



**FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE**

**TUESDAY, JULY 27, 2021
9:00 A.M.**

**FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125**

AGENDA

PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY THIS MEETING WILL BE CONDUCTED VIA WEB AND TELECONFERENCE USING THE BELOW INFORMATION, AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE. INSTEAD MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE COMMITTEE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION.

Join Zoom Meeting

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PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Acting Board Secretary at mavisc@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Committee during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Committee discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION -----(ITEM A)

A. PROPOSED JOB TITLE CHANGE & JOB DESCRIPTION UPDATE FOR ADMINISTRATIVE OFFICE SPECIALIST AND JOB DESCRIPTION UPDATES FOR HUMAN RESOURCES MANAGER AND ENGINEERING MANAGER

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

I, Mavis Canpinar, Acting Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mavis Canpinar, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

7/19/21
Dated / Fallbrook, CA

/s/ Mavis Canpinar
Acting Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: July 14, 2021
SUBJECT: Proposed Job Title Change & Job Description Update for Administrative Office Specialist and Job Description Updates for Human Resources Manager and Engineering Manager

Purpose

To obtain approval for the proposed job title change and updated job description for the District's Administrative Office Specialist job classification and updated job description for the District's Engineering Manager and Human Resources Manager job classification.

Summary

The proposed title change from Administrative Office Specialist to Human Resources Technician and the proposed updated job description are more in line with industry standards for similar positions and more adequately describe the current scope of duties and responsibilities of the position. The current incumbent, Kelly Laughlin, began providing occasional administrative support to human resources in 2018, which increased to approximately 85% of her time in 2019-2020 to her now providing full administrative support to human resources while continuing to do the same on an as-needed basis for other departments.

The Safety & Risk Officer began reporting directly to the Human Resources Manager in August 2020. Since this time, the Human Resources Manager has become heavily involved in the direct oversight and administration of the various components of the District's safety & risk program.

The Senior Engineer title changed to Engineering Manager in November 2020; however, the job description was not updated at that time to reflect the current incumbent's full managerial responsibility for the engineering department.

Budgetary Impact

There is no budgetary impact as no change in compensation is proposed.

Recommended Action

Staff recommends approving the proposed changes to accurately reflect the current duties and responsibilities of each position.

Attachment A
**(Proposed Job Title Change and Job Description
Update For Administrative Office Specialist)**

Definition

~~This class performs a wide variety of moderately difficult and complex work under general supervision; has functional responsibility for a major clerical assignment of District-wide significance; and to perform related work as required.~~

Under the supervision and direction of the Human Resources Manager, performs a variety of responsible paraprofessional, technical, and administrative human resources support functions, including coordinating recruitment processes, assisting with benefits administration, employee relations, and the District's safety and training programs; provides responsible technical support in completing various reports and providing requested information; provides high level administrative support to other departments, as needed; and performs related work as required.

Class Characteristics

~~The Administrative Office Specialist is assigned duties which require administrative support experience. Positions in this class carry continuing responsibility for clerical operations, where work procedures or methods must be independently selected or devised. Work requires judgment in assembling and evaluating information with strong organizational and filing skills. Positions in this class have some independence in selecting work methods from a variety of standard methods/procedures. Instructions given by supervisor generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent, referring to the supervisor only those which involve the establishment of new procedures or involve solutions which are inconsistent with established procedures and policies. The Administrative Office Specialist has considerable and specialized knowledge of the District, uses significant judgment in assembling and evaluating information, and utilizes complex and highly specialized clerical methods and procedures of the assigned office.~~

Examples of Duties

~~Prepares, processes, and compiles materials which require the analysis of source material and a general familiarity with policies, procedures, terminology and various applicable laws in order to obtain the necessary data to properly process the materials; compiles a variety of statistical reports, locating sources of information, devising forms to secure data and determining proper format for finished report; reviews for accuracy and conformity the work of others who are performing related operations in the work process; designs forms, devises and recommends improvements in procedures and assignments resulting from procedural or regulation changes; answers questions that involve search for abstracting data and detailed explanations; **acts as secretary for assigned management and professional staff, making appointments, screening callers, screening correspondence, initiating replies to routine correspondence, assembling information for a variety of sources, requisitioning supplies, materials and equipment and preparing schedules and making conference travel arrangements¹; specifically assists the engineering department with developing and maintaining project files, construction documents, TSAs, RMAs and annexations through computerized filing and retrieval methods utilizing logs, timelines and deadlines¹; produces internal weekly calendar¹; prepare and process District forms and documents, to include recordable documents, and prepare and process forms and documents required by other agencies¹; serves as recording secretary to assigned committees; as assigned, attends meetings of the Board of Directors; provides administrative support to Administrators as directed¹, operates specialized automated office equipment, such as computers, and printers, to word process, to maintain records,**~~

~~to enter and retrieve data and to produce varied documents and reports, utilizing standard machine functions and programs and often devising formats and manipulating data to achieve desired results¹; develops and maintains records management/retention¹; cross-trains to perform receptionist and customer service assignments¹; makes bank deposits at bank and runs local errands²; possesses a thorough familiarity with policies, procedures, terminology and various applicable laws in order to obtain necessary data to properly process materials; makes a stenographic record of business conducted and composes draft of official minutes²; comprehensively assists assigned staff and Board members in the absence of the Secretary¹; purchases office supplies and printing²; and performs related work as required.~~

- Participates in the recruitment, testing, and selection of employees, including preparing advertisements and job announcements, and scheduling and coordinating interviews;
- Coordinates pre-employment background checks and physicals;
- Conducts new-employee orientations, processes all paperwork related to new hires, and enters new hire information into the various human resources and benefit information systems;
- Assists with various payroll-related functions;
- Helps maintain and update the District's applicant tracking system;
- Responds to requests for employment verification;
- Coordinates and maintains the performance evaluation process and related records;
- Assists with gathering data for salary surveys;
- Assists in administering the District's employee benefits programs;
- Assists in the coordination of annual open enrollment for employee benefit programs;
- Compiles employee census data for benefit programs;
- Reviews completed benefit enrollments for accuracy;
- Processes personnel action forms and updates employee information accordingly;
- Coordinates communications with District retirees related to covered benefits;
- Responds to employee and retiree questions;
- Works with third party administrator to administer COBRA benefits;
- Provides high level administration support to other departments, as needed; and
- Performs other duties as assigned.

Qualifications:

Knowledge of:

- ~~English usage, spelling, grammar, punctuation at an advanced level;~~
- ~~Business mathematics;~~
- ~~Advanced level record keeping methods;~~
- ~~Computerized records retention, retrieval and management;~~
- ~~District agreements such as TSAs, RMAs, and annexations;~~
- ~~Computer operating methods and software related to word processing and spreadsheet applications;~~
- ~~Construction and professional services contracting procedures;~~
- ~~Applicable safety precautions and procedures;~~
- ~~Common public relations' courtesies, practices, and techniques.~~
- Basic principles and practices of public-sector human resources;
- Policies and procedures related to recruitment, selection, classification, compensation, benefits and leave administration;
- Methods, techniques, and practices of data collection and basic report writing;
 - Business letter writing and standard writing practices for correspondence and reports;
 - Applicable federal, state, and local laws, regulations;

ADMINISTRATIVE OFFICE SPECIALIST

HUMAN RESOURCES TECHNICIAN

- Recordkeeping principles and procedures;
- Modern office practices, methods, and computer applications related to work; and
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

~~Perform administrative support work, involving independent judgment requiring accuracy, attention to detail and speed;~~

~~Keyboard at the rate of not less than 50 words per minute; Take shorthand or speed write at an effective rate; Prepare clear and comprehensive minutes and reports; Develop organized and comprehensive filing systems;~~

~~Keep complex records, including computerized records retention, retrieval and management;~~

~~Understand, interpret and explain laws, ordinances, rules and regulations to others; Analyze situations and develop effective courses of action;~~

~~Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs;~~

~~Communicate clearly, both orally and in writing;~~

~~Operate a vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions;~~

~~Establish and maintain effective relationships with those contacted in the course of work.~~

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines;
- Provide a high level of customer service to applicants and employees;
- Interpret, apply, and explain policies, procedures, and practices;
- Review human resources documents for completeness and accuracy;
- Plan effective recruitment, testing, and selection practices;
- Maintain accurate and confidential human resources records;
- Review, balance, and reconcile employee benefit records;
- Perform detailed human resources office support work accurately and in a timely manner;
- Respond to and effectively prioritize multiple requests for information;
- Compose correspondence and reports independently or from brief instructions;
- Make accurate arithmetic, financial, and statistical computations;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Establish and maintain a variety of filing, recordkeeping, and tracking systems;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Understand and follow oral and written instructions;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Use English effectively to communicate in person, over the telephone, and in writing; and
 - Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

Possession of a valid and appropriate California Driver's license or the ability to arrange alternate and timely means of transportation in the performance of assigned duties.

~~ADMINISTRATIVE OFFICE SPECIALIST~~

HUMAN RESOURCES TECHNICIAN

Possession of California Notary Certificate within ~~three- six~~ months of ~~probationary~~ hire date.

Education, Training and Experience

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey level experience performing varied administrative support work involving accurate record keeping and word processing.~~

Equivalent to the completion of the 12th grade supplemented by two years of college-level coursework in human resources, organizational development, public or business administration, accounting, or a related field.

Two years of increasingly responsible varied human resources support experience. Experience working for a public agency and in human resources handling confidential information is preferred.

~~ADMINISTRATIVE OFFICE SPECIALIST~~

HUMAN RESOURCES TECHNICIAN

Physical Demands

- Sitting: Remains in seated position for up to 89 hours per day.
- Lifting: ~~Picks up mail bin on daily basis; maximum weight =~~ Up to 20 lbs.
- ~~Standing: Operates copy machine and assembles documents for up to three hours per day.~~
- Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.
- Hearing: Hears well enough to receive communication in person and by telephone.
- Hands/Arms: Operates computer for up to 89 hours per day.
- Vision: Reads written or video messages for up to 89 hours per day. ~~and operates vehicle.~~

SALARY RANGE: 21

Attachment B
**(Proposed Job Description Updates For Human
Resources Manager)**

HUMAN RESOURCES MANAGER

Definition

Under ~~the general~~ direction of the General Manager, plans, organizes, manages and participates in all functions and activities of the Human Resources Department, to include safety & risk management. Pto performs professional-level complex and technical human resources work related to recruitment and selection, ing and examining, classification and compensation, employee and labor relations, training and development and other related functions. ~~; to coordinate specialized activities involving recruiting, selection, employment, personnel record keeping, termination and employee information; to develop and write reports and to perform related work as required in a confidential status. Hiring, discipline and termination activities are initiated by line authority and technically supported by this position.~~

Class Characteristics

Positions in this class are assigned duties which involve technical concepts and difficult personnel work. Incumbent generally performs administrative support duties as well. The incumbent has considerable independence in selecting and developing work methods and procedures. Instructions from the General Manager usually consist of direction or approval to institute programs or services or to accomplish assignments in accordance with given goals and deadlines. Most work is not reviewed directly by the supervisor; and when work is reviewed, the review is directed toward final outcomes and results. The incumbent is expected to develop methods and procedures and to solve problems encountered, using professional judgment. ~~and the application of precedent, except where deviations from established policy are required. Incumbent serves as a technical advisor in a confidential designation and has no line authority over other employees.~~

Examples of Duties

At the direction of the hiring authority, p

- Develops, coordinates and participates in the implementation of goals, objectives, policies, procedures, regulations and work standards for the department;
- Administers the District's classification and salary schedule, recruitment, examination, selection, employee training and development, employee discipline/grievance, workers' compensation, liability and loss prevention, safety and benefit programs.
- Administers and coordinates all phases of employee relations, including employee discipline and grievances;
- Conducts investigations and provides direction to department supervisors and managers in the fact-finding process related to employee accidents, incidents and/or misconduct.
- Serves on District's labor negotiating team; conducts surveys and analyzes data to prepare for negotiations; develops MOU language and implements negotiated changes;
- Develops, revises, and implements policies and procedures to meet needs and requirements of District operations and local ordinances, or state and federal laws;
- Develops and administers the department's annual budget;
- Administers and coordinates the City's benefit plans, including health, dental, vision, life and long-term disability insurance.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues, implements discipline and termination procedures; responds to staff questions and concerns.
- Supervises the analysis of District training needs and the development and evaluation of training programs related to employee development and safety;
- Oversees safety & risk management; ensures compliance with applicable Federal and State laws, regulations, municipal and other codes and ordinances; provides for the training

HUMAN RESOURCES MANAGER

of staff in risk management practices and procedures.

- Monitors changes in laws, regulations, and technology relating to Human Resources, workers' compensation, safety, and risk management matters that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares Board and Personnel Committee Memos and related materials; and
- Performs related work as required.

~~prepares and processes documents relating to hiring, salary adjustments, retirements, disciplinary actions and terminations;~~
~~conducts orientation and processes new employees for employment;~~
~~acts as a liaison between employees, payroll, insurance carriers and retirement system;~~
~~enrolls employees in retirement, insurance and other benefit programs; computes salary placement of employees upon hiring and promotion; prepares personnel files;~~
~~answers questions of the public, employees and other agencies requiring an understanding of personnel policies, procedures, and Federal and State labor law and legislation;~~
~~researches personnel records, policies, memoranda of understanding, insurance policies and other technical sources of information to obtain answers to questions;~~
~~participates in labor negotiations as assigned;~~
~~administers and interprets memoranda of understanding;~~
~~provides COBRA notifications and manages participation;~~
~~coordinates compliance with the Affordable Care Act (ACA);~~
~~verifies employment and insurance enrollment; composes and places advertisements as directed for vacant positions;~~
~~selects or develops aptitude instruments;~~
~~proctors examinations; scores examinations using standard answer keys; contacts other employers to arrange for oral interview panels; tallies selection process scores and establishes and administers eligibility lists; notifies applicants of status;~~
~~schedules required medical examinations and maintains attendant records according to applicable laws;~~
~~administers the employee benefits program including advising employees about claims procedures and the availability of benefit plan services;~~
~~acts as privacy officer, receiving complaints of violations of the HIPAA Privacy Rule, the organization's and its group health plans' policies and procedures relating to the confidentiality of protected health information, and for providing information about matters covered by the notice;~~
~~audits and corrects insurance carrier listings of covered employees;~~
~~schedules and monitors completion of employee performance evaluations by anniversary date;~~
~~monitors and reports on employee leave accrual and usage; sets up exit interviews;~~
~~provides employee information to Recognition Program Committee and for monthly employee newsletter;~~
~~conducts internal investigations in an objective and confidential manner;~~
~~coordinates issues with legal counsel and management;~~
~~maintains and revises the Personnel Regulations for amending the Administrative Code; conducts studies and analyses involving District personnel functions, programs, practices and procedures; financial resources, proposals, staff, requirements for new programs and projects, effectiveness of programs and personnel-related matters;~~
~~audits timecards for accuracy and adherence to policies and practices;~~
~~provides assistance with, or prepares human resources budget;~~
~~manages self insurance and flexible spending account programs;~~
~~manages District-wide training program records;~~
~~develops or coordinates human resources training program;~~
~~publishes monthly employee newsletter¹;~~
~~evaluates problems to determine whether they are amenable to statistical inquiry and formulates the investigative processes and procedures to be followed;~~
~~selects, adapts and applies appropriate research and statistical techniques to specific areas of study;~~

HUMAN RESOURCES MANAGER

~~collects, compiles, describes, organizes, analyses, interprets and presents data and information related to matters under study;
organizes data and information in such a form that analysis is facilitated and significance appreciated;
writes reports containing descriptive, analytical and evaluative content, including the preparation of conclusions and forecasts based on data summaries and other findings; and
performs related work as required.~~

Licenses and Certification

Possession of a valid and appropriate California Driver's License or the ability to arrange alternate and timely means of transportation in the performance of assigned duties.

Qualifications

Knowledge of:

Principles and practices of human resources management, including workers' compensation and safety/risk management;

Applicable Federal and State labor laws and legislation;

Principles and procedures of personnel selection and record keeping;

HIPAA Privacy Rule; ~~the group health plans' health information policies and procedures, and all of the provisions of the group health plans' Privacy Notice;~~

Modern office equipment and procedures;

English usage, spelling, grammar, and punctuation;

Business arithmetic and basic statistics;

Basic principles of composition and report preparation;

~~Fundamentals of administrative research;~~

~~Principles of report keeping;~~

Computer terminal operating methods and word processing, database, spreadsheet and desktop publishing software;

HUMAN RESOURCES MANAGER

Ability to:

Interpret, communicate and apply labor laws and legislation, rules, labor agreements, benefit requirements and other standards in a wide variety of circumstances;
Exercise judgment concerning matters of a complex, confidential and/or technical personnel nature;
Maintain and process personnel documents and transactions utilizing HRIS;
Prioritize tasks and obligations;
Operate a keyboard with accuracy;
Operate a personal computer. (~~Word processing, spreadsheet, database and desktop publishing programs.~~)
Maintain the confidentiality of privileged or sensitive information;
Deal tactfully and courteously with the public, employees and officials;
Understand pertinent procedures and functions quickly and apply them without immediate supervision;
Maintain accurate records;
Read, understand and apply difficult materials;
Establish and maintain filing systems;
Understand and carry out oral and written instructions; and
Establish and maintain effective relationships with those contacted in the course of the work.

Training and Experience

Requires the equivalent of a Bachelor's Degree in Human Resources Management, Public Administration, Business Administration or a closely related field.
~~or certification from an accredited university or recognized professional personnel association in Human Resources Management and at least seven years of experience administering personnel recruitment, selection, record keeping, position classification, compensation, labor relations or closely related personnel work.~~
Five years of increasingly responsible experience in human resources administration or management, including experience with workers' compensation and safety/risk management.

Physical Demands

Sitting: Remains in seated position for up to 89 hours per day.
Talking: Expresses ideas and shares information by well enough to receive communication in person or by telephone.
Hands/Arms: Operates computer for up to 89 hours per day.
Vision: Read written or video messages for up to 89 hours per day.

Attachment C
(Proposed Job Description Updates For
Engineering Manager)

ENGINEERING MANAGER

Definition

Under general direction of the General Manager, organizes and **supervises manages** assigned staff and performs various advanced professional engineering functions. Conducts technical analysis, research, planning, design, and construction management for a variety of capital improvement, major maintenance and/or other District projects. Oversees and participates in planning, design, **environmental review**, construction management, and overall project management of routine and complex water, wastewater, and recycled water projects; and performs related duties as assigned.

Class Characteristics

This single incumbent **managementsupervisory** class is responsible for overall management of the engineering department.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to, the following:

- Assists in the development of District programs including CIP and engineering department priorities;
- Develops, implements, and monitors project plans to achieve CIP goals and objectives;
- Monitors performance against the project plan and CIP schedule/budget;
- Serves as a project manager on District projects, directing the work of assigned project staff and consultants in the planning, design, **inspection**, and construction of District facilities;
- Manages and participates in the development and administration of the department's annual budget;
- Leads development of District Master Plans;
- Oversees water use reporting and compliance with the State Water Resources Control Board;
- Supports customer service and customer request for new services;
- Monitors and approves expenditures;
- Prepares cost estimates;
- Establishes the scope, schedule and task level budgets and prepares **variance**—analysis reports for design and construction projects;
- Plans, schedules, and monitors progress on projects to assure completion on schedule and within budget; recommends changes to meet goals;
- Prepares professional service RFPs and evaluates and selects consultants;
- Represents the District in negotiations with developers, contractors, and consultants on fees and charges associated with design and construction of new facilities;
- Administers consultant selection process and reviews, evaluates, and reports on work prepared by consultants;
- Administers consultant contracts;
- Actively participates in District facility planning, **asset management**, and the Capital Improvements Program, including determination of projects, budgets and scheduling;
- Designs and conducts investigations, studies and tests and uses computer modeling to evaluate District facilities and operations;
- Prepares reports and analyses, develops recommendations and projects requirements related to District and area expansion in response to projected service demands;
- Interprets policies and procedures established by regulatory agencies and researches new materials and methods for inclusion in District construction standards;
- Interprets data from tests made on materials in field and laboratory for conformance to construction documents;
- Provides technical guidance to District staff;
- Serves as liaison between District staff and professional engineers;
- Represents the District in administrative hearings, public meetings, related investigations and inter-agency coordinated efforts;

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- Prepares and finalizes reimbursement and financing agreement with developers;
- Reviews drawings and specifications for compliance with District standards, [manages plan check process for proposed developer projects](#);
- Interprets specifications and District policies and initiates or reviews change orders;
- Ensures compliance with project regulatory requirements;
- Responds to requests for information and seals final design plans and documents;
- Manages project standards, work processes, systems and procedures to achieve goals and objectives;
- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff;
- Prepares correspondence on technical engineering and community issues;
- Coordinates project engineering design, planning and construction activities;
- Proposes revisions to design and construction standards, [drawings, and specifications](#);
- Makes interpretations of applicable laws, regulations, policies and design standards;
- Participates in the preparation of CIP and operating budget recommendations;
- Authorizes the purchase of materials and monitors work activities and expenditures to control costs, quality, and safety;
- Analyzes and responds to requests for information from member agencies, other public entities and the public, [resolves complex project related public inquiries and complaints](#);
- Drafts and finalizes proposals and contract documents for bidding of contractor services; and
- Administers and evaluates proposals and bids and prepares Board staff reports recommending action.

Qualifications

Knowledge of:

- Relevant Federal, State, and local laws, codes, and regulations including regulatory codes related to development and construction of water facilities;
- Advanced principles, practices, methods, and materials of civil engineering as applied to the planning, design, and construction of water, wastewater utility, and other related public works systems;
- Principles of water and wastewater treatment;
- Principles and practices of project management techniques;
- Theories, principles, techniques, and practices of supervision;
- Modern developments, current literature, and sources of engineering and/or planning information;
- Hydraulic and hydrology principles;
- Principles and methods of business correspondence, report writing, recordkeeping and filing;
- Correct English usage, including spelling, grammar, and punctuation;
- Modern office equipment, software programs, and computerized recordkeeping and filing methods;
- General business mathematics and calculations; and
- Budget preparation, accounting practices and procedures.

Ability to:

- Understand, interpret, explain and apply Federal, State, local and District codes, rules, regulations, policies and procedures; exercise independent judgment and initiative within established guidelines;
- Collect relevant data and information, analyze, interpret, and make sound recommendations on related issues;
- Prepare or coordinate preparation of accurate engineering drawings, specifications, and cost estimates;
- Make complex engineering computations;
- Check, review and develop plans and specifications for a wide variety of water facilities;
- Identify project resources and assignments;
- Perform concise technical writing and documentation;
- Exercise independent judgment in identifying and resolving issues;

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- Train, coach, review, and evaluate the work of others;
- Perform work in accordance with established safety regulations, guidelines, and practices;
- Operate a variety of assigned equipment, modern computers and technical software;
- Perform mathematical calculations as needed;
- Prepare and maintain clear, comprehensive, and accurate reports, correspondence, and records.
- Read and interpret complex technical information and manuals including environmental documents;
- Allocate resources in a cost-effective manner to control department budget;
- Prepare cost estimates and analyze financial records;
- Exercise appropriate judgment in answering questions and releasing information;
- Use a personal computer for project management, spreadsheet, hydraulic modeling, and word processing applications; and
- Communicate clearly and concisely, orally and in writing.

Licenses and Certifications

A valid certificate of registration as a Professional Engineer issued by the State of California.

A valid California driver's license.

Education, Training and Experience

Graduation from a four-year college or university with a degree in civil engineering or a closely related field and five (5) years of professional engineering experience, preferably performing design and project management for water, wastewater, and reclaimed water facility projects and operations.