Chief Financial Officer/ Human Resources Manager]	Director of Finance	[Deputy Finance Director/ Senior Human Resources Analyst]	Finance Director	[Manager Finance/ Human Resources Manager]	Finance and Human Resources Manager	Administrative Manager/ Chief Financial Officer	Director of Finance and Administration	N/R	Director of Finance	[Finance Manager ; Human Resources/ Risk and Safety Manager]	
Top Step	Proposed	\$ 13,750	\$ 16,077	\$ 13,974	\$ 15,917	\$ 17,501	\$ 15,753	\$ 14,041	\$ 16,545	\$ 21,129		\$ 15,447	\$ 16,208	
Retirement	Classic	2%@55	2%@60	2%@55	2%@55	3%@60		2%@55	2%@55	2%@55		1.92%@60	2%@60	
	Enhanced Formula Cost	\$ 399	\$ 193	\$ 405	\$ 462	\$ 1,400		\$ 407	\$ 480	\$ 613		\$ 185	\$ 194	
	ER Paid Member Contrib ¹	\$ 963		\$ 783		\$ 385		\$ 983						
	Calc Classic EPMC as Spec Comp	\$ 67												
	Single Highest Year		\$ 80		\$ 80			\$ 70	\$ 83	\$ 106			\$ 81	
	Social Security		\$ 711					\$ 711	\$ 711	\$ 711		\$ 711		
	Deferred Compensation			\$ 349	\$ 478	\$ 50	\$ 2,599			\$ 634			\$ 324	
Normal Cost	\$ 1,063	\$ 1,243	\$ 1,080	\$ 1,085	\$ 1,353		\$ 1,106	\$ 1,279	\$ 1,522		\$ 1,339	\$ 1,253		
Insurance	Cafeteria				\$ 830	\$ 1,805						\$ 1,192		
	Health	\$ 2,016	\$ 2,240	\$ 2,366	\$ 435		\$ 1,658	\$ 1,914	\$ 1,553	\$ 1,746			\$ 1,883	
	Dental	\$ 115	\$ 106	\$ 175	\$ 182		\$ 106	\$ 198	\$ 54	\$ 158			\$ 82	
	Vision	\$ 17	\$ 19	\$ 61	\$ 21		\$ 17	\$ 23	\$ 24	\$ 5			\$ 19	
	Other Ins. ²				\$ 33									
Leaves	Vacation ^{3,4}	\$ 1,111	\$ 1,299	\$ 806	\$ 1,760	\$ 1,010	\$ 909	\$ 810	\$ 1,527	\$ 1,138		\$ 1,599	\$ 935	
	Holidays	\$ 688	\$ 680	\$ 645	\$ 842	\$ 942	\$ 666	\$ 648	\$ 636	\$ 975		\$ 728	\$ 686	
	Admin Leave	\$ 264		\$ 605	\$ 306	\$ 606			\$ 859	\$ 894			\$ 312	
Allow	Auto			\$ 200			\$ 600		\$ 570				\$ 400	
Benefit Package Total		\$ 0	\$ 6,703	\$ 6,571	\$ 7,476	\$ 6,513	\$ 7,551	\$ 6,556	\$ 6,871	\$ 7,776	\$ 8,503	\$ 0	\$ 5,755	\$ 6,169

N/C - Non Comparator
1 - Goleta Sanitary District: After five years of employment, District pays 100% of employee contribution.
2 - City of Thousand Oaks: Retirement Health Savings
3 - City of Thousand Oaks: Annual Leave in lieu of Vacation and Sick Leave
4 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Director of Finance								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Director of Finance	Proposed					
2	Las Virgenes Municipal Water District	Director of Finance and Administration	\$ 21,129	\$ 8,503	\$ 29,632	1/1/2020	unknown	unknown
3	City of Westlake Village ³	Finance Director	\$ 17,501	\$ 7,551	\$ 25,053	7/1/2020	unknown	unknown
4	Goleta Water District	Administrative Manager/ Chief Financial Officer	\$ 16,545	\$ 7,776	\$ 24,320	1/1/2020	unknown	unknown
5	Casitas Municipal Water District ¹	[Chief Financial Officer/ Human Resources Manager]	\$ 16,077	\$ 6,571	\$ 22,648	7/1/2019	unknown	unknown
6	City of Thousand Oaks ²	[Deputy Finance Director/ Senior Human Resources Analyst]	\$ 15,917	\$ 6,513	\$ 22,430	7/11/2020	unknown	unknown
7	Yorba Linda Water District ⁶	[Finance Manager ; Human Resources/ Risk and Safety Manager]	\$ 16,208	\$ 6,169	\$ 22,376	7/1/2020	7/1/2021	2.00%
8	El Toro Water District ⁴	[Manager Finance/ Human Resources Manager]	\$ 15,753	\$ 6,556	\$ 22,309	7/1/2019	1/1/2021	unknown
9	City of Agoura Hills	Director of Finance	\$ 13,974	\$ 7,476	\$ 21,450	6/21/2019	unknown	unknown
10	Ventura Regional Sanitation District	Director of Finance	\$ 15,447	\$ 5,755	\$ 21,202	7/1/2020	unknown	unknown
11	Goleta Sanitary District ⁵	Finance and Human Resources Manager	\$ 14,041	\$ 6,871	\$ 20,912	7/1/2020	unknown	unknown
12	Camrosa Water District	Finance Manager	\$ 13,750	\$ 6,703	\$ 20,453	12/1/2019	unknown	unknown
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 16,031	\$ 22,980
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 15,917	\$ 22,376
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	11	11

N/C - Non Comparator

N/R - Non Responsive

1 - Casitas Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Thousand Oaks: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches. 1.5% increase for 7/11/2020 reported

3 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

4 - El Toro Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

6 - Yorba Linda Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches. 1%increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Engineering Program Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Engineering Program Manager	Proposed					
2	Yorba Linda Water District ⁴	Engineering Manager	\$ 16,208	\$ 6,169	\$ 22,376	7/1/2020	7/1/2021	2.00%
3	Las Virgenes Municipal Water District	Principal Engineer	\$ 15,631	\$ 6,852	\$ 22,483	1/1/2020	1/1/2021	min 2% - max 3.5%
4	City of Thousand Oaks ²	Engineering Division Manager	\$ 14,625	\$ 6,107	\$ 20,732	7/11/2020	unknown	unknown
5	El Toro Water District ³	Principal Engineer	\$ 14,020	\$ 6,097	\$ 20,117	7/1/2019	1/1/2021	unknown
6	City of Agoura Hills ¹	[Director of Public Works/ Public Works Project Manager]	\$ 12,537	\$ 6,995	\$ 19,532	6/21/2019	unknown	unknown
7	Camrosa Water District	District Engineer	\$ 12,333	\$ 6,234	\$ 18,567	12/1/2019	unknown	unknown
8	Ventura Regional Sanitation District	Engineering Manager	\$ 10,726	\$ 4,531	\$ 15,257	7/1/2020	unknown	unknown
9	City of Westlake Village	N/C						
10	Goleta Sanitary District	N/C						
11	Goleta Water District	N/C						
12	Casitas Municipal Water District	N/C						
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 13,726	\$ 19,866
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 14,020	\$ 20,117
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

1 - City of Agoura Hills: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

3 - El Toro Water District: Proposed salary for new position

4 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency		Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District
Benchmark/ Comparator Agency Match		Engineering Program Manager	District Engineer	N/C	[Director of Public Works/ Public Works Project Manager]	Engineering Division Manager	N/C	Principal Engineer	N/C	N/C	Principal Engineer	N/R	Engineering Manager	Engineering Manager
	Top Step	Proposed	\$ 12,333		\$ 12,537	\$ 14,625		\$ 14,020			\$ 15,631		\$ 10,726	\$ 16,208
Retirement	Classic		2%@55		2%@55	2%@55					2%@55		1.92%@60	2%@60
	Enhanced Formula Cost		\$ 358		\$ 364	\$ 424					\$ 453		\$ 129	\$ 194
	ER Paid Member Contrib		\$ 863		\$ 702									
	Calc Classic EPMC as Spec Comp		\$ 60											
	Single Highest Year					\$ 73					\$ 78			\$ 81
	Social Security										\$ 711		\$ 665	
	Deferred Compensation				\$ 313	\$ 439		\$ 2,313			\$ 469			\$ 324
	Normal Cost		\$ 954		\$ 969	\$ 997				\$ 1,126			\$ 930	\$ 1,253
Insurance	Cafeteria					\$ 830							\$ 1,192	
	Health		\$ 2,016		\$ 2,366	\$ 435		\$ 1,658			\$ 1,746			\$ 1,883
	Dental		\$ 115		\$ 175	\$ 182		\$ 106			\$ 158			\$ 82
	Vision		\$ 17		\$ 61	\$ 21		\$ 17			\$ 5			\$ 19
	Other Ins. ¹					\$ 33								
Leaves	Vacation ^{2,3}		\$ 996		\$ 723	\$ 1,617		\$ 809			\$ 842		\$ 1,110	\$ 935
	Holidays		\$ 617		\$ 579	\$ 773		\$ 593			\$ 721		\$ 505	\$ 686
	Admin Leave		\$ 237		\$ 542	\$ 281					\$ 541			\$ 312
Allow	Auto				\$ 200			\$ 600						\$ 400
Benefit Package Total		\$ 0	\$ 6,234	\$ 0	\$ 6,995	\$ 6,107	\$ 0	\$ 6,097	\$ 0	\$ 0	\$ 6,852	\$ 0	\$ 4,531	\$ 6,169

N/C - Non Comparator

1 - City of Thousand Oaks: Retirement Health Savings

2 - City of Thousand Oaks: Annual Leave in lieu of Vacation and Sick Leave

3 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Engineering Program Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Engineering Program Manager	Proposed					
2	Las Virgenes Municipal Water District	Principal Engineer	\$ 15,631	\$ 6,852	\$ 22,483	1/1/2020	1/1/2021	min 2% - max 3.5%
3	Yorba Linda Water District ⁴	Engineering Manager	\$ 16,208	\$ 6,169	\$ 22,376	7/1/2020	7/1/2021	2.00%
4	City of Thousand Oaks ²	Engineering Division Manager	\$ 14,625	\$ 6,107	\$ 20,732	7/11/2020	unknown	unknown
5	El Toro Water District ³	Principal Engineer	\$ 14,020	\$ 6,097	\$ 20,117	7/1/2019	1/1/2021	unknown
6	City of Agoura Hills ¹	[Director of Public Works/ Public Works Project Manager]	\$ 12,537	\$ 6,995	\$ 19,532	6/21/2019	unknown	unknown
7	Camrosa Water District	District Engineer	\$ 12,333	\$ 6,234	\$ 18,567	12/1/2019	unknown	unknown
8	Ventura Regional Sanitation District	Engineering Manager	\$ 10,726	\$ 4,531	\$ 15,257	7/1/2020	unknown	unknown
9	City of Westlake Village	N/C						
10	Goleta Sanitary District	N/C						
11	Goleta Water District	N/C						
12	Casitas Municipal Water District	N/C						
13	Rowland Water District	N/R						

Summary Results		
	Top Monthly	Total Monthly
Average of Comparators	\$ 13,726	\$ 19,866
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 14,020	\$ 20,117
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

1 - City of Agoura Hills: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Thousand Oaks: 1.5% increase for 7/11/2020 reported

3 - El Toro Water District: Proposed salary for new position

4 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

General Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	General Manager	Proposed					
2	Las Virgenes Municipal Water District	General Manager	\$ 25,099	\$ 9,768	\$ 34,867	4/23/2019	unknown	unknown
3	El Toro Water District	General Manager	\$ 23,083	\$ 8,499	\$ 31,582	1/1/2020	unknown	unknown
4	Yorba Linda Water District	General Manager	\$ 20,154	\$ 7,290	\$ 27,444	9/1/2019	unknown	unknown
5	City of Westlake Village ¹	City Manager	\$ 20,041	\$ 8,762	\$ 28,803	7/1/2020	unknown	unknown
6	Casitas Municipal Water District	General Manager	\$ 19,668	\$ 7,352	\$ 27,020	4/6/2020	unknown	unknown
7	City of Thousand Oaks	Public Works Director	\$ 19,422	\$ 8,661	\$ 28,082	7/13/2019	unknown	unknown
8	Goleta Sanitary District ²	General Manager	\$ 19,338	\$ 8,761	\$ 28,099	7/1/2020	unknown	unknown
9	Camrosa Water District	General Manager	\$ 19,262	\$ 9,942	\$ 29,203	12/1/2019	unknown	unknown
10	Ventura Regional Sanitation District	General Manager	\$ 18,029	\$ 6,398	\$ 24,428	7/1/2020	unknown	unknown
11	City of Agoura Hills	Director of Public Works	\$ 15,425	\$ 7,961	\$ 23,386	6/21/2019	unknown	unknown
12	Goleta Water District	N/C						
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 19,952	\$ 28,291
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 19,545	\$ 28,091
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	10	10

N/C - Non Comparator

N/R - Non Responsive

1 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

2 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency		Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District
Benchmark/ Comparator Agency Match		General Manager	General Manager	General Manager	Director of Public Works	Public Works Director	City Manager	General Manager	General Manager	N/C	General Manager	N/R	General Manager	General Manager
	Top Step	Proposed	\$ 19,262	\$ 19,668	\$ 15,425	\$ 19,422	\$ 20,041	\$ 23,083	\$ 19,338		\$ 25,099		\$ 18,029	\$ 20,154
Retirement	Classic		2%@55	2%@60	2%@55	2%@55	3%@60		2%@55		2%@55		1.92%@60	2%@60
	Enhanced Formula Cost		\$ 559	\$ 236	\$ 447	\$ 563	\$ 1,603		\$ 561		\$ 728		\$ 216	\$ 242
	ER Paid Member Contrib		\$ 1,348		\$ 864		\$ 441		\$ 1,354					
	Calc Classic EPMC as Spec Comp		\$ 94											
	Single Highest Year			\$ 98		\$ 97			\$ 97		\$ 126			\$ 101
	Social Security			\$ 711					\$ 711		\$ 711		\$ 711	
	Deferred Compensation				\$ 386	\$ 1,165	\$ 50	\$ 3,809		\$ 753				\$ 403
	Normal Cost		\$ 1,489	\$ 1,521	\$ 1,193	\$ 1,324	\$ 1,550		\$ 1,523		\$ 1,808		\$ 1,563	\$ 1,558
Insurance	Cafeteria					\$ 830	\$ 1,805						\$ 1,192	
	Health		\$ 2,016	\$ 2,240	\$ 2,366	\$ 435		\$ 1,658	\$ 1,914		\$ 1,746			\$ 1,883
	Dental		\$ 115	\$ 106	\$ 175	\$ 182		\$ 106	\$ 198		\$ 158			\$ 82
	Vision		\$ 17	\$ 19	\$ 61	\$ 21		\$ 17	\$ 23		\$ 5			\$ 19
	Other Ins. ^{1,2}		\$ 963			\$ 33								
Leaves	Vacation ^{3,4,5}		\$ 1,556	\$ 1,589	\$ 890	\$ 2,148	\$ 1,734	\$ 1,332	\$ 1,116		\$ 2,124		\$ 1,866	\$ 1,163
	Holidays		\$ 963	\$ 832	\$ 712	\$ 1,027	\$ 1,079	\$ 977	\$ 893		\$ 1,158		\$ 849	\$ 853
	Admin Leave		\$ 370		\$ 667	\$ 373			\$ 372					\$ 388
Allow	Auto		\$ 450		\$ 200	\$ 461	\$ 500	\$ 600			\$ 450			\$ 600
Benefit Package Total		\$ 0	\$ 9,942	\$ 7,352	\$ 7,961	\$ 8,661	\$ 8,762	\$ 8,499	\$ 8,761	\$ 0	\$ 9,768	\$ 0	\$ 6,398	\$ 7,290

N/C - Non Comparator

- 1 - Camrosa Water District: 5% base pay as part of profit sharing plan
- 2 - City of Thousand Oaks: Retirement Health Savings
- 3 - City of Thousand Oaks: Annual Leave in lieu of Vacation and Sick Leave
- 4 - City of Westlake Village: Paid Time Off in lieu of other paid leave benefits.
- 5 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

General Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	General Manager	Proposed					
2	Las Virgenes Municipal Water District	General Manager	\$ 25,099	\$ 9,768	\$ 34,867	4/23/2019	unknown	unknown
3	El Toro Water District	General Manager	\$ 23,083	\$ 8,499	\$ 31,582	1/1/2020	unknown	unknown
4	Camrosa Water District	General Manager	\$ 19,262	\$ 9,942	\$ 29,203	12/1/2019	unknown	unknown
5	City of Westlake Village ¹	City Manager	\$ 20,041	\$ 8,762	\$ 28,803	7/1/2020	unknown	unknown
6	Goleta Sanitary District ²	General Manager	\$ 19,338	\$ 8,761	\$ 28,099	7/1/2020	unknown	unknown
7	City of Thousand Oaks	Public Works Director	\$ 19,422	\$ 8,661	\$ 28,082	7/13/2019	unknown	unknown
8	Yorba Linda Water District	General Manager	\$ 20,154	\$ 7,290	\$ 27,444	9/1/2019	unknown	unknown
9	Casitas Municipal Water District	General Manager	\$ 19,668	\$ 7,352	\$ 27,020	4/6/2020	unknown	unknown
10	Ventura Regional Sanitation District	General Manager	\$ 18,029	\$ 6,398	\$ 24,428	7/1/2020	unknown	unknown
11	City of Agoura Hills	Director of Public Works	\$ 15,425	\$ 7,961	\$ 23,386	6/21/2019	unknown	unknown
12	Goleta Water District	N/C						
13	Rowland Water District	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 19,952	\$ 28,291
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 19,545	\$ 28,091
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	10	10

N/C - Non Comparator

N/R - Non Responsive

1 - City of Westlake Village: 1.9% increase for 7/1/2020 reported

2 - Goleta Sanitary District: 3.1% increase for 7/1/2020 reported

Triunfo Water & Sanitation District
Appendix IIIa: Market Compensation Findings (Sorted by Top Monthly Salary)
Total Compensation July 2020

Public Information Officer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Public Information Officer	Proposed					
2	Las Virgenes Municipal Water District	Public Affairs & Communications Manager	\$ 14,435	\$ 6,528	\$ 20,963	1/1/2020	1/1/2021	min 2% - max 3.5%
3	Yorba Linda Water District ¹	Director of Public Affairs	\$ 12,696	\$ 5,348	\$ 18,044	7/1/2020	7/1/2021	2.00%
4	Goleta Water District	Chief Communications Administrator	\$ 12,225	\$ 5,936	\$ 18,161	1/1/2020	unknown	unknown
5	Ventura Regional Sanitation District	Management Analyst	\$ 7,634	\$ 3,568	\$ 11,202	7/1/2020	unknown	unknown
6	Casitas Municipal Water District	N/C						
7	Goleta Sanitary District	N/C						
8	City of Westlake Village	N/C						
9	City of Thousand Oaks	N/C						
10	City of Agoura Hills	N/C						
11	Camrosa Water District	N/C						
12	Rowland Water District	N/R						
13	El Toro Water District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,747	\$ 17,093
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 12,461	\$ 18,103
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

1 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.

Triunfo Water & Sanitation District
Appendix IIIb: Market Compensation Findings (Benefit Detail)
Total Compensation July 2020

Agency		Triunfo Water & Sanitation District	Camrosa Water District	Casitas Municipal Water District	City of Agoura Hills	City of Thousand Oaks	City of Westlake Village	El Toro Water District	Goleta Sanitary District	Goleta Water District	Las Virgenes Municipal Water District	Rowland Water District	Ventura Regional Sanitation District	Yorba Linda Water District
Benchmark/ Comparator Agency Match		Public Information Officer	N/C	N/C	N/C	N/C	N/C	N/C	N/C	Chief Communications Administrator	Public Affairs & Communications Manager	N/R	Management Analyst	Director of Public Affairs
	Top Step	Proposed								\$ 12,225	\$ 14,435		\$ 7,634	\$ 12,696
Retirement	Classic									2%@55	2%@55		1.92%@60	2%@60
	Enhanced Formula Cost									\$ 355	\$ 419		\$ 92	\$ 152
	ER Paid Member Contrib													
	Calc Classic EPMC as Spec Comp													
	Single Highest Year									\$ 61	\$ 72			\$ 63
	Social Security									\$ 711	\$ 711		\$ 473	
	Deferred Compensation										\$ 433			\$ 254
	Normal Cost									\$ 945	\$ 1,040		\$ 662	\$ 982
Insurance	Cafeteria												\$ 1,192	
	Health									\$ 1,553	\$ 1,746			\$ 1,883
	Dental									\$ 54	\$ 158			\$ 82
	Vision									\$ 24	\$ 5			\$ 19
	Other Ins.													
Leaves	Vacation ¹									\$ 1,128	\$ 777		\$ 790	\$ 732
	Holidays									\$ 470	\$ 666		\$ 360	\$ 537
	Admin Leave									\$ 635	\$ 500			\$ 244
Allow	Auto													\$ 400
Benefit Package Total		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,936	\$ 6,528	\$ 0	\$ 3,568	\$ 5,348

N/C - Non Comparator

1 - Ventura Regional Sanitation District: Comprehensive Annual Leave - combined vacation/sick leave.

Triunfo Water & Sanitation District
Appendix IIIc: Market Compensation Findings (Sorted by Total Compensation)
Total Compensation July 2020

Public Information Officer								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation District	Public Information Officer	Proposed					
2	Las Virgenes Municipal Water District	Public Affairs & Communications Manager	\$ 14,435	\$ 6,528	\$ 20,963	1/1/2020	1/1/2021	min 2% - max 3.5%
3	Goleta Water District	Chief Communications Administrator	\$ 12,225	\$ 5,936	\$ 18,161	1/1/2020	unknown	unknown
4	Yorba Linda Water District ¹	Director of Public Affairs	\$ 12,696	\$ 5,348	\$ 18,044	7/1/2020	7/1/2021	2.00%
5	Ventura Regional Sanitation District	Management Analyst	\$ 7,634	\$ 3,568	\$ 11,202	7/1/2020	unknown	unknown
6	Casitas Municipal Water District	N/C						
7	Goleta Sanitary District	N/C						
8	City of Westlake Village	N/C						
9	City of Thousand Oaks	N/C						
10	City of Agoura Hills	N/C						
11	Camrosa Water District	N/C						
12	Rowland Water District	N/R						
13	El Toro Water District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,747	\$ 17,093
% Triunfo Water & Sanitation District Above/Below		
Median of Comparators	\$ 12,461	\$ 18,103
% Triunfo Water & Sanitation District Above/Below		
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

1 - Yorba Linda Water District: 1% increase scheduled for 7/1/2020 reported.



Appendix IV

Proposed Salary Range Schedule

Triunfo Water Sanitation District
Appendix IV: Proposed Salary Range Schedule
Total Compensation July 2020

FACTORS
Range E8, Maximum, Annual \$81,060.00
Range Spread 30.00%
Range Increase 5.00%
Pay Periods per Year 26
Hours per Year 2,080

lowest current salary

Salary Range	Annual		Monthly		Biweekly		Hourly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1	44,314	57,608	3,693	4,801	1,704.37	2,215.69	21.305	27.696
2	46,529	60,488	3,877	5,041	1,789.59	2,326.47	22.370	29.081
3	48,856	63,513	4,071	5,293	1,879.07	2,442.79	23.488	30.535
4	51,299	66,688	4,275	5,557	1,973.03	2,564.93	24.663	32.062
5	53,864	70,023	4,489	5,835	2,071.68	2,693.18	25.896	33.665
6	56,557	73,524	4,713	6,127	2,175.26	2,827.84	27.191	35.348
7	59,385	77,200	4,949	6,433	2,284.02	2,969.23	28.550	37.115
8	62,354	81,060	5,196	6,755	2,398.22	3,117.69	29.978	38.971
9	65,472	85,113	5,456	7,093	2,518.14	3,273.58	31.477	40.920
10	68,745	89,369	5,729	7,447	2,644.04	3,437.26	33.051	42.966
11	72,182	93,837	6,015	7,820	2,776.25	3,609.12	34.703	45.114
12	75,791	98,529	6,316	8,211	2,915.06	3,789.57	36.438	47.370
13	79,581	103,455	6,632	8,621	3,060.81	3,979.05	38.260	49.738
14	83,560	108,628	6,963	9,052	3,213.85	4,178.01	40.173	52.225
15	87,738	114,060	7,312	9,505	3,374.54	4,386.91	42.182	54.836
16	92,125	119,763	7,677	9,980	3,543.27	4,606.25	44.291	57.578
17	96,731	125,751	8,061	10,479	3,720.43	4,836.56	46.505	60.457
18	101,568	132,038	8,464	11,003	3,906.46	5,078.39	48.831	63.480
19	106,646	138,640	8,887	11,553	4,101.78	5,332.31	51.272	66.654
20	111,979	145,572	9,332	12,131	4,306.87	5,598.93	53.836	69.987
21	117,577	152,851	9,798	12,738	4,522.21	5,878.87	56.528	73.486
22	123,456	160,493	10,288	13,374	4,748.32	6,172.82	59.354	77.160

Triunfo Water Sanitation District
Appendix IV: Proposed Salary Range Schedule
Total Compensation July 2020

Salary Range	Annual		Monthly		Biweekly		Hourly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
23	129,629	168,518	10,802	14,043	4,985.74	6,481.46	62.322	81.018
24	136,111	176,944	11,343	14,745	5,235.02	6,805.53	65.438	85.069
25	142,916	185,791	11,910	15,483	5,496.78	7,145.81	68.710	89.323
26	150,062	195,081	12,505	16,257	5,771.61	7,503.10	72.145	93.789
27	157,565	204,835	13,130	17,070	6,060.19	7,878.25	75.752	98.478
28	165,443	215,076	13,787	17,923	6,363.20	8,272.17	79.540	103.402
29	173,715	225,830	14,476	18,819	6,681.36	8,685.77	83.517	108.572
30	182,401	237,122	15,200	19,760	7,015.43	9,120.06	87.693	114.001
31	191,521	248,978	15,960	20,748	7,366.20	9,576.07	92.078	119.701
32	201,097	261,427	16,758	21,786	7,734.51	10,054.87	96.681	125.686



Appendix V

Salary Range Placement Recommendations

Triunfo Water Sanitation District
Appendix V: Salary Range Placement Recommendations
Total Compensation July 2020

Class Title	Current Maximum Monthly Salary	Proposed Salary Range	Proposed Maximum Monthly Salary	Study Benchmark	Rationale
Accountant	Proposed	12	\$8,211	X	Market and range placement.
Accounting Technician	Proposed	8	\$6,755	X	Market and range placement.
Administrative Program Manager	Proposed	18	\$11,003	X	Market and range placement.
Clerk of the Board	Proposed	18	\$11,003	X	Market and range placement.
Director of Finance	Proposed	26	\$16,257	X	Market and range placement.
Engineering Program Manager	Proposed	23	\$14,043	X	Market and range placement.
General Manager	Proposed	30	\$19,760	X	Market and range placement.
Public Information Manager	Proposed	20	\$12,131	X	Market and range placement.

Legend for columns:

Column 1 - Classification Title.

Column 2 - Client's current monthly maximum salaries.

Column 3 - Salary range number of the consultant's newly proposed salary range schedule.

Column 4 - Monthly maximum salary of the consultant's newly proposed salary ranges.

Column 5 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).



Appendix VI

Additional Benefits

**Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020**

OPEB Liability Summary	
Camrosa Water District	
Camrosa Water District does not provide post employment benefits.	
Casitas Municipal Water District	
OPEB Total Liability as of 6/30/2019:	\$17,137,707
Service Cost:	\$232,654
OPEB Net Liability:	\$15,887,642
Net Liability as a % of Covered Payroll:	290.57%
City of Agoura Hills	
OPEB Total Liability as of 6/30/2019:	\$2,687,022
Service Cost:	\$108,282
OPEB Net Liability:	\$1,005,573
Net Liability as a % of Covered Payroll:	29.80%
City of Thousand Oaks	
OPEB Total Liability as of 6/30/2019:	\$25,491,146
Service Cost:	\$651,128
OPEB Net Liability:	\$8,632,512
Net Liability as a % of Covered Payroll:	28.90%
City of Westlake Village	
OPEB Total Liability as of 6/30/2019:	\$1,417,835
Service Cost:	\$89,189
OPEB Net Liability:	\$616,101
Net Liability as a % of Covered Payroll:	43.70%
El Toro Water District	
OPEB Total Liability as of 6/30/2019:	\$15,204,470
Service Cost:	\$267,270
OPEB Net Liability:	\$15,204,470
Net Liability as a % of Covered Payroll:	266.31%
Goleta Sanitary District	
OPEB Total Liability as of 6/30/2019:	\$3,650,528
Service Cost:	\$155,373
OPEB Net Liability:	\$1,174,327
Net Liability as a % of Covered Payroll:	43.30%
Goleta Water District	
OPEB Total Liability as of 6/30/2019:	\$18,441,783
Service Cost:	\$60,594
OPEB Net Liability:	\$18,441,783
Net Liability as a % of Covered Payroll:	217.12%
Las Virgenes Municipal Water District	
OPEB Total Liability as of 6/30/2019:	\$25,713,197
Service Cost:	\$650,429
OPEB Net Liability:	\$19,301,046
Net Liability as a % of Covered Payroll:	180.60%
Rowland Water District	
Non-responsive.	
Ventura Regional Sanitation District	
OPEB Total Liability as of 6/30/2019:	\$1,626,299
Service Cost:	\$107,344
OPEB Net Liability:	\$1,652,567
Net Liability as a % of Covered Payroll:	28.33%
Yorba Linda Water District	
OPEB Total Liability as of 6/30/2019:	\$3,723,392
Service Cost:	\$228,072
OPEB Net Liability:	\$2,046,040
Net Liability as a % of Covered Payroll:	43.62%

**Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020**

Leave Allowance Summary	
Camrosa Water District	
Holidays:	11 Holidays + 2 Floating days per year.
Comprehensive Annual Leave	
Equivalent Years of Service	Total Days Earned Annual Leave
1-5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15 or more	30
Combined Vacation/Sick	
Equivalent Years of Service	Maximum Accrued Hours
Less than 5	300 hours
Less than 10	400 hours
10 through 14	500 hours
15 or more	600 hours
<p>Once per fiscal year, a non-exempt employee shall be allowed to convert a maximum of 40 hours of earned annual leave to regular pay. The Employee must maintain a minimum balance of 40 hours annual leave; must have used a minimum of 50% of the amount of annual leave earned in the previous 12 months, or since the last annual leave conversion; in the previous 12 months, the employee must have taken at least 5 consecutive days of annual leave (exception can be made for annual leave take in conjunction with a paid holiday); employee must have been employed by Camrosa for at least one year; conversion to regular pay will be done at the employees hourly rate at time of conversion.</p>	
Casitas Municipal Water District	
Holidays:	11 Holidays per year.
Sick leave (all units):	8 hrs/mo
Vacation Accrual per Month	
General Unit	
1-3 yrs service	96 hours/year accrued at 8 hr/mo
4-5 years service	104 hours/year accrued at 8.67 hr/mo
6/12 years service	144 hours/year accrued at 12 hr/mo
13-16 years service	152 hours/year accrued at 12.67 hr/mo
17-20 yrs service	160 hours/year accrued at 13.33 hr/mo
21-22 yrs service	168 hours/year accrued at 14 hr/mo
23-24 years service	176 hours/year accrued at 14.67 hr/mo
25+ years service	184 hours/year accrued at 15.33 hr/mo
Supervisory/Professional Unit and Unrepresented Management	
6 months - 3yrs service	152 hours/year accrued at 12.67 hr/mo
3-4 yrs service	160 hours/year accrued at 13.33 hr/mo
5-6 yrs service	168 hours/year accrued at 14 hr/mo
7-8 yrs service	176 hours/year accrued at 14.67 hr/mo
9+ yrs service	184 hours/year accrued at 15.33 hr/mo
<p>Employees who have taken 80 hours of vacation in a calendar year may redeem for cash up to 80 hours of unused vacation. In the event an employee has not taken 80 hours of vacation but wishes to redeem for cash up to 80 hours of unused vacation in the calendar year, the employee may do so by scheduling and taking sufficient vacation time so that the total vacation taken for the calendar year equals or exceeds 80 hours. The redemption for cash up to 80 hours may be paid one day in advance of the employee taking the scheduled vacation time. Upon termination, employees who have attained regular status shall be entitled to cash payment in lieu of vacation for all unused vacation credit. No Sick leave cash out option.</p>	
City of Agoura Hills	
Holidays:	12 Holidays per year.
Sick leave (all units):	Maximum Accrual of 960 hrs. A maximum of 60 hrs sick leave may be converted into cash or cash and vacation each year. No cash-out on termination.
Vacation:	

Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020

Leave Allowance Summary	
1-5 yrs service	80 hrs/year
6-10 yrs service	120 hrs/year
11+ yrs service	160 hrs/year
Maximum accrual for General and Mid Management Units is 200 hrs/year. Department Heads maximum accrual is 400 hrs/year. Employees may convert 20 hours to cash equivalent once per year.	
City of Thousand Oaks	
Holidays:	110 hours per year.
Sick Leave (General Employees only)	96 hours/year.
Comprehensive Annual Leave	
General Unit	
0-3 yrs service	100 hrs/year
4-8 yrs service	140 hrs/year
9-13 yrs service	164 hrs/year
14-17 yrs service	180 hrs/year
18-22 yrs service	196 hrs/year
23-27 yrs service	212 hrs/year
28+ yrs service	228 hrs/year
Supervisory, Professional, Senior Management, and Confidential Employees	
0-3 yrs service	190 hrs/year
4-8 yrs service	230 hrs/year
9-13 yrs service	254 hrs/year
14-17 yrs service	270 hrs/year
18-22 yrs service	290 hrs/year
23-28 yrs service	306 hrs/year
29+ yrs service	322 hrs/year
Administrative Leave	
Supervisory, Senior Management, and Confidential	40 hrs/year
Professional Employees	9 hrs/year
Employees may elect to receive cash equal to the employee's daily base wage for 8 hours minimum to 200 hours maximum of annual leave accrued but not taken provided the following conditions are met: -Employee has taken or is schedule to take at least 80 hours of annual leave during the current calendar year, in which case the employee may cash out a max of 100 hours; employees who have taken or are scheduled to take an additional 40 hrs of annual leave, may cash out up to the maximum of 200 hours. -Employee will still have a minimum of 180 accrued annual leave hours after cashing out and after all scheduled annual leave has been taken during the current calendar year. -Employee has taken off the required annual leave time during the time periods set forth. Upon termination, an employee shall be compensated by check at his/her current rate of pay for any annual leave accrued but not used. All unused sick leave at time of retirement shall be credited 100% towards PERS retirement.	
City of Westlake Village	
Holidays:	12 holidays + 2 floating days/year
Sick Leave:	12 days/year. Maximum accrued is 90 days.
Vacation	
1-5 yrs service	10 days/year
5-10 yrs service	15 days/year
11+ yrs service	20 days/year
Administrative Leave	
Exempt Employees	9 days/year
Upon termination, the City shall pay up to 240 hours accumulated leave. (administrative leave does not accumulate, will not be paid upon termination)	
El Toro Water District	
Holidays:	11 holidays, which include employee's birthday and 1 floating holiday.
Sick Leave:	Accrued at 8 hrs/mo for a total of 96hrs/year.
Vacation	
0-5 yrs service	80 hrs/year
6-15 yrs service	120 hrs/year
15+ yrs service	160 hrs/year

Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020

Leave Allowance Summary

Sick Leave will be paid upon termination per a formula of five percent times the number of complete years employed with the District.

Goleta Sanitary District

Holidays:	12 holidays which include 8 official holidays and 4 floating holidays.
Sick Leave:	Base sick leave is 30 hrs/year, supplemental sick leave is an accrual of 66 hrs/year at the rate of 2.54 hrs per pay period.

Vacation

0-5 yrs service	10 days/year accrued at 3.08 hrs/pay period
5-10 yrs service	15 days/year accrued at 4.62 hrs/pay period
10-15 yrs service	20 days/year accrued at 6.15 hrs/pay period
15+ yrs service	25 days/year accrued at 7.69 hrs/pay period

Vacation accruals over one year's accrual will be cashed out the last pay period in November. Unused vacation hours will be payable upon termination of employment.

District employees who have accrued more than 66 hours of supplemental sick leave may elect to cash out all or any portion of their accrued supplemental sick leave in excess of 66 hours on the last pay period of November of each year. Maximum accrual of sick leave is 480 hours.

Goleta Water District

Holidays:	10 holidays which include 2 floating holidays.
Sick Leave:	12 days/year accrued at 3.69 hrs per pay period cumulative to 132 - 8 hr working days.

Vacation

Exempt Employees

All FLSA Exempt employees	192 hrs/year
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Non-Exempt Employees

0-3 yrs service	112 hrs/year
3-5 yrs service	128 hrs/year
5-10 yrs service	152 hrs/year
10 yrs service	160 hrs/year

Each year after 10 yrs service	Additional 8 hours for each year of service above 10 yrs up to a maximum of 192 hrs/year.
---------------------------------------	---

Administrative Leave

Exempt Employees	Eligible for administrative leave with approval up to 108 hours.
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The District will allow an employee who uses a minimum of 40 hours of vacation in continuous work days to request pay for additional accumulated vacation time on a ratio of 8 hrs of vacation pay for every 16 hours actually taken, with the total deducted from the accrued vacation time. In addition, non-probationary employees may request pay for up to 40 hours of accumulated vacation once per calendar year, as long as a minimum of 40 hours accumulated vacation remains in their accrual bank.

Should an employee resign or otherwise terminate after the completion of six months of service, the employee will receive payment for any unused portion of vacation allowance to which the employee is entitled.

Whenever an employee accumulated 1056 hours of sick leave, the employee may then begin to accumulate up to 96 additional sick leave hours in the then current service year. At the end of the employee's service year any unused portion of the 96 current year sick leave hours will be paid at one-half the salary rate on the employee's District anniversary date, thus reducing the accumulation to 1056 hours.

Las Virgenes Municipal Water District

Holidays:	12 Holidays per year.
Sick Leave:	Sick leave is accrued at 8 hrs/month.

Vacation

1-3 yrs service	104 hrs/year
4-6 yrs service	112 hrs/year
7-9 yrs service	120 hrs/year
10-12 yrs service	128 hrs/year
13-15 yrs service	136 hrs/year
16-18 yrs service	144 hrs/year
19-21 yrs service	152 hrs/year
22-24 yrs service	160 hrs/year
25+ yrs service	168 hrs/year

Administrative Leave

Management	72 hrs/year
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Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020

Leave Allowance Summary

Employees have the option to cash out up to 40 hours of accrued vacation leave in November of each year. When an employee is discharged or terminated, they will be paid for accumulated vacation leave at their current base rate of pay.

Annually, in December, employees may submit an irrevocable election form to receive payment of accrued sick leave under the following conditions:

-Employee must have earned and have current credit for 160 hours of unused sick leave, must have used 48 or fewer sick leave hours during the 12 months prior to leave cash out. Employee may elect to receive pay at their base rate for 32 hours of unused sick leave with the second paycheck in December following submission of election form.

-Employee must have earned and have current credit for 200 hours of unused sick leave, must have used no sick leave during the 12 months prior to cash out. Employee may receive pay at their base rate for 48 hours of unused sick leave with the second paycheck in December following submission of election form.

Rowland Water District

Non-responsive.

Ventura Regional Sanitation District

Holidays: 12 days (8 holidays and 4 floating) + 2 hrs floating for a total of 98 hrs/year

Comprehensive Annual Leave

Unrepresented

1-5 yrs service	175.5 hrs/year (6.75hrs per pay period)
5-11 yrs service	215.28 hrs/year (8.28 hrs per pay period)
11 yrs service	223.34 hrs/year (8.59 hrs per pay period)
12 yrs service	231.14 hrs/year (8.89 hrs per pay period)
13 yrs service	239.2 hrs/year (9.2 hrs per pay period)
14 yrs service	247.26 hrs/year (9.51 hrs per pay period)
15+ yrs service	255.32 hrs/year (9.82 hrs per pay period)

Comprehensive Annual Leave cash out available no more than twice a calendar year. Employee must have used 80 hours of comprehensive annual leave in the previous 12 months to qualify for cash-out.

Yorba Linda Water District

Holidays: 11 days which includes 1 floating holiday.

Sick Leave: 96 hours/ year (3.70 hrs per pay period)

Vacation

0-5 yrs service	80 hrs/year (3.077 hrs per pay period)
5-10 yrs service	120 hrs/year (4.615 hrs per pay period)
10-15 yrs service	140 hrs/year (5.384 hrs per pay period)
15-20 yrs service	160 hrs/year (6.153 hrs per pay period)
20+ yrs service	180 hrs/year (6.922 hrs per pay period)

Administrative Leave

Unrepresented 40 hrs/year

An employee who has been employed by the District for more than one year may sell to the District up to 40 hours of accrued unused vacation leave. Upon separation, an employee shall be cashed out at their current rate of pay for any vacation leave accrued but not taken. No Sick Leave cash out option. Upon retirement, employee may be paid at the rate of their final salary for 3/8 of their accumulated days of sick leave, if any, at the time of separation from active employment. The remaining 5/8 of their accumulated days of sick leave will be converted into CalPERS service credit.

**Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020**

Automobile Allowance Summary	
Camrosa Water District	
Camrosa provides unrestricted use of a company vehicle to the General Manager only.	
Casitas Municipal Water District	
N/A	
City of Agoura Hills	
The City of Agoura hills provides a \$200 car allowance to Department Heads only.	
City of Thousand Oaks	
The City of Thousand Oaks provides a \$461 car allowance to the executive group only.	
City of Westlake Village	
The City of Westlake Village provides a \$500 car allowance to the City Manager only, and reimburses other employees who use their car for business purposes at \$0.575 per mile.	
El Toro Water District	
El Toro Water District provides a \$600 car allowance to the General Manager, HR Manager, Operations Superintendent, Finance Manager, IT Manager, and Principal Engineer.	
Goleta Sanitary District	
N/A	
Goleta Water District	
All management employees are entitled to receive \$263.00 per bi-weekly pay period for a car allowance or a vehicle provided by the District while employed at the Goleta Water District.	
Las Virgenes Municipal Water District	
Las Virgenes Municipal Water District provides the General Manager with a District vehicle for work and commuting.	
Rowland Water District	
Non-responsive.	
Ventura Regional Sanitation District	
N/A	
Yorba Linda Water District	
All Management employees receive a \$400/month automobile allowance.	

**Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020**

Insurance Summary	
Camrosa Water District	
Medical	
District provides choice of HMO or PPO, pays 100% of employee only option. 90 % of the difference between the cost of the employee only and the employee + 1 or employee + family plan.	PPO Single: \$811.33 Two-Party: \$1541.54 Family: \$2016.16
	HMO Single: \$765.21 Two-Party: \$1453.89 Family: \$1901.53
Dental	
District pays 100%	Single: \$33.72 Two-Party: \$69.61 Family: \$115.47
Vision	
District pays 100%	\$17.21
Casitas Municipal Water District	
Medical	
Classic PPO	Single: \$845.14 Two-Party: \$1690.28 Family: \$2239.62
Cal Care HMO	Single: \$797.09 Two-Party: \$1594.18 Family: \$2112.29
Kaiser	Single: \$640.65 Two-Party: \$1264.30 Family: \$1781.93
For the Supervisory, Professional, and Unrepresented unit, the District will pay the family coverage for any of the offered plans. For the General unit, the District will contribute the family coverage of the least expensive premium for either the HMO or PPO plans.	
Dental	
District pays 100%	Single: \$33.72 Two-Party: \$65.20 Family: \$106.12
Vision	
District pays 100%	\$18.56
City of Agoura Hills	
Medical	
For all units, employer will contribute up to \$2365.66 per month towards CalPERS Health Plans.	
Dental	
All units	PPO - City contributes up to \$175.41/month HMO - City contributes up to \$41.28/month
Vision	
All units	City contributes up to \$61.07/month.
City of Thousand Oaks	
Medical	
The City contracts with CalPERS to provide medical benefit coverage	The City contributes \$435/month towards medical and \$830/month into a Cafeteria plan.
Dental	
All units	City contributes up to \$182.40/month for an employee plus family.
Vision	
All units	City contributes up to \$21/month.
City of Westlake Village	
The City of Westlake Village pays \$1805.00 per month towards insurance premiums (cafeteria plan) or \$250 cash back option in lieu of medical coverage.	
El Toro Water District	
Medical	
The District pays 100% of the lowest cost plan (Kaiser) for an employee only and 95% of the cost of an employee + 1 or an employee + family. The District will pay 90% of the cost for all other plans.	Maximum contribution is \$1658.18/month.
Dental	
District pays 100%	Single: \$33.72 Two-Party: \$65.20 Family: \$106.12
Vision	
District pays 100%	\$17.21/month
Goleta Sanitary District	
Medical	
District pays for the PERS-CHOICE plan. If employee choses a different plan, the employee will pay the difference.	Single: \$736.28 Two-Party: \$1472.56 Family: \$1914.33

**Triunfo Water and Sanitation District
Appendix VI: Additional Benefits
July 2020**

Insurance Summary	
Dental	
District pays 100%	Employee + Family: \$198.02
Vision	
District pays 100%	\$22.90
Goleta Water District	
Medical	
District provides choice of HMO or PPO - most expensive plan reported here (HMO) District pays 100% of employee only, 57.8% of employee +1, 68.2% of employee + family.	Single: \$859.74 Two-Party: \$993.92 Family: \$1552.74
Dental	
District pays 100% of employee only, 52% of employee + 1, and 39% of employee + family	Single: \$35.36 Two-Party: \$38.62 Family: \$53.64
Vision	
District pays 100%	\$23.66
Las Virgenes Municipal Water District	
Medical	
District's maximum contribution will be 98% of the Kaiser Family rate.	\$1710.54/month
Dental	
District pays 100% of family rate	\$158.38/month
Vision	
District pays 100% of employee only rate.	\$5.00/month
Rowland Water District	
Non-responsive.	
Ventura Regional Sanitation District	
District provides cafeteria plan for medical, dental, and vision.	Single: \$1000 Two-Party: \$1099.02 Family: \$1192.01
Yorba Linda Water District	
Medical	
District will pay 100% of employee health premium and 2/3 of the employee dependent coverage.	Maximum contribution: \$1882.62/month
Dental	
District will pay 100% of employee dental premium and 2/3 of the employee dependent coverage.	Maximum contribution: \$81.99/month
Vision	
District will pay 100% of employee vision premium and 2/3 of the employee dependent coverage.	Maximum contribution: \$18.69/month



Appendix VII

Job Classifications



ACCOUNTANT

Class Title: Accountant
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Exempt
Revised: May 2020

DEFINITION

Under direction, performs diverse professional accounting duties which include, but are not limited to, auditing, analyzing, and verifying fiscal records and reports; examines budgetary and financial transactions for compliance with professional accounting standards and best practices; provides information to District management and staff on accounting and financial practices and procedures; prepares a diverse range of financial reports and statements; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Finance. Exercises direct or general supervision over other accounting staff.

CLASS CHARACTERISTICS

This professional classification provides professional financial and accounting support to the District's budgetary and financial operations and systems. Incumbents regularly perform tasks of work complexity which requires considerable discretion and independent judgement. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs professional duties in the administration and implementation of the District's financial, auditing, and accounting programs.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy and proper coding; approves journal vouchers to post transactions to the general ledger; performs month-end, fiscal year-end, and calendar year-end accounting system reconciliations and statement/report development.
- Directs and oversees payroll operations including monthly payroll account reconciliations; ensures that payroll tax, and insurance and retirement reports and disbursements are properly documented and disbursed in a timely manner.

Accountant

- Prepares and analyzes a variety of complex financial reports, statements, and schedules including but not limited to monthly, quarterly, annual statements and reports, and the Comprehensive Annual Financial Report (CAFR).
- Analyzes and reconciles expenditure and revenue accounts, including bond accounts; reviews and processes appropriation transfer requests between accounts; reconciles bond statements and bank statements to the general ledger.
- Records and maintains appropriate controls for fixed assets; oversees District's purchase orders and accounts payable system, auditing and financial analysis, and special reports.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Participates in the preparation and administration of the District's annual Operating and Capital Improvement budgets; calculates cost distribution and provides financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to District staff, General Manager, and the Board of Directors.
- Coordinates and conducts audits of District accounting and financial programs; researches, compiles, and analyzes information from various sources on financial transactions, processes, and operations; prepares written reports outlining findings and recommendations.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all District departments including internal audits and checks and balances; ensures that necessary corrective actions are taken.
- Provides information to District departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Provides complex staff assistance to the Director of Finance; develops and reviews staff reports, and other necessary correspondence related to assigned activities and services; presents reports to management or Board of Directors as assigned.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive finance and accounting program.
- Principles and practices of public agency finance, including but not limited to, governmental accounting, auditing, and reporting requirements.
- Sound financial management policies and procedures.
- Principles and practices of fiscal policy development and implementation.
- Generally Accepted Accounting Principles (GAAP), and best practices in the administration of accounting processes and financial reporting.
- Payroll program management and administration.
- Principles and practices of public agency budget development and administration.
- Cost accounting practices and methods.
- Principles of fixed asset management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques of preparing financial statements and reports.

Accountant

- General principles and practices of data processing and its applicability to accounting and fiscal operations.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform professional and specialized finance and accounting tasks in support of the District's financial operations.
- Analyze, interpret, summarize, prepare, and present financial information, recommendations, and conclusions in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and financial statements.
- Assist in the development and implementation of fiscal policies, procedures, and controls.
- Evaluate, verify, and approve the accuracy of financial data and accounts.
- Analyze, post, balance and reconcile complex financial and accounting data.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Perform mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Protect the confidentiality of financial information.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from accredited four-year college or university with major coursework in finance, accounting, or a related field and four (4) years of progressively responsible professional finance and accounting experience.

Accountant

Licenses and Certifications:

- Certified Public Accountant is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



ACCOUNTING TECHNICIAN

Class Title: Accounting Technician
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
FLSA: Non-Exempt
Salary: TBD

DEFINITION

Under general supervision, performs technical and paraprofessional accounting duties including verifying fiscal records and reports, and processing payroll, accounts payable, and accounts receivable transactions; provides information to District staff regarding accounting practices and procedures; balances and maintains accounting and financial records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey-level classification provides paraprofessional accounting support to the District's financial operations and systems. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs diverse administrative and technical account support duties related to accounts receivable, accounts payable, and payroll; maintains accounting and financial records according to established policies and procedures.
- Verifies, posts, and records financial transactions; prepares and maintains database records; enters and retrieves data from automated financial systems; generates systems reports and assists in the preparation of monthly, quarterly, and year-end financial reports.
- Maintains a variety of ledgers, registers, and journals; reconciles transactions; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system; advises supervisors and employees on requirements of contracts for time reporting; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions, such as new hires, terminations, premium pays, wage garnishments, payroll deductions and related transactions

impacting individual employee pay; prepares reports and payments for tax, financial, and insurance organizations.

- Generates and maintains contracts and supporting documentation, attends contract bid openings; prepares vendor and contractor invoices, purchase orders, and related documentation.
- Processes accounts receivable; sets up new accounts; generates billing transactions, verifies accuracy, or makes adjustments; follows up with customers for discrepancies; suspends or closes accounts in accordance with District policy.
- Responds to questions and concerns from the public, District staff, and vendors; provides information, as appropriate, and resolves complaints.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services within a finance and accounting department.
- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, billing, payroll, and contracts.
- Mathematical principles.
- Payroll processing practices and methods.
- Application of premium pays and benefits deductions as it relates to payroll processing.
- Methods and techniques of generating payroll related reports.
- Principles and practices of posting financial transactions to the general ledger.
- Methods and techniques of reconciling financial transactions.
- Record-keeping principles and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed account and financial office support work accurately and in a timely manner.
- Review financial documents for completeness and accuracy.
- Review, post, balance and reconcile financial transactions.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Protect the confidentiality of financial information.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Accounting Technician

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in accounting or a related field, and three (3) years of increasingly responsible technical accounting experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



ADMINISTRATIVE PROGRAM MANAGER

Class Title: Administrative Program Manager

Bargaining Unit: Independent/Non-Contract

Class Code: TBD

Salary: TBD

FLSA: Exempt

Revised: May 2020

DEFINITION

Under general direction, plans, organizes, and directs the District administrative services and programs; areas of responsibility include, but are not limited to, administration, finance, budget, legal and regulatory compliance; oversees, conducts, and/or participates in studies of new and existing programs and special projects; researches and analyzes operational, fiscal, and technical data to determine program feasibility, evaluate operations, and increase efficiency; analyzes practices and procedures and makes recommendations for administrative and operational improvements; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct and general supervision over technical, and/or administrative staff, consultants, and contractors as needed.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and directing District administrative services and programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program administration, analysis, evaluation, and the recommendation and implementation of District policies, procedures, goals, objectives, priorities, and standards. The work involves a high-level of problem solving requiring analysis of unique issues without precedent and/or structure, and formulating, presenting and implementing strategies and recommendations for resolution. Employees serve as a specialist and liaison with District senior management positions, other public agencies, private organizations, regulatory agencies, and members of the public. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans and participates in the development and implementation of goals, objectives, policies, and priorities for District administrative operations; researches, implements, and administers policies, procedures, and changing business practices and processes.

- Supervises, conducts, and/or participates in studies of new and existing programs and special projects; researches and analyzes operational, fiscal, and technical data determine feasibility, evaluate operations, and increase efficiency; develops program and project scope, descriptions, and implementation plans; consults with staff, management, and outside agencies; develops recommendations for operational, policy, and/or procedural changes; participates in program and project implementation and monitoring of activities.
- Authors administrative, management, operational, staff, legal, and regulatory reports including the preparation of conclusions, recommendations, and forecasts for submission to management, the Board of Directors, and external entities; develops formats to facilitate clear understanding and interpretation of information and materials to be presented.
- Attends all Board meetings and provides information/clarification as needed; prepares reports, board packets, memos, and recommendations for the award of consultant services; represents the District in designated internal and external meetings; participates in committees and/or task forces as assigned.
- Initiates solicitations, including requests for proposal and qualifications; develops legal and technical specifications and plans for projects; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; prepares and submits Board agenda items for contract approval; administers and manages contracts and consultants ensuring compliance with all requirements.
- Participates in planning, assigning, and reviewing the work of engineers, consultants, and technical staff engaged in analyses and studies of engineering projects and programs; outlines the scope of work for projects; supervises the collection and analysis of data and preparation of reports.
- Collaborates and provides technical assistance to operations to ensure regulatory compliance; reviews construction plans and specifications as necessary; prepares mandated regulatory reports, charts, and correspondence; monitors and advises management of changes and impact of current and/or proposed legislation and regulations relevant to District interests.
- Develops and monitors assigned budget(s), including developing revenue projections, multi-year cash flow analyses, and cost containment strategies; collects and analyzes financial data; reviews and analyzes funding requests and allocation changes to assigned budget(s); analyzes variances and recommends corrective measures; creates data tracking and reporting systems.
- Develops, organizes, and directs the maintenance of assigned records maintenance systems and databases; ensures data integrity; establishes and modifies procedures related to systems and database maintenance; periodically reviews and purges files in accordance with the records retention policy.
- Attends and participates in professional group meetings; stays abreast of new trends, technologies, best practices and innovations in administrative and operational program management.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned projects, programs, and activities; receives and responds to complaints and questions relating to assigned areas of responsibility; reviews problems and recommends corrective actions.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices of public administration as it relates to operational effectiveness, efficiencies and compliance with mandated requirements.
- Principles and practices of budget development and administration.
- Financial program management strategies.
- Concepts or organizational assessment.
- Sources of information related to a broad range of District programs, projects, services, and administration, including but not limited to finance, budgeting, procurement, government relations, legal, and policy development.
- Methods of quantitative and qualitative analyses to evaluate assigned projects, programs, and activities.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of sound financial and operational management policies and procedures.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the District.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop goals, objectives, policies, procedures, and work standards for the District's administrative functions.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Independently identify, plan, and conduct management, financial, administrative, and operational studies.
- Develop improvements in operations, procedures, policies, or methods to achieve optimal efficiencies.
- Perform quantitative and qualitative analyses to evaluate assigned projects, programs, and activities.
- Conduct research on a wide variety of program topics and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within legal, general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, finance, or a related field and five (5) years of progressively responsible experience in administrative or financial program management.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



CLERK OF THE BOARD

Class Title: Clerk of the Board
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Non -Exempt
Revised: May 2020

DEFINITION

Under general direction, serves as the District's Clerk of the Board and as the back-up Clerk of the Board for the Las Virgenes-Triunfo Joint Powers Authority; administers functions required by law including facilitation of the legislative policy making process; oversees conduct of meetings and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares public notices and publications, agendas, and supporting materials, minutes, contracts, ordinances, and resolutions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager and the Board of Directors. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification provides a high-level of administrative support to the Board of Directors and the General Manager. Incumbents regularly perform tasks of work complexity which requires considerable discretion and independent judgement. Incumbents in this classification rely on experience and judgment to plan and execute their administrative responsibilities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as the District's Clerk of the Board and performs all operational duties related to the function including maintenance of administrative files, resolutions, ordinances, hearings, contracts, agreements, deeds, easements, annexations, and other official documents; acts as District notary by issuing acknowledgement of instrument; maintains security of District seal, signature stamps, and official records.
- Provides highly responsible, complex administrative support to the General Manager and Board of Directors; represents the General Manager's office at meetings; acts as a liaison between the

General Manager, staff, and the public; coordinates and maintains calendars, schedules meetings and appointments for the General Manager and the Board of Directors; makes travel arrangements and processes travel reimbursements and forms as required.

- Prepares and publicly posts the Board of Directors meeting agendas; assembles and distributes agenda packets; arranges Board chamber set-up; attends meetings and takes meeting minutes; prepares Board packets and all approved resolutions, ordinances, minutes, and audio recordings for archive.
- Directs, develops, and administers the District-wide records management program for official District records and archives in accordance with all legal requirements and records management policies and procedures adopted by the Board of Directors; oversees administrative record keeping for the District including retention schedules, archives, historical documentation protection and preservation, and destruction.
- Coordinates the conduct of Board elections and ballot measures; prepares and distributes official notifications; ensures conformance with state and local election and campaign financing laws; administers the oath of office to newly elected directors.
- Prepares a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Performs all bid openings; prepares legal advertising and public hearing notices and mailings; files recorded documents at County Clerk/Recorder offices.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, Proposition 218, the "Right to Vote on Taxes Act", and the Brown Act; reviews and monitors legal requests for records.
- Receives and coordinates all public records requests; responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of District policies and procedures; refers visitors or callers to the appropriate department.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- District ordinances, state laws, and other legal requirements applicable to the government structure of the District, specifically related to the functions, roles, and operations of the Board and committees.
- Applicable ordinances and laws pertaining to hearings before the Board and the conduct of Board elections.
- Rules and regulations governing the conduct of public meetings, the Board, and its' committees, including relevant provisions of the Brown Act and parliamentary procedures.
- Functions, authority, and responsibilities of a Board of Directors.
- The District's general functions as a public agency utilities District.
- Principles and practices of public record retention and management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- District and mandated safety rules, regulations, and protocols.

Clerk of the Board

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for the Clerk of the Board function.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Ensure Board and committee meetings are properly conducted and documented.
- Coordinate Public Information Act requests to ensure compliance with mandated requirements including time limits.
- Effectively represent the District in meetings with community groups, public agencies, and various businesses and professional organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, or a related field and five (5) years of progressively responsible experience providing management or administrative support to executive management and governing boards.

Licenses and Certifications:

- Certified Municipal Clerk certification from the International Institute of Municipal Clerks is desirable.
- Notary Public is required within 12 months of hire.
- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



DIRECTOR OF FINANCE

Class Title: Director of Finance
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Exempt
Revised: May 2020

DEFINITION

Under administrative direction, plans, directs, manages, and oversees the operations and activities of District's Finance, Human Resources, and Information Technology programs; functional areas of responsibility include the District's financial operations, human resources programs, and information technology services; serves as the Chief Financial Officer and District Treasurer; provides highly complex staff assistance to the General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and manages all District Finance, Human Resources, and Information Technology services, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of a Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objects within general policy guidelines.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all finance and accounting programs and functions, including budgeting, treasury, cash management, financial analysis, accounts payable and receivable, payroll, purchasing, and contract management.

Director of Finance

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Department.
- Directs the development of the District's annual Operating and Capital Improvement Program budgets; manages the District's financial forecasting and cash flow programs.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Directs and oversees the District's human resources programs; areas of responsibility include, but are not limited to, recruitment and selection, classification, compensation, employee benefits, employee relations and labor relations; may act as the District representative in labor negotiations with employee organizations.
- Directs the preparation of, and/or prepares, and presents a wide variety of financial statement to District management and the Board of Directors; plans, directs, and oversees the production of a wide variety of financial reports and analyses for submission to various regulatory and governmental agencies.
- Manages and directs all activities related to the District's accounting function, including accounting information systems, payroll, accounts payable and receivable, fixed assets, cash receipts, and purchasing; ensures the timely processing of financial transactions.
- Manages and oversees the audit process; provides information to independent auditors; receives, reviews, and responds to audit findings; ensures that internal audits are conducted in a timely manner and that financial controls are properly implemented and monitored.
- Directs the investment of District funds; reviews and analyzes financial practices of outside institutions to determine impact of District operations related to investment policy.
- Directs the development and implementation of information processing systems to automate a variety of departmental functions; recommends new, revised, or improved policies, practices, and procedures related to the information technology function; provides strategic planning for District systems and equipment upgrades and replacement.
- Coordinates, advises, and negotiates a variety of contract, agreements, and cooperative arrangements with other governmental agencies, financial institutions, and outside private contractors.
- Represents the District to outside agencies, elected officials, and other community groups; explains and interprets departmental programs, policies, and procedures; responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements required policy and procedural changes.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- When designated, serves in the capacity of General Manager in that individual's absence.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of multiple administrative functions including, but not limited to, finance, accounting, human resources, and information technology.

- Administrative principles and practices, including goal setting, and program development, implementation, and evaluation.
- Local government accounting, debt administration, financing, auditing, investment, monetary control, and cost accounting principles and methods.
- Sound financial management policies and procedures.
- Principles and practices of fiscal policy development and implementation.
- Generally Accepted Accounting Principles (GAAP), and best practices in the administration of accounting processes and financial reporting.
- Principles and practices of public agency budget development and administration.
- Public agency contracting and procurement policies and practices.
- Laws and regulations governing the handling of monies, bonds, and municipal bond issuance.
- Banking operations and accounting processes for cash management and investments.
- Human resources program management principles.
- Information technology concepts and strategies.
- General principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Provide administrative and professional leadership for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.

- Conduct negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from accredited four-year college or university with major coursework in business or public administration, finance, accounting, or a related field and seven (7) years of progressively responsible experience in financial program administration, of which three (3) years should be in a management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- A CPA Certificate in the State of California is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



ENGINEERING PROGRAM MANAGER

Class Title: Engineering Program Manager
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Exempt
Revised: May 2020

DEFINITION

Under general direction, plans, assigns, and reviews the work of staff and consultants engaged in engineering construction management and inspection activities for the District's capital improvement programs; reviews and approves engineering drawings, plans and specifications for the District systems and facilities; coordinates engineering operations with outside agencies and private organizations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct and general supervision over technical and/or administrative staff, consultants, and contractors, as needed.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and directing engineering and construction management operations for the District's capital improvement program and projects. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program administration, evaluation, and the recommendation and implementation of engineering and construction management policies, procedures, goals, objectives, priorities, and standards. The work involves a high-level of problem solving requiring analysis of unique issues without precedent and/or structure, and formulating, presenting and implementing strategies and recommendations for resolution. Employees serve as a specialist and liaison for engineering operations, with regular contact and interaction with District senior management positions, other public agencies, private organizations, regulatory agencies, and members of the public. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, assigns, and reviews the work of subordinate professional/technical staff and consultants engaged in construction management and inspection activities; reviews and approves capital improvement projects for District systems and facilities; analyzes and evaluates bids and

- specifications for construction work and materials; investigates and evaluates construction materials and equipment; enforces specifications, regulations, and District policy and ordinances.
- Plans, assigns, and reviews the work of subordinate engineers, consultants, and technical staff engaged in engineering project design and development; identifies critical engineering issues; outlines the scope of work for projects; supervises the collection/analysis of data and preparation of reports; prepares and delivers presentations to the Board of Directors on issues and resolution of same.
 - Oversees engineering construction management operations; coordinates with local and state agencies during design and construction phases; provides engineering support for CEQA requirements and documentation, and in the mitigation of environmental impact for District projects; reviews and recommends approval of change orders.
 - Prepares, and/or oversees the preparation of, master plans and preliminary designs for water and wastewater systems and facilities; ensures compliance with technical design, calculations, standards and specifications on all project phases.
 - Assists in District and capital improvement budget preparation; determines budget components such as staff time, materials, and equipment to be funded and estimated costs; continuously monitors project budget against estimated projections and reports on any variances.
 - Investigates field problems affecting project design and construction, contractor work performance, and related project matters; responds to citizen inquiries and complaints; provides information to the public on District projects.
 - Attends Board of Directors meetings; prepares reports and recommendations on the District's engineering programs and construction management operations, and responds to Board questions, concerns and issues.
 - Provides technical assistance to operations staff on project related matters; reviews and coordinates schedules for process improvements, new materials and equipment, and pilot testing to facilitate project implementation.
 - Prepares, negotiates, and manages request for qualifications and request for proposals for District projects; develops legal and technical specifications and plans for projects and equipment purchases; prepares Board memos and recommendations for the award of construction contracts, equipment purchases, and consultant services; administers and manages contracts ensuring compliance with all requirements.
 - Attends meetings, conferences, workshops, and training sessions; reviews publications and related materials to remain current on best practices and new developments in engineering and construction management operations.
 - Ensures that staff observe and comply with District and mandated safety rules, regulations, and protocols.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles, techniques, policies, and procedures as they relate to water and wastewater infrastructure, systems and facilities.
- Methods, materials, and techniques used in the construction of water and wastewater projects and facilities.
- Principles and practices of capital improvement project budgeting, cost estimation, and funding sources.
- Principles and practices of project management including resource and budget management.
- Bidding requirements for public agency projects.

- Construction management principles and practices.
- Contract administration principles and practices.
- Principles and practices of technical and administrative report development.
- Techniques and equipment used in the design, construction and maintenance of water and wastewater systems utilities projects.
- Project permitting and approval processes with other multiple stakeholder agencies.
- Change order management practices.
- Methods of researching engineering and design issues, evaluating alternatives, and making sound recommendations.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Oversee and implement complex engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare technical staff reports.
- Prepare, interpret, and explain engineering construction plans, technical drawings, specifications, and contract documents.
- Serve as a project manager on a diverse range of capital improvement projects.
- Prepare and negotiate project scopes of work.
- Evaluate potential construction and operational risks and provide recommendations for risk mitigation.
- Plan, organize, assign, review, and evaluate the work of assigned staff; train staff in work procedures
- Develop and administer contracts for professional services a public agency setting.
- Oversee and direct the work of contractors during the construction management phases of projects.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Examine discrepancies from as-built drawings to contract specifications and determine actions needed to rectify discrepancies.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering or a related field and five (5) years of progressively responsible experience managing engineering design and construction projects.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- A Professional Engineering (PE) license is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to operate a motor vehicle and visit various District sites; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



GENERAL MANAGER

Class Title: General Manager
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Exempt
Revised: May 2020

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; District service areas include potable water, recycled water, and wastewater; provides policy guidance and program evaluation to the Board of Directors and management staff; fosters cooperative working relationships with state and local intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the Board of Directors. Exercises direction and supervision over all District staff through subordinate level of management.

CLASS CHARACTERISTICS

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for the enforcement of all District, local, state, and federal codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the District's operations.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers programs, operations, and services of the District; coordinates and evaluates the work of the District in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the District; develops administrative policies, procedures, and work standards to ensure that goals and objectives are met; that programs provide mandated services in an effective, efficient, and economical manner; and that Board of Directors' policy initiatives and directives are implemented.
- Oversees the preparation of the District's annual budget; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding financial condition and needs to the Board of Directors.

General Manager

- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provisions and funding; directs the development of specific proposals for action regarding current and future District needs.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, profession, educational, regulatory, and legislative organizations, and with the media.
- Provides for contract services and agreements; conducts negotiations; ensures proper performance of obligations to the District; assumes responsibility for enforcement of all District, local, state, and federal codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to management and staff.
- Directs the preparation of, and prepares, a correspondence, reports, policies, procedures, and other written materials.
- Attends all Board meetings and ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities.
- Directs the preparation of, and/or prepares, policies, procedures, reports and business documentation.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquires and complaints and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and activities of a public agency providing potable water, recycled water, and wastewater services to the community.
- Administrative principles and practices, including goal setting, and program development, implementation, and evaluation.
- Principles and practices of strategic planning.
- Principles and practices of policy development and implementation.
- Principles and practices of public agency budget development, administration, and accountability.
- Current social, political, and economic trends affecting District operations.
- General principles of risk management as it relates to District operations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Functions, authority, and responsibilities, of a Board of Directors.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

General Manager

- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, direct, administer and evaluate District services and operations.
- Collaboratively provide highly complex support to, and implement the policies of, the District's Board of Directors.
- Oversee all District financial activities, including administering investments, the development and implementation of the budget, and the control of all expenditures and purchases.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Conduct negotiations and effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Direct the preparation of, and prepare, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from accredited four-year college or university with major coursework in business or public administration, finance, engineering, or a related field and eight (8) years of progressively responsible administrative management experience in a senior management/ executive level capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



PUBLIC INFORMATION OFFICER

Class Title: Public Information Officer
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Exempt
Revised: May 2020

DEFINITION

Under general direction, serves as the District's Public Information Officer; areas of responsibility include designing, developing, and implementing the District's public affairs, community outreach, educational initiatives, and media programs; conceptualizes and composes a diverse range of communication materials using multiple communication platforms; coordinates assigned activities with other departments and outside agencies and organizations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification develops, coordinates, and implements District-wide public information, media relations, community outreach, and community education programs. Incumbents regularly perform tasks of work complexity which requires considerable discretion and independent judgement. Incumbents in the classification rely on experience and judgment to plan and execute programs. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, coordinates, and implements comprehensive community outreach programs, public affairs, educational initiatives, and media activities for the District.
- Conceptualizes, researches, and composes a variety of material including news releases, pamphlets, brochures, newsletters, fact sheets, correspondence, and articles targeted to District customers, and various community groups, including those related to unusual situations and/or emergency communications.
- Creates, implements, and coordinates community outreach initiatives; serves as primary resource/District ambassador to community organizations, homeowner associations, and various

other stakeholders; coordinates participation by District staff and management in ongoing community liaison initiatives.

- Coordinates student and adult educational initiatives with local school districts, private schools, home-school students, teachers, and other existing and potential educational partners; collaborates on, and implements educational curricula and school programs in conjunction with, the Metropolitan Water District and other curriculum providers.
- Develops, writes, edits, and distributes a variety of reports and informational materials, including feature articles, special stories, informational and educational releases, and internal and external newsletters and annual reports.
- Supports other departments and District staff in developing materials for outreach programs, projects, presentations, correspondence, and events including preparing materials for high-quality communication.
- Composes talks, video and audio scripts, talking points, speeches and other presentations tailoring content and method of presentation for intent and audience; provides oral presentations to schools, community groups, businesses, universities, water agencies, homeowner associations, staff, and professional organizations as requested.
- Responds to media inquires and provides information on subjects relative to District operations and activities; prepares press releases, letters to the editor, and op-ed articles as requested; arranges press briefings, public hearings, and other events; develops and implements programs to raise awareness of District activities including conservation initiatives, rebates, irrigation workshops, library programs, facility tours and related programs.
- Assists in the creation, coordination, and staffing of informational exhibits and event booths; develops, organizes, promotes, and conducts tours of District facilities.
- Produces, edits, and facilitates video and still photography of District functions and initiatives for social media and website; manages all social media platforms producing content, images, videos, and graphics to increase visibility and reputation of the District.
- Prepares and presents various written, oral, and visual reports to the Board of Directors, stakeholder committees, community groups, and outside agencies; represents the District in meetings with other governmental agencies, civic groups, legislators, contractors, vendors, and the public.
- Coordinates development and maintenance of website and email servers; works with consultants to ensure the email system and District website are updated and operating efficiently.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques used in the conduct of public affairs, community outreach, and communication programs, projects, and activities.
- Innovative and effective communication strategies including the use of multiple platforms to reach a broad audience.
- District public relations goals, and objectives.
- District public policy issues.
- Methods and techniques of facilitating meetings and conducting presentations.
- Effective writing skills for the development of public relations materials, press releases, speeches, and marketing collateral.

- Photographic and video techniques and equipment.
- Community socio-economic and cultural demographics.
- Multiple techniques for supporting educational initiatives targeted to a diverse range of community members.
- Record-keeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare clear and concise reports, correspondence, presentations, media releases, newsletters, and other written materials for a diverse audience.
- Develop, plan, coordinate, and implement a variety of public affairs, community outreach, and educational programs and activities suited to the needs of the community and aligned with District goals.
- Ensure consistent messaging in all communications.
- Prepare and deliver presentations to community organizations and the general public.
- Strategically develop and write articles, speeches, media publications, and related materials to advance the District's messaging goals and objectives.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Plan and direct a broad range of programs and services directed to building and maintaining the District's image with the community and key stakeholders.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and educational organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, communications, public relations, or a related field and five (5) years of progressively responsible experience planning, designing, and implementing public relations and communications programs.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.