



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

AGENDA

**THURSDAY, JANUARY 12, 2023
11:00 A.M.**

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

THIS MEETING WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(1)(A), WHICH WAIVES CERTAIN BROWN ACT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY WHEN STATE OR LOCAL OFFICIALS HAVE IMPOSED OR RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING, AND ALLOWS SOME OR ALL OF THE MEMBERS OF THE PERSONNEL COMMITTEE TO ATTEND THIS MEETING TELEPHONICALLY OR VIA VIDEO CONFERENCE. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON ARE ENCOURAGED TO PARTICIPATE IN THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. MEMBERS OF THE PUBLIC MAY ALSO PARTICIPATE IN THIS MEETING BY ATTENDING IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028.

Join Zoom Meeting

<https://us06web.zoom.us/j/86482309219?pwd=STN6eEI4bFpzZUVwS3ZJdEdVL3hXQT09>

MEETING ID: 864 8230 9219

AUDIO PASSCODE: 344265

Dial by your location

+1 346 248 7799 US (Houston); +1 720 707 2699 US (Denver); +1 253 215 8782 US (Tacoma);
+1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC)

Find your local number: <https://us06web.zoom.us/j/86482309219?pwd=STN6eEI4bFpzZUVwS3ZJdEdVL3hXQT09>

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 Board Secretary at leckert@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 Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Board 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.

MAKE IN-PERSON COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

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

- A. CONSIDER FINDINGS TO CONTINUE HOLDING REMOTE/ TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361

Recommendation:

1. *That the FPUD Personnel Committee make the following findings by majority vote:*
 - a. *The Governor-declared COVID-19 State of Emergency remains in effect and the Personnel Committee has reconsidered the circumstances of the COVID-19 State of Emergency; and*
 - b. *State or local officials continue to impose or recommend measures to promote social distancing.*
2. *That the FPUD Personnel Committee determine that, for the next thirty (30) days, the meetings of the committees shall be held pursuant to the provisions of Government Code section 54953(e), allowing legislative body members and members of the public to participate in meetings remotely in accordance with that section.*

PUBLIC COMMENT

II. ACTION/DISCUSSION------(ITEMS B-C)

- B. FIELD SERVICES REORGANIZATION
- C. PROPOSED JOB TITLE CHANGE AND UPDATES TO THE PUBLIC AFFAIRS SPECIALIST JOB DESCRIPTION

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

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

January 9, 2023
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Paula de Sousa, General Counsel
DATE: January 12, 2023
SUBJECT: Findings to Continue Holding Remote/Teleconference Committee Meetings Pursuant to Assembly Bill 361

Purpose

Consider findings necessary to continue holding remote/teleconference meetings pursuant to Assembly Bill 361.

Summary

As more fully described in the Board memo for the October 25, 2021 Board of Directors meeting related to AB 361, the State of California has adopted legislation (AB 361), which allows public agencies to hold fully or partially virtual meetings under certain circumstances without being required to follow certain standard Brown Act teleconferencing requirements.

Under AB 361, a legislative body holding a fully or partially virtual meeting pursuant to AB 361 must make certain findings at least every thirty (30) days in order to continue holding such meetings. Because the Board of Directors last made the required findings on behalf of the Board and all FPU D Committees more than 30 days ago, the Personnel Committee is required to make the findings to proceed with holding this meeting pursuant to AB 361. The findings would remain in effect for the Personnel Committee for the next 30 days.

If the Personnel Committee desires to hold the meeting in a manner allowing remote participation pursuant to AB 361, the Committee must reconsider the COVID-19 State of Emergency, find that the proclaimed COVID-19 State of Emergency still exists, and find either of the following: (1) that state or local officials continue to impose or recommend measures to promote social distancing, or (2) that as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees. Based on the continued COVID-19 State of Emergency and required or recommended social distancing measures, as further described in the October 25, 2021 Board memo, the Committee can make the required findings.

If the Committee does not make the required findings, any Committee members participating remotely would not be able to participate in the rest of the meeting, which may deprive the Committee of a quorum and result in meeting cancellation.

Recommended Actions

1. That the FPUD Personnel Committee make the following findings by majority vote:
 - a. The Governor-declared COVID-19 State of Emergency remains in effect and the Personnel Committee has reconsidered the circumstances of the COVID-19 State of Emergency; and
 - b. State or local officials continue to impose or recommend measures to promote social distancing.
2. That the FPUD Personnel Committee determine that, for the next thirty (30) days, the meetings of the Committee shall be held pursuant to the provisions of Government Code section 54953(e), allowing legislative body members and members of the public to participate in meetings remotely in accordance with that section.

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: January 12, 2023
SUBJECT: Field Services Reorganization

Purpose

To obtain approval for the creation of a new construction supervisor position, and the proposed reorganization within field services and the related updates to the meter services/construction supervisor job description and organizational chart.

Summary

The meter services/construction supervisor position was created in 2020 to oversee both the meter services and construction departments. The current incumbent was hired in March of 2021.

Over the past almost two years, it has been determined that there are too many technical facets within each department for one supervisor to proficiently oversee. The proposed reorganization of the field services department is intended to better spread work load between the construction department and the system services department, allowing each supervisor to more closely analyze the efficiency of their assigned department's work.

Upon approval, the change from the meter services/construction supervisor position to system services supervisor will result in the reclassification of the current incumbent at a reduced salary, which is in alignment with the other field services supervisors. In addition, a closed-promotional recruitment will be conducted to fill the new construction supervisor position with one of the current crew leaders. Once the construction supervisor position is filled, the vacated crew leader position will not be filled.

Budgetary Impact

The 12-month cost of the proposed new construction supervisor position will be mostly offset with the salary savings realized by the recent voluntary demotion of a crew leader in the system service department to utility worker III and the reclassification of the meter services/construction supervisor to system services supervisor whose salary will be reduced to match the salaries of the other field services supervisor positions.

PREVIOUS POSITION	UPDATED POSITION	12-MONTH COST/SAVINGS
Crew Leader - System Service \$50.61	UW III (Voluntary Demotion) \$43.64	\$14,498
Meter Services/Construction Supervisor \$63.20	System Services Supervisor (Reclassification) \$60.16	\$6,323
Crew Leader \$50.61	Construction Supervisor (Internal Promotion) \$60.16	\$19,864
TOTAL 12-MONTH SAVINGS		\$957

Recommended Action

That the Personnel Committee approve the reorganization and the resulting job description and organizational chart changes and recommend approval of the new construction supervisor position to the Board.

**PROPOSED CHANGES TO
METER SERVICE/CONSTRUCTION SUPERVISOR
JOB DESCRIPTION**

METER SERVICES/CONSTRUCTION SUPERVISOR

SYSTEM SERVICES SUPERVISOR

DEFINITION

Under the direction of the Field Services Manager, supervises and participates in work related to water services, water distribution, recycle distribution and oversees the valve maintenance, cross-connection, backflow testing and recycle water compliance programs. Participates in the selection, training, and evaluating work of staff ~~in the Meters and Construction Departments~~ to ensure work quality and adherence to established policies and procedures.

CLASS CHARACTERISTICS

This class is responsible for the first-level supervision of field crews and the day-to-day implementation of the District water distribution system and oversees the recycled water use sites and implementation of District recycled water ordinances.

This class is distinguished from ~~Utility Technician Crew Leader~~ positions in that they supervise, inspect and assign work to more than one crew, do not fully participate in the work of the crews and exercise first-level supervision over staff.

This class performs work which requires the incumbent to exercise proper professional judgment accurately and consistently in the application of designated methods and procedures. The incumbent is expected to refer matters which do not fit an established pattern of precedent and practice to the Field Services Manager for instruction.

EXAMPLES OF DUTIES

- Establishes schedules and methods for the installation, repair, replacement, troubleshooting, and testing of AMI and AMR systems, water distribution system, water services, recycled water distribution system, valve maintenance, facilities maintenance and special projects; manages the daily distribution of work within the department including responding to customer complaints, and leak service requests;
- Participates in the development and implementation of the ~~Meter and Construction Department's~~ goals, objectives, processes, and makes recommendations for changes and improvements to standard operating procedures; monitors work activities to ensure that goals and objectives are met, and processes and procedures are followed; recommends training and trains personnel;
- Oversees recycled water distribution system, drawdown tests and the valve maintenance and backflow programs;
- Responds to escalated and complex customer inquiries, complaints, and concerns regarding water usage and meters, including investigating unusual readings;
- Works with the Field Services Manager and purchasing department to forecast and order needed equipment;
- Develops and monitors the department budget;
- Participates in monitoring appropriations and expenditures for equipment, materials, and staffing;
- Supervises, directs, and guides on-site projects to ensure compliance with District operational policies and procedures and other regulatory agency safety standards and requirements;
- Reviews and evaluates work methods, procedures, and services; monitors and assesses measures of effectiveness and efficiency; provides regular performance feedback and prepares annual performance evaluations of assigned staff;
- Recommends selection, promotion and discipline of assigned staff;

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SYSTEM METER SERVICES/ CONSTRUCTION SUPERVISOR

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- Counsels employees and processes informal and formal grievances in accordance with District policies and procedures;
- Establishes standards of performance;
- Prepares work schedules and work assignments;
- Checks and corrects work in progress and upon completion;
- Prepares oral and written directives, reports and correspondence, represents Meter Services, ~~Construction~~, Cross connections, Recycle Water and the Valve Maintenance ~~Construction~~ department at various meetings;
- Maintains records of payroll-related information, ensuring the proper reporting of time worked and absences;
- Implements safety in-service training of assigned staff and ensures compliance with safety procedures;
- Receives daily and short-range work assignments, evaluates equipment, materials and labor requirements;
- Determines appropriate methods to complete the assignment and coordinates work for crews;
- Prepares cost estimates for projects;
- Reviews water system maps for accuracy;
- Supervises and participates in the installation and repairs of water mains, laterals, backflow devices, meters, recycle water distribution system, pressure reducing stations and pumping stations;
- Responds to and resolves difficult and complex citizen inquiries and complaints;
- Prepares requisitions, incident reports and accident reports;
- Ensures that jobs are completed within cost and time constraints;
- Directs emergency repairs and operations;
- Keeps logs and records;
- Operates District vehicles; and
- Performs related work as required.

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QUALIFICATIONS

Knowledge of:

- English usage;
- Proper methods, materials, tools and equipment used in water pumping, storing and distribution, recycled water distribution use regulations and cross connection and backflow requirements;
- Maintenance and repair of pumps, motors, reservoirs, automatic valves and pipeline systems, tools and materials;
- Mathematics applicable to water distribution operation, maintenance and construction;
- Applicable laws, codes and regulations;
- Record keeping;
- Microsoft Office;
- General customer service practices;
- Principles of employee supervision including training development and performance evaluation
- Appropriate safety precautions and procedures.

Ability to:

- Select, assign, train, evaluate and supervise the work of others;

SYSTEM METER SERVICES/ CONSTRUCTION SUPERVISOR

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- Evaluate operational and administrative problems and formulate effective strategies and solutions
- Operate at a skilled level, and train others in the operation of construction equipment and specialized water distribution tools;
- Diagnose, troubleshoot, and solve mechanical problems;
- Read, write and perform mathematical calculations at a level required for job success;
- Prepare cost estimates;
- Maintain logs and records;
- Meet, interact and mutually problem solve and negotiate effectively with staff the public, contractors and management;
- Prepare and perform oral and written reports;
- Operate a vehicle observing legal and defensive driving practices;
- 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;
- Possession of certification as a Water Distribution Operator Grade III (D3) or higher;
- Possession of certification as a Water Treatment Operator, Grade I (T1) or higher, is desirable.

EDUCATION, TRAINING AND EXPERIENCE

Education: High school graduation or GED. An associate's degree is strongly desired.

Training & Experience:

Five years of journey-level experience performing water distribution and/or wastewater collection system maintenance, construction repair and demonstrated supervision of others;

and

Completion of coursework/training in water and/or wastewater technology, basic engineering, construction and confined space-related safety, supervision and backflow device testing and repair or related subjects;

or

Experience with the Fallbrook Public Utility District at or equivalent to the level of ~~Crew Leader~~Utility Technician, Lead Systems Operator, Lead Plant Operator, Mechanical Technician or a closely related class wherein the incumbent has frequently performed duties which are closely related to the duties of ~~Meter Services/Construction Systems Services~~ Supervisor, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals equipment operator; operates equipment, hand and power tools; prepares reports.
- Handling: Seizes, holds or works with hands.

SYSTEM METER SERVICES/ CONSTRUCTION SUPERVISOR

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- Lifting: Raises or lowers various items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Climbing: In and out of equipment, vehicles and trenches; may ascend or descend ladders up to 50 feet in height.
- Vision: Reads work tickets, operates District equipment and vehicles.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in chair, equipment and vehicles.
- Standing: Supervises job sites for up to 8 hours per day.

PHYSICAL STRENGTH

- Lifting: 100 pounds on occasion.

ENVIRONMENTAL CONDITIONS

- Noise: Works in conditions with constant or intermittent noise.
- Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

**PROPOSED CONSTRUCTION SUPERVISOR
JOB DESCRIPTION**

CONSTRUCTION SUPERVISOR

DEFINITION

Under the general direction of the Field Services Manager, coordinates, supervises and participates in the activities of the field services construction department, including the repairs and maintenance of the District's facilities and distribution system.

CLASS CHARACTERISTICS

This is a full first-line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline, and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit.

EXAMPLES OF DUTIES

- Implements, supervises and coordinates a wide range of field services duties; and achieve assigned goals and objectives; recommend necessary resources, staffing organizational structure and strategies;
- Completes performance evaluations for assigned staff; participates in a variety of personnel actions including hiring, counseling, training, promotion, discipline and termination;
- Recommends, implements and ensures compliance with operational policies and procedures;
- Develops and monitors the department sections budget; participate in monitoring appropriations and expenditures for equipment, materials, and staffing;
- Provides staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues;
- Responds to and resolve difficult and complex citizen inquiries and complaints;
- Plans, schedules, and maintains maintenance and construction projects and communication of status to Field Services Manager;
- Supervises, directs, and guides on-site projects to ensure compliance with District and other regulatory agency safety standards and requirements;
- Reviews and evaluates work methods, procedures, and services; identifies and recommends evaluation standards and criteria; monitors and assesses measures of effectiveness and efficiency;
- Supervises the District's maintenance programs within own department;
- Jointly supervises, along with the System Services Supervisor, the District's emergency call-out program;
- Maintains records of payroll-related information, ensuring the proper reporting of time worked and absences;
- Implements safety in-service training of assigned staff and ensures compliance with safety procedures;

CONSTRUCTION SUPERVISOR

- Receives daily and short-range work assignments, evaluates equipment, materials and labor requirements;
- Determines appropriate methods to complete the assignment and coordinates work for crews;
- Prepares cost estimates for projects;
- Responds to and resolves difficult and complex citizen inquiries and complaints;
- Prepares requisitions, incident reports and accident reports;
- Ensures that jobs are completed within cost and time constraints;
- Directs emergency repairs and operations;
- Keeps logs and records;
- Operates District vehicles; and
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Practices and principles of District operations and maintenance;
- Customer service practices;
- District tools, equipment and materials;
- Water service and distribution;
- Principles of employee supervision including training development and performance evaluation;
- General principles of public administration and management related to the implementation and evaluation of programs, operations and services;
- Applicable laws, codes and regulations;
- Appropriate safety precautions and procedures; and
- Mathematics applicable to water distribution operation, maintenance and construction.

Ability to:

- Implement and evaluate a full range of maintenance and construction services;
- Evaluate operational and administrative problems and formulate effective strategies and solutions;
- Select, supervise, train and evaluate assigned staff;
- Interpret and apply laws, codes, regulations, policies and procedures;
- Gain cooperation through discussion and advice;
- Operate a variety of hand tools and power tools;
- Read and understand complex service manuals;

CONSTRUCTION SUPERVISOR

- Diagnose, troubleshoot, and solve mechanical problems
- Operate at a skilled level, and train others in the operation of construction equipment and specialized water distribution tools;
- Read, write and perform mathematical calculations at a level required for job success;
- Prepare cost estimates;
- Maintain logs and records;
- Meet, interact and mutually problem solve and negotiate effectively with staff the public, contractors and management;
- Prepare and perform oral and written reports;
- Operate a vehicle observing legal and defensive driving practices; 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;
- Trench Shoring / Confined Space Certified;
- Traffic Control Certificate;
- Possession of certification as a Water Distribution Operator Grade III (D3) or higher; and
- Possession of certification as a Water Treatment Operator, Grade II (T2) or higher.

EDUCATION, TRAINING AND EXPERIENCE

Education: High school graduation or GED. An associate's degree is strongly desired.

Training & Experience:

At least three years of increasing responsible journey-level experience in operations or maintenance with a public utility (water agency preferred) with demonstrated supervision of others;

and

Completion of coursework/training in public works construction and water distribution.

or

Experience with the Fallbrook Public Utility District at or equivalent to the level of Crew Leader or a closely related class wherein the incumbent has frequently performed duties which are closely related to the duties of Construction Supervisor, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS

Walking: Moves about on foot often through uneven terrain.

Carrying: Transports objects by holding them in hands or arms.

Hands/Arms: Signals equipment operator; operates equipment, hand and power tools; prepares reports.

CONSTRUCTION SUPERVISOR

- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers various items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Climbing: In and out of equipment, vehicles and trenches; may ascend or descend ladders up to 50 feet in height.
- Vision: Reads work tickets, operates District equipment and vehicles.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in chair, equipment and vehicles.
- Standing: Supervises job sites for up to 9+ hours per day.

PHYSICAL STRENGTH

- Lifting: 100 pounds on occasion.

ENVIRONMENTAL CONDITIONS

- Noise: Works in conditions with constant or intermittent noise.
- Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: January 12, 2023
SUBJECT: Proposed Job Title Change and Updates to the Public Affairs Specialist Job Description

Purpose

To obtain approval for the proposed job title change and updates to the District's public affairs specialist job classification.

Summary

The updates to the job description and the proposed title change from public affairs specialist to public information officer are more in line with industry standards for similar positions and more adequately describe the current scope of duties and responsibilities of the position.

Budgetary Impact

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

Recommended Action

Staff recommends that the Personnel Committee approve the proposed change to the public affairs specialist job title and job description to more accurately reflect the current duties and responsibilities of the position.

PROPOSED CHANGES TO
PUBLIC AFFAIRS SPECIALIST
JOB DESCRIPTION

FALLBROOK PUBLIC UTILITY DISTRICT

PUBLIC INFORMATION OFFICER DEFINITION

Under general supervision, to plan and implement the District community relations, water conservation, education, public service programs; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform journey-level professional public relations work in a confidential designation. Positions in this class perform work which requires the incumbent to choose from several available alternatives and use professional judgment in the application of established methods, procedures and precedents. Incumbents receive general instructions and guidelines when tasks are assigned, and are expected to use initiative and apply past experience in selecting work methods best suited to the assignment. Work is generally reviewed or spot checked upon completion for final results. Incumbents are expected to refer matters which do not fit a general pattern or fall within established precedents to the supervisor for instructions.

EXAMPLES OF DUTIES

- Plans, organizes and implements an approved District-wide program of community education, including preparation and presentation of a variety of public information packets, advertising copy, billing inserts, and publicity materials about District plans, policies and operations;
- [Writes press releases, social media posts and other forms of communication that is shared with the public via the internet;](#)
- Coordinates communication with news media to assure factual and accurate reporting of District activities;
- Represents the District in public presentations;
- Represents the District on various local and county-wide committees, councils and study groups;
- Maintains liaison with other water, wastewater and related public agencies;
- Prepares material and makes presentations to interested groups;
- Prepares informational material and handouts for visitors and other interested persons;
- Coordinates informational seminars on conservation and efficient use of water;
- Arranges and conducts tours of District facilities;
- Coordinates special ceremonies and events;
- Serves as a District contact for general information dissemination;
- Maintains a variety of statistical, production and historical records to facilitate presentation of public information;
- Assists in the development and implementation of water conservation programs;
- Sets up and coordinates special displays on water conservation;
- Publishes quarterly newsletter to ratepayers;
- Reviews website and intranet for valid and appropriate content;
- Provides graphics materials as requested such as award certificates, flyers, etc.;
- Does legislative analysis; and
- Performs related work as required.

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PUBLIC INFORMATION OFFICER

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QUALIFICATIONS

Knowledge of:

- Modern office equipment and procedures, such as word processing, computer graphics, internet, web site utilization, and desktop publishing (i.e. PageMaker);
- Social media platforms;
- Overall purposes and operations of the District;
- District water conservation and water/wastewater management policies and practices;
- Principles and practices of public information and public relations in the public sector;
- Principles and practices of the preparation and presentation of written and oral information;
- Public speaking and techniques of effective presentation;
- English grammar, composition, word usage, punctuation and spelling, at an advanced level.

Ability to:

- Develop and implement a comprehensive public information program;
- Work effectively with news media and the public in presenting District policies and programs;
- Operate a variety of office support equipment and programs, including automated desktop publishing (i.e. PageMaker), word processing, computer graphics, and audio-visual equipment;
- Utilize website for effective communication;
- Develop and maintain a variety of records and reference materials relating to District history and operations;
- Work with graphic artists, drafting aides, printers and other providers of graphic and printed materials;
- Communicate effectively both orally and in writing;
- Make public presentations;
- Collect, organize, analyze and statistically treat data;
- Carry on several simultaneous assignments with close attention to schedules and deadlines;
- Prepare clear, concise and technically accurate reports appropriate to the receiving audience;
- Understand and carry out oral and written instructions; and
- Establish and maintain effective relationships with those contacted in the course of work.

Deleted: Operate a vehicle observing legal and defensive driving practices;

LICENSES AND CERTIFICATION

- Possession of a valid and appropriate California driver's license.

EDUCATION, TRAINING AND EXPERIENCE

- High School graduation or GED;
- Completion of college-level coursework in English, journalism or a closely related field, preferably including coursework in agricultural journalism, environmental science and water resources; and
- A minimum of four (4) years of increasingly responsible professional, directly related, work experience.

Deleted: 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 increasingly responsible public relations experience including the preparation of a variety of written and briefing materials, preferably in the public sector; and

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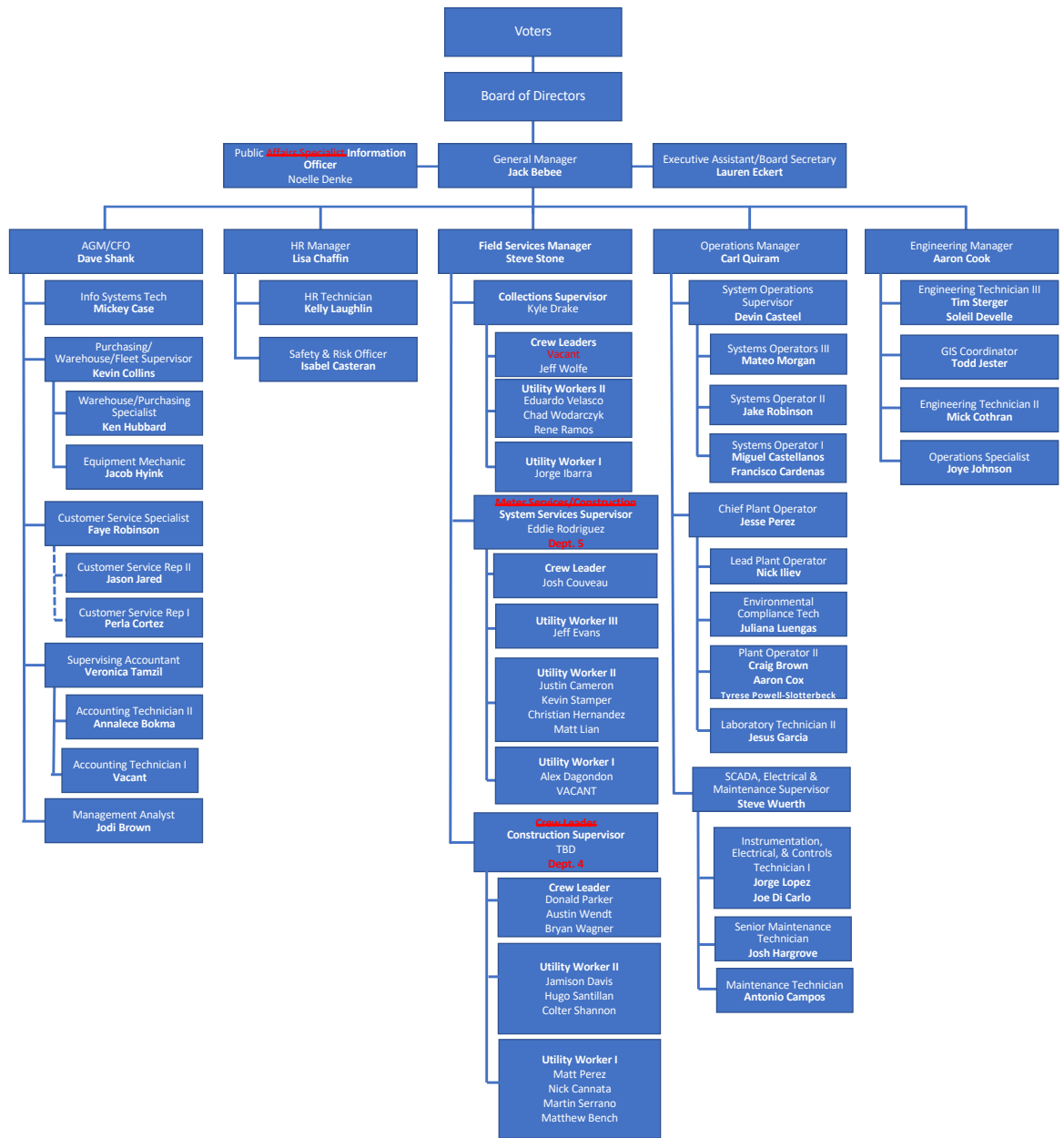
PUBLIC INFORMATION OFFICER

Deleted: PUBLIC AFFAIRS SPECIALIST

PHYSICAL DEMANDS

- Sitting: Remains in seated position for up to 9 hours per day.
- Talking: Expresses ideas and shares information by means of spoken word and by telephone.
- Hearing: Hears well enough to receive communication in person or by telephone.
- Hands/Arms: Operates computer for up to 9 hours per day.
- Vision: Reads written or video messages for up to 9 hours per day and operates vehicle.
- Lifting: Raises or lowers boxes up to 50 pounds.

PROPOSED ORG CHART



The construction supervisor position will be filled by a crew leader.
 The vacant crew leader position will not be filled.

The vacant UW in dept. 5 was moved from dept. 3.