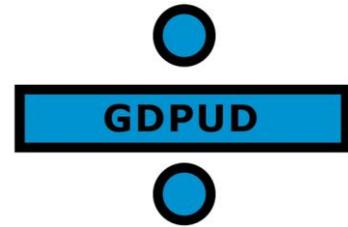


**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 15, 2022  
AGENDA ITEM NO. 9.E.**



**AGENDA SECTION: ACTION ITEMS**

**SUBJECT: CONSIDER APPROVING POLICY FOR THE BOARD'S  
STANDING COMMITTEES**

**PREPARED BY:** Gloria Omania, Interim Board Clerk

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

When the Board of Directors approved the District policy on the role and responsibilities of Finance Committee on October 21, 2021, Staff was directed to prepare a District policy that would apply to all standing committees. At that time, it was proposed that the removal of public committee members would be included in the new District policy.

On September 13, 2022, Director Seaman requested that the Board consider a provision that would establish lack of attendance as a basis for removing a member from a committee.

**DISCUSSION**

In developing this District Policy on Board Committees, Staff offers for the Board's consideration a provision that would allow committee members to serve as an alternate to other Board committees to ensure a quorum is achieved.

**FISCAL IMPACT**

There is no financial impact identified at this time.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

It is staff's recommendation that the Board of Directors adopt Resolution 2022-xx approving the District Policy on Board Standing Committees.

**ALTERNATIVES**

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

**ATTACHMENTS**

1. Draft Policy on Board Standing Committees
2. Related Resolution 2022-xx

Georgetown Divide Public Utility District  
Policy Manual

2022

**POLICY TITLE:** Policy for the Board Standing Committees

**POLICY NUMBER:** 2022-XXX

**BACKGROUND:**

The Board of Directors (“Board”) of the Georgetown Divide Public Utility District (“District”) formally established two Standing Committees under District Policy 5000.3 which requires the committees to comply with the Ralph M. Brown Act, California’s “Open Meeting Laws” adopted by the Legislature in 1953.

- A. The Finance Committee was established to advise the Board on matters relating to the District’s finances. The role and responsibilities of the Finance Committee is established in District Policy 2021-1012.01.
- B. The Irrigation Committee was established to advise the Board on matters relating to irrigation service. The District Policy on the role and responsibilities of the Irrigation Committee was adopted on October 11, 2022.

**PROTOCOL FOR STANDING COMMITTEES:**

- A. Purpose.** The role and responsibilities of each standing committee is specified in the district policy adopted for each committee. The purpose of establishing this Policy for Standing Committees is to set general rules and procedures that apply to all committees to ensure consistency in the application of general rules and procedures.
- B. Serving as Alternate.** Public members of each standing committee may be called upon to serve as an alternate for a member of the other standing committee, if needed to establish a quorum to conduct committee business.
  - 1. Public members are required to provide the Committee Clerk with 48-hour notice if they are unable to attend a committee meeting.
  - 2. Upon learning of this absence, the Committee Clerk will contact a member of the other standing committee to determine the availability of the member in rotation to serve as an alternate.
  - 3. Each committee will establish a schedule for rotating alternate responsibility.

### **C. Removal of Members for Not Following Code of Conduct**

The removal of a Committee member shall follow procedures outlined below:

1. The vote for removal must be added to the agenda of a Regular Meeting of the Board.
2. Public members are volunteers and may not have had experience with governance, thus, it is recommended that remedial actions be taken before recommending removal, depending on the infraction or violation.
3. The Board of Directors may recommend:
  - (a) the Board issue a warning letter (providing any remedial courses of actions, trainings, expectations); or
  - (b) remove the committee member from the committee.
4. An affirmative vote of three (3) members of the Board is required for any of the recommended options.

### **D. Removal of Members for Lack of Attendance**

Each committee establishes a regular meeting day of the month and time. All members are expected to attend these regular meetings to conduct the work of the committee.

1. If a member is not able to attend, he/she must notify the Committee Chair and Committee Clerk for an excused absence.
2. A committee member may be removed after three (3) consecutive unexcused absences.
3. The Committee Chair will discuss issues related to lack of attendance with the member before adding it to the Committee agenda.

**RESOLUTION NO. 2022-XX**

**OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
APPROVING THE POLICY FOR STANDING COMMITTEES**

**WHEREAS**, the Finance Committee was established to advise the Board on matters related to the District's finances; the role and responsibilities of the Finance Committee is outlined in District Policy 2021-1012.01, last amended on October 11, 2022; and

**WHEREAS**, the Irrigation Committee was established to advise the Board on matters related to irrigation service; the role and responsibilities of the Irrigation Committee was adopted by the Board on October 11, 2022; and

**WHEREAS**, the Board has requested that a Board Policy be established that would apply to all committees to ensure consistent application of general rules and procedures.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT** the Board Policy on Standing Committees is approved.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 15<sup>th</sup> day of November 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

Michael Saunders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

---

Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## CERTIFICATION

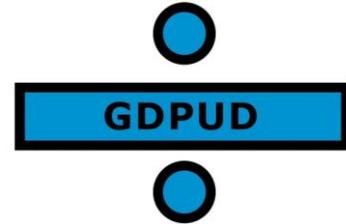
I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 15<sup>th</sup> day of November 2022.

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Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 15, 2022  
AGENDA ITEM NO. 9.F.**



**AGENDA SECTION:** NEW BUSINESS

**SUBJECT:** ACCEPTANCE OF RESIGNATION FROM FINANCE COMMITTEE

**PREPARED BY:** Carol Arquette, Interim Committee Clerk

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

The Board of Directors established the Finance Committee to advise the Board on matters relating to the finances of the District.

Robert Stoffregen was appointed to the Finance Committee by Resolution 2021-11, on February 8, 2022. During his term on the committee, Mr. Stoffregen attended all committee meetings and participated in the FY 2022-23 budget review processes.

**DISCUSSION**

Robert Stoffregen submitted a letter of resignation from the Finance Committee by email, October 23, 2022 (Attachment 1).

**FISCAL IMPACT**

None

**CEQA ASSESSMENT**

Not a CEQA Project

**RECOMMENDED ACTION**

Staff recommends the Board of Directors accept this resignation and acknowledge Robert Stoffregen's valuable contribution to the work of the Finance Committee.

**ATTACHMENTS:**

1. Letter of Resignation
2. Resolution 2022-XX Accepting Resignation
3. Proclamation of Commendation

**AGENDA ITEM 9F**  
**Attachment 1**

**Stoffregen Letter of Resignation**

**From:** [rastoffregen@gmail.com](mailto:rastoffregen@gmail.com) <[rastoffregen@gmail.com](mailto:rastoffregen@gmail.com)>

**Sent:** Sunday, October 23, 2022 10:00:45 AM

**To:** Michael Saunders <[msaunders@gd-pud.org](mailto:msaunders@gd-pud.org)>

**Cc:** [cancaptain@comcast.net](mailto:cancaptain@comcast.net) <[cancaptain@comcast.net](mailto:cancaptain@comcast.net)>; Nicholas Schneider <[gm@gd-pud.org](mailto:gm@gd-pud.org)>

**Subject:**

President Saunders,

I wish to formally submit my resignation from the Finance Committee of the GDPUD effective immediately. Personal time demands elsewhere do not permit me to continue with GDPUD matters. I am happy to assist with whatever transition may be appropriate.

-Bob Stoffregen

*Robert Stoffregen*  
[rastoffregen@gmail.com](mailto:rastoffregen@gmail.com)  
925-788-5178

**RESOLUTION NO. 2022-XX  
OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
FOR THE RESIGNATION OF PUBLIC MEMBER ROBERT STOFFREGEN  
FROM THE FINANCE COMMITTEE**

**WHEREAS**, the Finance Committee was established to advise the Board on matters related to finance matters; and

**WHEREAS**, Robert Stoffregen was appointed to the Finance Committee by Resolution 2021-11 on February 8, 2022; and

**WHEREAS**, Mr. Stoffregen announced his resignation from the Finance Committee on October 23, 2022, and submitted a letter of resignation.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Georgetown Divide Public Utility District does hereby accept the resignation of Robert Stoffregen from the Finance Committee, and expresses appreciation of his willingness to serve the community.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 15<sup>th</sup> day of November 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

Michael Saunders, President  
Board of Directors  
Georgetown Divide Public Utility District

ATTEST:

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Nicholas Schneider, Clerk and ex officio  
Secretary, Board of Directors  
Georgetown Divide Public Utility District

## CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 15<sup>th</sup> day of November, 2022.

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Nicholas Schneider, Clerk and ex officio  
Secretary, Board of Directors  
Georgetown Divide Public Utility District

DRAFT



**PROCLAMATION**  
**by the**  
**Georgetown Divide Public Utility District Board of Directors**  
**in Special Recognition of Valuable Service to the District by**  
**Robert Stoffregen**

**WHEREAS**, *Robert Stoffregen was appointed to the Finance Committee by Board Resolution 2022-11 beginning February 8, 2022; and*

**WHEREAS**, *Robert resigned from the Committee on October 23, 2022; and*

**WHEREAS**, *Robert was valued and esteemed by several Directors for his term of office; and*

**WHEREAS**, *Robert was respected by her fellow Committee members, and*

**WHEREAS**, *Robert was instrumental in the Committee's review and update of the District's budget and finances; and*

**WHEREAS**, *Robert was a reasonable voice for proactive financial planning, and was dedicated to the financial oversight of the District;*

**WHEREAS**, *the Board of Directors desires to express its sincere appreciation to Robert Stoffregen for his meritorious service.*

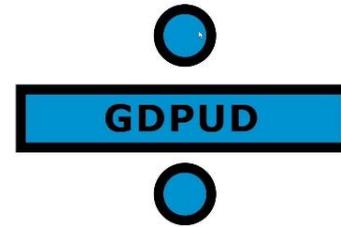
**NOW, THEREFORE, BE IT PROCLAIMED**, *that the Board of Directors of the Georgetown Divide Public Utility District formally acknowledges that Robert Stoffregen is deserving of this special public recognition, and hereby extends the respect, esteem, and gratitude of the residents of the District for her contribution to the work of the District.*

**PROCLAIMED** *by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the fifteenth day of November 2022.*

\_\_\_\_\_  
Michael Saunders, President  
Board of Directors  
Georgetown Divide Public Utility District

\_\_\_\_\_  
Date

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 15, 2022  
AGENDA ITEM NO. 9.G.**



**AGENDA SECTION:** ACTION ITEMS

**SUBJECT:** CONSIDER APPROVING THE JOB DESCRIPTION FOR EXECUTIVE ASSISTANT AND AMENDED ORGANIZATIONAL CHART

**PREPARED BY:** Jessica Buckle, Office Finance Manager

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

On July 12, 2022, the Board of Directors authorized the General Manager to initiate the process for creating a part-time Administrative Assistant position to assist the Office Finance Manager with day-to-day administrative tasks related to support for the Board of Directors, and the two citizen advisory Brown Act committees (Finance and Irrigation). In addition, there is a desire to establish a staff position to achieve the Board's goal/objectives for public information and community outreach. The Board Clerk duties have been largely performed by a retired annuitant, additional clerical support and committee clerk duties have been provided by a part-time temporary employee. Moving forward the Executive Assistant position will absorb both portions these duties. This position will initially receive training from the retired annuitant and then will work with the managers of the District to compile and develop the Board Meeting agendas and items to be presented.

This process for creating the new position includes developing the job description, establishing a salary schedule, and obtaining union review and approval, with staff to provide the Board with information to consider the approval of this position and authorizing the recruitment process.

**DISCUSSION**

The General Manager, the Office Finance Manager, and the Human Resources/IT Specialist has reviewed resources for developing the job description and salary schedule; and contacted the AFSCME Local 1 Employees Union.

On September 28, 2022, the District submitted a proposed job description and salary schedule to the AFSCME Employees Union for review. On October 25, 2022, the General Manager met with the union representative to discuss a proposed change to the job title from Administrative Assistant to Executive Assistant and the salary schedule.

At the direction of the General Manager, the Human Resources/IT Specialist conducted a salary and job description comparison using comparable districts listed in the Bryce Consulting Total Compensation Study (Attachment 1 is the research report). The Executive Assistant job description is included as Attachment 2.

**FISCAL IMPACT**

This Executive Assistant position will replace the temporary part-time Administrative Aide placement as well as the retired annuitant's portion of the Board of Director's agenda development and planning.. Due to the importance of this position, an overlap period will occur in which the retired annuitant will provide training to this employee and will then move into a special project's role with the District. After this training has occurred there will remain enough funding for this position that a budget amendment will not be necessary.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Staff recommends that the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the Resolution 2022-xx (Attachment 3) approving the job description for the position Executive Assistant and the amended organizational chart (Attachment 4) and authorizing the recruitment process.

**ALTERNATIVES**

(a) Request substantive changes to the Resolution for staff to implement; or (b) Reject the Resolution.

**ATTACHMENTS**

1. Research Report
2. Executive Assistant Job Description
3. Draft Resolution
4. Organizational Chart



**MEMO**

**DATE:** October 28, 2022  
**TO:** Nicholas Schneider, General Manager  
**FROM:** Stephanie Beck, Human Resources/IT Specialist  
**SUBJECT:** RESEARCH REPORT - EXECUTIVE ASSISTANT JOB DESCRIPTION AND SALARY SCHEDULE

For this research, I reviewed five of the comparable districts listed in the Bryce Consulting 2011 Total Compensation Study. To ensure transparency, the job classifications and salaries listed in the table below came directly from each of the agency's websites. See attached job descriptions and salary schedules. I compared the job duties of the proposed Executive Assistant to the job classifications of each agency. PCWA is the only agency on the below list that did not have a job description on their website. Let me know if I can provide any additional information.

Agency	Services	Approx. Employees	Location	Job Class.	Hour Rate Min.	Hour Rate Max.	Publicpay.ca.gov
North Tahoe PUD	Water and Sewer	44	Tahoe Vista	Board Sec./Admin. Liaison	\$40.59	\$49.34	
Paradise Irrigation District	-Irrigation Water -Water Distribution	39	Paradise	Executive Assist./Dist. Secretary			\$90,260
San Juan Water District	-Water Treatment -Water Distribution	40	Granite Bay	Admin Assist./Board Secretary	\$43.95	\$52.74	
Tahoe City PUD	-Water Distribution -Sewer Collection -Parks and Recreation	40	Tahoe City	Executive Assistant	\$44.30	\$57.59	
Placer County Water Agency	-Irrigation Water -Water Treatment -Water Distribution -Hydroelectric	180	Auburn	Clerk to the Board	\$35.51	\$45.32	

Attachments



## Board Secretary/Administrative Liaison

### DEFINITION:

Performs all statutory duties of Board Clerk, including but not limited to a variety of paraprofessional and administrative duties involving a high degree of accuracy, confidentiality, discretion, and independent judgment. Serves as Secretary to the Board and General Manager. Acts as custodian of and responsible for the safekeeping and maintenance of all official records, personnel records, Ordinances, Resolutions, minutes, contracts, and other formal documents and records of the District. Provides administrative support to Human Resources and other departments as needed. Performs other related duties as required.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the General Manager/CEO.

May provide technical and functional supervision over professional and technical personnel.

### CLASS CHARACTERISTICS:

This is a single level class, confidential, exempt position performing all functions of the Office of Board Secretary as required by the state and federal law and Public Utilities Code. Provides administrative support to the General Manager/CEO, Board of Directors, Board Committees and Commissions, and other department heads; assists in scheduling meetings; assembling and distributing Agendas and Board Packets. This position is distinguished within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.

### EXAMPLES OF ESSENTIAL 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.*

- Prepare, publish, Email, and post Agendas, meeting notices and other related materials; assemble Board Packets. Prepare and disseminate all documents for Board Meetings. Assure posting, mailing, and other known legal requirements are met. Prepare Affidavits certifying requirements are met. Oversee administration and posting of meeting videos, agendas, packets, approved minutes, and other documents online.
- Attend Board, Committee and Commission meetings as required or requested and prepare and finalize Minutes and follow up on projects. Attend meetings outside of established working hours when necessary.
- Compose Resolutions, Ordinances and Public Hearing Notices when required for review by General Manager and/or Legal Counsel. Assure known legal time requirements are met. Prepare, attest, publish, and post Ordinances and Resolutions as required. Send documents to Placer County Recorder when required.
- Attest to and countersign Resolutions, Ordinances and contracts on behalf of District. Serve as Custodian of District seal.

- Responsible for posting on the District website the Minutes, Agendas and other information relevant to the public.
- Possess a working knowledge of and be able to interpret the Brown Act, Water Code, Government Code and other Special District law.
- Schedule and attend internal management team meetings; schedule and coordinate meetings, seminars, conferences, and training sessions for management staff.
- Coordinate election procedures with Placer County and candidates; prepare documents declaring an election will be held; orient new directors; coordinate filing of conflict of interest statements; statement of facts roster of public agencies filing; maintain the District conflict of interest code as per the Political Reform Act; administer Oaths of Office to newly elected and appointed Board members and submit to Placer County.
- Work with legal counsel in preparation of required documents in connection with Board and Committee meetings.
- Coordinate filing of Conflict of Interest Statements, Campaign Statements, and Statement of Facts Roster of Public Agencies filing, and others as required by law. Responsible for maintaining the District's Conflict of Interest Code, ensuring compliance with the Political Reform Act.
- Research, extract, coordinate, and summarize information (confidential and non-confidential) on behalf of Board of Directors. Compose and prepare business letters, memos and reports.
- Track any revisions made to the District Administrative Code/Code of Ordinances.
- Manage and coordinate District General Liability and Property Insurance programs, work as liaison for customers filing claims against the District, and coordinate between General Manager and Finance Department to resolve relief for water losses per ordinance requirements.
- Attend educational classes, seminars, and other training programs to increase knowledge and stay current with technology and information on District-related subjects.
- Notarize documents for District and North Tahoe PUD residents. Pass State testing to maintain State of California Notary Public Commission.
- Initiate changes to Board of Directors Policies and Procedures.
- Responsible for legal proceedings such as elections, annexations, assessment districts, and public hearings.
- Responsible for filing, maintaining, and safeguarding all District files, including but not limited to, litigation, Resolutions, Ordinances, Agendas and Minutes. Maintain and update Record Retention Policy as needed.
- Provide administrative support and backup coverage to Human Resources Department as needed including but not limited to: employee assistance with District benefit programs, job postings, advertisements and hiring process, coordinate District's workers' compensation program and reporting, assist with data entry, filing, research and maintain employee personnel records and Action Forms.
- Organize and maintain central District files and coordinate system for file retention.
- Respond to public records requests.
- Responsible for the District's short-term and long-term records management program.
- Undertakes research for special surveys and studies for District management and professional staff, and produces the resulting summaries as required.
- Make room arrangements for meetings and travel arrangements for the General Manager/CEO and Board.
- Maintain cooperative effective working relationship with and act as liaison to the Board, employees, and members of the public.
- Perform special projects as assigned by the General Manager and other related duties as required.
- Perform other related duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
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*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

Board Secretary/Administrative Liaison

**EDUCATION AND EXPERIENCE:** Graduation from a high school or equivalent; an associate degree or advanced clerical training is highly desirable. A minimum of at least five years of related experience in an executive level secretarial position with responsibility for providing administrative support with a public agency or a private organization. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.

**KNOWLEDGE OF:**

- Administrative practices and procedures, organization and function of a public agency including role of elected officials and appointed committee members.
- Principles and practices public Board agenda and meeting packet preparation, content and distribution.
- Brown Act, Fair Political Practices and Conflict of Interest.
- Principles and practices of records management.
- Principles, practices, and techniques of human resources in a public agency setting, as it relates to recruitment and selection including the interpretation of laws, regulations, policies, and procedures.
- Professional English grammar, spelling, vocabulary and punctuation.
- Standard office procedures including the use of computers and software applications relevant to the work performed.

**ABILITY TO:**

- Perform highly confidential administrative and secretarial support to District management, Board members and committees.
- Interpret and apply District policies, procedures and regulations as it relates to assigned responsibilities.
- Prepare a diverse range of documents such as Board agendas, meeting minutes, resolutions and related materials.
- Compile and maintain complex, extensive and confidential materials; maintain confidentiality of sensitive information.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Assume responsibility and make decisions; plan, organize, analyze situations accurately and adopt effective courses of action.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from Board of Directors, District management, professional staff, consultants, customers, and the general public.
- Effectively communicate verbally and in writing.
- Identify, analyze, and independently solve a variety of moderately difficult situations and problems.
- Deal tactfully and courteously with the public as well as District employees; establish and maintain cooperative and effective working relationships.
- Operate standard office equipment including computers and specialized software applications relevant to work performed.
- Use web streaming equipment and software for recording public meetings.

**LICENSES:**

- Possession of a valid Driver's License along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain, State of California Public Notary certification within twelve (12) months of date of hire desirable.

**CERTIFICATIONS:**

- Special District Clerk Certification desirable

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet, database, and project scheduling software; 10-key calculator; phone, cell phone; copy machine; fax machine and other modern office equipment. Web streaming equipment and software for recording public meetings.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

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 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

The employee may be required to drive vehicle to deliver Board documents to Directors or to attend outside meetings.

**WORK ENVIRONMENT:**

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.

**MANAGEMENT, MID-MANAGEMENT, AND CONFIDENTIAL SALARY RANGE**

Effective July 11, 2021\* UNCLASSIFIED

COLA = 2.4%

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Event Center Manager	\$ 73,147.39	\$ 76,804.76	\$ 80,645.00	\$ 84,677.25	\$ 88,911.11
Customer Account Manager	\$ 82,726.85	\$ 86,863.19	\$ 91,206.35	\$ 95,766.67	\$ 100,555.00
Public Information Officer	\$ 84,429.17	\$ 88,650.63	\$ 93,083.16	\$ 97,737.32	\$ 102,624.18
Administrative Liaison/Board Secretary	\$ 84,429.17	\$ 88,650.63	\$ 93,083.16	\$ 97,737.32	\$ 102,624.18
Controller	\$ 101,076.95	\$ 106,130.80	\$ 111,437.34	\$ 117,009.21	\$ 122,859.68
Recreation, Parks, & Facilities Manager	\$ 102,291.90	\$ 107,406.50	\$ 112,776.82	\$ 118,415.66	\$ 124,336.45
Utility Operations Superintendent	\$ 103,950.96	\$ 109,148.51	\$ 114,605.94	\$ 120,336.24	\$ 126,353.05
Human Resources Manager	\$ 108,153.76	\$ 113,561.45	\$ 119,239.52	\$ 125,201.50	\$ 131,461.57
Operational & Information Technology Manager	\$ 108,351.50	\$ 113,769.07	\$ 119,457.52	\$ 125,430.40	\$ 131,701.92
Project Engineer & Construction Manager	\$ 108,351.50	\$ 113,769.07	\$ 119,457.52	\$ 125,430.40	\$ 131,701.92
Engineering Manager	\$ 142,635.91	\$ 149,767.71	\$ 157,256.10	\$ 165,118.91	\$ 173,374.85
Senior Engineer	\$ 124,031.23	\$ 130,232.79	\$ 136,744.43	\$ 143,581.65	\$ 150,760.73
Utility Operations Manager	\$ 125,564.78	\$ 131,843.02	\$ 138,435.17	\$ 145,356.93	\$ 152,624.78
Engineering & Operations Manager	\$ 156,403.40	\$ 164,223.57	\$ 172,434.75	\$ 181,056.49	\$ 190,109.31
Chief Financial Officer	- By Agreement -				\$ 176,443.39
General Manager/CEO	- By Agreement -				\$ 212,582.40

\*Updated 4/14/22

## **EXECUTIVE ASSISTANT / DISTRICT SECRETARY**

### Definition

Under general direction, plans, organizes, manages, and provides administrative oversight in the preparation of agendas, minutes, actions, ordinances, and resolutions, including election processes, archiving of official documents and records; coordinates assigned activities with other departments, officials, and outside agencies; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies; provides varied technical, complex, specialized, and confidential administrative support to the District Manager and Board of Directors, and performs related duties, as assigned.

### Examples of Duties

- Gathers and prepares a variety of information and materials for district personnel and provides staff assistance to the District Manager, District staff, and Board of Directors; prepares and provides input on Board memos and other necessary correspondence.
- Acts as custodian of records of the District and maintains custody of the District Seal, ensuring authentication of only approved documents.
- Establishes and maintains a variety of office and department files, including all official documents, and Electronic Record Management and Archival System; provides assistance to the public and District staff by helping to identify and research records, historical data, and information relevant to requests.
- Serves as Secretary of the Board of Directors; schedules committee meetings and maintains Board Room calendar; attends Board of Director meetings, and prepares public notifications, assembly and distribution of agendas, minutes, and other documents; manages the publication, filing, indexing, and safekeeping of all proceedings of the Board of Directors.
- Manages the District's disclosure requirements for designated employees, including composing and presenting resolution for amendments as necessary; ensures all elected officials, appointed officers, and designated employees file timely disclosure forms; distributes forms and notifications and corresponds with the Butte County Clerk-Recorder Elections Division as appropriate.
- Prepares communications and manages District records relating to general election and special election information and materials, including answering questions from staff, members of the Board, and the public; administers and files oaths of office.
- Administers and manages a variety of functions including ensuring compliance with the Public Records Act, and the Brown Act; reviews and monitors legal requests for records; attesting all official documents of the District; receiving and distributing all subpoenas and claims; and preparing State filings.
- Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; filing and distribution of updates to policies & procedures manual.
- Coordinates and assists in the preparation and submittal of all legal notices and advertising for the District; notarizes documents, assists in preparation of official documents and oversees filing of documents for recording such as Grant Deeds, Easements, Future Pipeline Agreements, Notice of Completion and Acceptance, and environmental documents in accordance with the California Environmental Quality Act.
- Assists in the coordination, advertising, and receipt of project bids and proposals, preparation and distribution of professional services agreements and written communications; provides

assistance in the preparation and processing of annexation applications and documents with LAFCO.

- May participate in providing employment support services in the preparation of employment notices, advertising, scheduling of interviews, preparation of candidate materials and communications.
- Oversees plan renewal and updates to the District's Property and Liability Insurance Programs, claims processing and communications, preparation of Release and Waiver of Liability and Indemnity Agreements; maintains District vehicle and equipment registration and Certificates of Title, Bill of Sale Records.
- Oversees the District's DMV Employer Pull Notice Program and filing of DMV forms for addition and deletion of District employees; files driver record reports and provides notification to appropriate management personnel, as necessary.
- Provides direction relating to distribution of incoming correspondence, scanning of documents and email of information to appropriate parties.
- Performs responsibilities as an alternate signer of general fund and payroll checks as necessary.
- Performs related duties as assigned.

#### Typical Physical Activities

- Communicates orally with District management, co-workers, elected officials, and the public in face to face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, typewriters, copiers and FAX machines.
- Sits for extended time periods.
- Must be able to carry, push, pull, reach, and lift material or equipment weighing up to 25 lbs. occasionally.
- May stoop, kneel, or reach for extended periods of time.
- Works occasionally in an environment with exposure to dust and moderate noise levels.
- Travels occasionally by motor vehicle in conducting District business.
- Hearing and vision within normal ranges.

#### Employment Standards

##### Knowledge of:

- Operations, procedures, policies, and precedents of the District.
- Organization and function of public agencies, including the role of an elected and appointed Board.
- Office management principals, operations and procedures, including work planning and coordination.
- Development and maintenance of automated and manual filing and record keeping systems.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software as appropriate.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Brown Act, election processes, and FPPC procedures and regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Correct English usage, spelling, grammar, and punctuation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs, (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of complex and responsible administrative support work functions.
- Provide work coordination for other District office support staff.
- Type at a rate of 55 words per minute from clear, legible copy.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies and procedures, and other written materials.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations, and prepare documents and reports.
- Use computers and applicable software in the performance of office and administrative assignments.
- Understand and carry out oral and written directions.
- Operate various office equipment including, but not limited to, fax machines, typewriters, calculators, copy machines, and audio recording equipment.
- Exercise tact, diplomacy and discretion in interpersonal dealings that may be confidential and highly sensitive.
- Establish and maintain cooperative working relationships with Board of Directors, all management team and staff members, other elected and appointed governmental officials, media representatives, business and community leaders, and the public.

Desirable Education and Experience

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

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

Equivalent to completion of the twelfth grade supplemented by college-level coursework and/or specialized secretarial training and five (5) years of increasingly responsible secretarial or administrative experience in performing a variety of highly responsible, complex, and confidential administrative support work, preferably with a government agency or utility.

License Certificate Registration Requirement:

Possession of, or ability to obtain, a Notary Public certification within six (6) months of employment.

Driver License: Possession of a valid California Class C Driver License issued by the State Department of Motor Vehicles. Possession and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

### Administrative Assistant/Board Secretary

**Status:** FLSA Non-Exempt, Confidential in Nature and Non-Safety Sensitive  
**Supervisor:** General Manager  
**Effective Date:** July 30, 2018

#### **Supervision Received and Exercised**

Receives direction from the General Manager. Does not provide supervision to others.

#### **Primary Function**

To perform a variety of highly responsible executive level support to the General Manager and District Managers; to provide administrative support for Board functions; and to provide general information and assistance to the public.

#### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Prepare Board meeting materials including minutes, notices, agendas, resolutions, ordinances, and any other materials required; disburse Board packets and post or publish announcements as required by law of any hearing before the Board or any special meeting or regularly adjourned meeting.
- Maintain District minute/resolution books.
- Attend and take Board meeting and workshop minutes; attest to the minutes, ordinances, resolutions and other documents of the Board; follow-up on Board actions.
- Interpret District policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
- Screen calls, visitors, and mail for the General Manager and Assistant General Manager; respond to sensitive requests for information and assistance.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars for the General Manager and Assistant General Manager; arrange meetings.
- Relieve the General Manager and Assistant General Manager of a number of administrative details.
- Assist in the preparation of special District elections and Fair Political Practice Commission filings.
- Research, compile and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records of information; maintain and update manuals and resources.
- Order and maintain office supplies and products; maintain office equipment.

- Sign checks for specified reports.
- Ensure assigned administrative procedures are in compliance with local, State and District regulations and policies.
- Type a variety of technical reports and documents.
- Process, deliver and pick-up mail at the post office. Distribute mail and respond to General Manager's mail where appropriate.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Functions and organization of special districts.
- English usage, grammar, spelling and punctuation.
- Modern office procedures, methods and computer equipment.
- Alphabetic and numeric filing system management.
- Business correspondence and report preparation.
- Organization procedures and operating details of a special district or governmental agency.
- Procedures, legal requirements and methods of disseminating public information.
- Principles and procedures of record keeping.
- The Brown Act.

#### *Ability to:*

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply administrative and District policies, procedures, laws and regulations.
- Understand the organization and operation of the District and outside agencies necessary to assume assigned responsibilities.
- Handle sensitive materials in an effective manner.
- Interpret and apply administrative and departmental policies.
- Compose correspondence independently.
- Compile and maintain complex and extensive records and files.
- Proficiently use modern office equipment including computers and applicable software.
- Initiate and maintain effective safety practices.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, orally and in writing.

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

*Education and Experience:*

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

Education:

Equivalent to graduation from high school supplemented by specialized courses.

Experience:

Five years of increasingly responsible administrative support experience with at least three years supporting an administrative official, preferably in a municipal agency or special district.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

A Notary Public certificate is highly desired.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors			



## SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE

EFFECTIVE: July 2, 2022

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 42.24	\$ 50.69
Accounting Technician I	\$ 29.23	\$ 35.07
Accounting Technician II	\$ 32.29	\$ 38.74
Accounting Technician III	\$ 35.66	\$ 42.80
Administrative Assistant - Board Secretary	\$ 43.95	\$ 52.74
Chief Operator	\$ 57.50	\$ 69.00
CMMS/GIS Coordinator	\$ 45.74	\$ 54.89
Construction Inspector I	\$ 36.38	\$ 43.66
Construction Inspector II	\$ 40.19	\$ 48.23
Construction Inspector III	\$ 44.39	\$ 53.27
Customer Service Technician I	\$ 26.99	\$ 32.39
Customer Service Technician II	\$ 29.82	\$ 35.78
Customer Service Technician III	\$ 32.94	\$ 39.52
Distribution Lead Worker	\$ 50.02	\$ 60.03
Distribution Operator I	\$ 32.29	\$ 38.74
Distribution Operator II	\$ 35.66	\$ 42.80
Distribution Operator III	\$ 39.40	\$ 47.28
Distribution Operator IV	\$ 43.52	\$ 52.22
Distribution Maintenance Temporary Helper	\$ 20.00	\$ 20.00
Electrical & Instrumentation Technician	\$ 49.53	\$ 59.43
Engineering Technician I	\$ 34.62	\$ 41.54
Engineering Technician II	\$ 38.24	\$ 45.88
Engineering Technician III	\$ 42.24	\$ 50.69
Information Technology Technician I	\$ 35.31	\$ 42.37
Information Technology Technician II	\$ 39.01	\$ 46.81
Maintenance Chief	\$ 54.71	\$ 65.65
Meter Maintenance Technician	\$ 35.66	\$ 42.80
Meter Technician	\$ 33.60	\$ 40.32
Pump Station Lead	\$ 54.71	\$ 65.65
Pump Station Operator	\$ 43.52	\$ 52.22
Pump Station Technician	\$ 47.59	\$ 57.11
Purchasing Agent	\$ 37.11	\$ 44.54
Senior Accountant	\$ 49.04	\$ 58.84
Utilities Coordinator	\$ 45.28	\$ 54.34
Utilities Maintenance Worker I	\$ 26.73	\$ 32.07
Utilities Maintenance Worker II	\$ 29.52	\$ 35.43
Utilities Mechanic I	\$ 36.02	\$ 43.23
Utilities Mechanic II	\$ 39.79	\$ 47.75
Water Efficiency Helper	\$ 25.68	\$ 30.82
Water Efficiency Lead Worker	\$ 38.24	\$ 45.88
Water Efficiency Technician I	\$ 31.34	\$ 37.60
Water Efficiency Technician II	\$ 34.62	\$ 41.54
Water Treatment Plant Operator I	\$ 34.27	\$ 41.13
Water Treatment Plant Operator II	\$ 37.86	\$ 45.43
Water Treatment Plant Operator III	\$ 41.82	\$ 50.18
Water Treatment Plant Operator IV	\$ 46.19	\$ 55.43

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 120,785.60	\$ 144,955.20
Customer Service Manager	\$ 133,432.00	\$ 160,118.40
Director of Engineering Services	\$ 162,822.40	\$ 195,374.40
Director of Finance	\$ 162,822.40	\$ 195,374.40
Director of Operations	\$ 162,822.40	\$ 195,374.40
Field Services Manager	\$ 133,432.00	\$ 160,118.40
Information Technology Manager	\$ 133,432.00	\$ 160,118.40
Safety/Regulatory Compliance Coordinator	\$ 112,673.60	\$ 135,200.00
Senior Engineer	\$ 133,432.00	\$ 160,118.40
Water Resources Manager	\$ 133,432.00	\$ 160,118.40
Water Treatment Plant Manager	\$ 148,865.60	\$ 178,630.40
General Manager (Contract)	\$ 208,000.00	\$ 208,000.00

Compensation Schedule Incorporates a 3.8% COLA



San Juan Water District  
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## Position Description

### Administrative Assistant/Board Secretary

**Status:** FLSA Non-Exempt, Confidential in Nature and Non-Safety Sensitive  
**Supervisor:** General Manager  
**Effective Date:** July 30, 2018

#### **Supervision Received and Exercised**

Receives direction from the General Manager. Does not provide supervision to others.

#### **Primary Function**

To perform a variety of highly responsible executive level support to the General Manager and District Managers; to provide administrative support for Board functions; and to provide general information and assistance to the public.

#### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Prepare Board meeting materials including minutes, notices, agendas, resolutions, ordinances, and any other materials required; disburse Board packets and post or publish announcements as required by law of any hearing before the Board or any special meeting or regularly adjourned meeting.
- Maintain District minute/resolution books.
- Attend and take Board meeting and workshop minutes; attest to the minutes, ordinances, resolutions and other documents of the Board; follow-up on Board actions.
- Interpret District policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
- Screen calls, visitors, and mail for the General Manager and Assistant General Manager; respond to sensitive requests for information and assistance.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars for the General Manager and Assistant General Manager; arrange meetings.
- Relieve the General Manager and Assistant General Manager of a number of administrative details.
- Assist in the preparation of special District elections and Fair Political Practice Commission filings.
- Research, compile and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records of information; maintain and update manuals and resources.
- Order and maintain office supplies and products; maintain office equipment.

- Sign checks for specified reports.
- Ensure assigned administrative procedures are in compliance with local, State and District regulations and policies.
- Type a variety of technical reports and documents.
- Process, deliver and pick-up mail at the post office. Distribute mail and respond to General Manager's mail where appropriate.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Functions and organization of special districts.
- English usage, grammar, spelling and punctuation.
- Modern office procedures, methods and computer equipment.
- Alphabetic and numeric filing system management.
- Business correspondence and report preparation.
- Organization procedures and operating details of a special district or governmental agency.
- Procedures, legal requirements and methods of disseminating public information.
- Principles and procedures of record keeping.
- The Brown Act.

#### *Ability to:*

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply administrative and District policies, procedures, laws and regulations.
- Understand the organization and operation of the District and outside agencies necessary to assume assigned responsibilities.
- Handle sensitive materials in an effective manner.
- Interpret and apply administrative and departmental policies.
- Compose correspondence independently.
- Compile and maintain complex and extensive records and files.
- Proficiently use modern office equipment including computers and applicable software.
- Initiate and maintain effective safety practices.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, orally and in writing.

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

*Education and Experience:*

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

Education:

Equivalent to graduation from high school supplemented by specialized courses.

Experience:

Five years of increasingly responsible administrative support experience with at least three years supporting an administrative official, preferably in a municipal agency or special district.

*License or Certificate:*

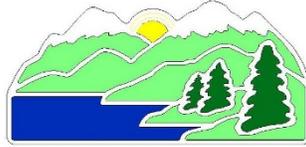
Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

A Notary Public certificate is highly desired.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors			



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Executive Assistant  
**Department:** Administrative Services  
**Supervised By:** General Manager  
**FLSA Status:** Exempt  
**Revised as of:** January 2016

### **JOB SUMMARY**

To provide administrative support to the Board of Directors and the General Manager, and to maintain and manage the records, contracts and documents of the District, adhering to significant confidentiality requirements for documentation and filing of sensitive records and legal matters.

### **DISTINGUISHING CHARACTERISTICS**

The Executive Assistant is the advanced journey level in the administrative support series. The Executive Assistant provides support to the General Manager, as distinguished from the Administrative Assistant position, which provides support to operating departments.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the General Manager.

Provides direct supervision to administrative support and/or clerical positions.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provide staff assistance to General Manager and Board of Directors with a high degree of accuracy, confidentiality and independent judgment.
- Respond to public information requests; notice and record ordinances and resolutions.
- Provide contract and budget management for outside vendors and services.
- Provide written materials including, but not limited to: draft letters, reports, charts, surveys and other documents.
- Facilitate and establish procedures to enhance communication in support of departmental functions.
- Prepare and present staff reports and other necessary correspondence.
- Select, train, motivate and evaluate department personnel; provide staff training; work with employees to correct deficiencies; conduct staff meetings; review daily activities with staff.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Undertake research for special surveys and studies for District management and professional staff, and produce the resulting summaries as required.
- Responsible for District mail sorting, tracking and filing; route correspondence for action.
- Organize professional level meetings.
- Research, extract, coordinate and summarize information (confidential and non-confidential) on behalf of District management.
- Administer employee service award program.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Coordinate, plan, budget and execute special events.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Principles and techniques of employee supervision.
- Pertinent District functions, policies, procedures and technology.
- Principles and practices of office management.
- English usage, spelling, grammar and punctuation.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.
- Principles of training and performance evaluation.

### **2. Ability to:**

- Assume responsibility and make decisions.
- Plan, organize, and supervise the work of support staff.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Maintain organization while managing and prioritizing multiple tasks.
- Analyze situations accurately and adopt effective courses of action.
- Write reports, business correspondence and procedure manuals.
- Effectively present information and respond to questions from District management, professional staff, consultants, customers and the general public.

- Identify, analyze and independently solve a variety of moderately difficult situations and problems.
- Deal tactfully and courteously with the public as well as District employees.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Adapt to continually changing work environment and priorities; use judgment to adjust accordingly.
- Work quickly and correctly while maintaining professional demeanor.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College coursework in a related field providing the required skill and knowledge for successful job performance.

Experience: Three (3) years in an administrative support capacity with a public agency or private organization.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

## **WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** 

**Date:** 01/15/2015

**Classified by:** 

**Date:** 01/15/2015

**Approved by:** 

**Date:** 01/15/2015

**TAHOE CITY PUBLIC UTILITY DISTRICT  
MANAGEMENT, SUPERVISORY, AND PROFESSIONAL SALARY RANGES - EFFECTIVE JANUARY 1, 2022**

POSITION	2021					2022					RANGE SPREAD
	HOURLY		MONTHLY		RANGE	HOURLY		MONTHLY		RANGE	
	MIN	MAX	MIN	MAX		MIN	MAX	MIN	MAX		
General Manager ~ #	\$ 91.36	\$ 118.77	\$ 15,835.81	\$ 20,586.56	213	\$96.27	\$125.15	\$16,686.20	\$21,692.06	213	30%
Assistant General Manager/District Engineer ^ @	\$ 77.91	\$ 101.29	\$ 13,505.12	\$ 17,556.66	197	\$82.10	\$106.73	\$14,230.34	\$18,499.45	197	30%
Chief Financial Officer ~ @	\$ 69.14	\$ 89.89	\$ 11,985.11	\$ 15,580.64	185	\$72.86	\$94.72	\$12,628.71	\$16,417.32	185	30%
Director of Utilities * @	\$ 69.14	\$ 89.89	\$ 11,985.11	\$ 15,580.64	185	\$72.86	\$94.72	\$12,628.71	\$16,417.32	185	30%
Engineering Manager ^	\$ 62.60	\$ 81.37	\$ 10,849.96	\$ 14,104.95	175	\$65.96	\$85.74	\$11,432.60	\$14,862.39	175	30%
Director of Parks and Recreation * @	\$ 58.97	\$ 76.66	\$ 10,221.15	\$ 13,287.50	169	\$62.13	\$80.78	\$10,770.03	\$14,001.04	169	30%
Utilities Superintendent *	\$ 57.23	\$ 74.40	\$ 9,920.55	\$ 12,896.72	166	\$60.31	\$78.40	\$10,453.29	\$13,589.27	166	30%
Senior Civil Engineer ^	\$ 56.11	\$ 72.94	\$ 9,725.08	\$ 12,642.60	164	\$59.12	\$76.85	\$10,247.31	\$13,321.51	164	30%
Human Resources Manager ~ ♦	ADDED 1/2022					\$57.38	\$74.59	\$9,945.94	\$12,929.73	161	30%
Associate Civil Engineer ^	\$ 50.79	\$ 66.03	\$ 8,803.99	\$ 11,445.18	154	\$53.52	\$69.58	\$9,276.76	\$12,059.79	154	30%
Construction Project Manager ^	\$ 49.30	\$ 64.09	\$ 8,545.06	\$ 11,108.58	151	\$51.95	\$67.53	\$9,003.93	\$11,705.11	151	30%
Information Systems and Technology Administrator ~	\$ 49.30	\$ 64.09	\$ 8,545.06	\$ 11,108.58	151	\$51.95	\$67.53	\$9,003.93	\$11,705.11	151	30%
Technical Services Manager ^	\$ 49.30	\$ 64.09	\$ 8,545.06	\$ 11,108.58	151	\$51.95	\$67.53	\$9,003.93	\$11,705.11	151	30%
Senior Management Analyst ~	\$ 48.81	\$ 63.45	\$ 8,460.46	\$ 10,998.60	150	\$51.43	\$66.86	\$8,914.78	\$11,589.22	150	30%
Accounting Manager ~	\$ 48.33	\$ 62.83	\$ 8,376.69	\$ 10,889.70	149	\$50.92	\$66.20	\$8,826.52	\$11,474.47	149	30%
Parks and Facilities Superintendent *	\$ 44.63	\$ 58.02	\$ 7,735.73	\$ 10,056.45	141	\$47.03	\$61.13	\$8,151.14	\$10,596.49	141	30%
Executive Assistant ~	\$ 42.04	\$ 54.66	\$ 7,287.41	\$ 9,473.63	135	\$44.30	\$57.59	\$7,678.74	\$9,982.37	135	30%
Golf Course Manager *	\$ 40.40	\$ 52.52	\$ 7,003.06	\$ 9,103.98	131	\$42.57	\$55.34	\$7,379.12	\$9,592.86	131	30%
Parks and Facilities Assistant Superintendent *	\$ 40.40	\$ 52.52	\$ 7,003.06	\$ 9,103.98	131	\$42.57	\$55.34	\$7,379.12	\$9,592.86	131	30%
Recreation Superintendent *	\$ 40.40	\$ 52.52	\$ 7,003.06	\$ 9,103.98	131	\$42.57	\$55.34	\$7,379.12	\$9,592.86	131	30%
Management Analyst ~	\$ 40.00	\$ 52.00	\$ 6,933.72	\$ 9,013.84	130	\$42.15	\$54.80	\$7,306.06	\$9,497.88	130	30%
Accountant II ~	\$ 35.15	\$ 45.69	\$ 6,092.40	\$ 7,920.12	117	\$37.04	\$48.15	\$6,419.56	\$8,345.43	117	30%
Accountant I ~	\$ 31.19	\$ 40.55	\$ 5,406.70	\$ 7,028.71	105	\$32.87	\$42.73	\$5,697.04	\$7,406.15	105	30%

COLA increase effective 1-1-2022 5.37%

Annual Uniform Allowance ~ \$285.00 ^ \$515.00 \* \$655.00

Monthly Car Allowance @ \$540.00 # \$600.00

Monthly Cell Phone Allowance \$75.00 [In addition, reimbursement for cell phone purchase once every two years up to \$400/once every three years up to \$500]

Longevity Pay > 15 yrs of service 2.50%

♦ - Human Resources Administrator replaced with Human Resources Manager effective 1-1-2022

District Accountant, District Treasurer, and District Clerk are Board Appointed positions compensated at \$100/year.

Revision Date 11/30/2021

October 2022

## EXECUTIVE ASSISTANT

**Employee Name:**

**Grade:**

**Status: Non-Exempt, Full-Time**

**Other:**

**Reports to: General Manager**

**Salary Range: \$28.84-36.05 / hour**

**Date:**

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### **Definition/Summary**

This is a single-position class responsible for a wide range of executive-level support and communication. The Executive Assistant reports to the General Manager with direction and oversight from the Office Finance Manager. This position will perform duties related to that of a Board Clerk. The employee is expected to exercise a high degree of tact, discretion, trust, judgment, and confidentiality in performing a wide variety of complex duties and assignments with only limited direction and supervision.

### **Essential Functions**

- Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing, or preparing agendas, information packets, legal notices, and the taking and transcribing of official minutes.
- Maintain records and files including confidential documents, records, and reports.
- Coordinate and supervise responses to records request under the California Public Records Act.
- Coordinate District public outreach and information programs including preparing special presentations, brochures, displays, articles, news releases, media clipping services, and District customer newsletters.
- Maintain mailing lists and electronic distribution lists.
- Operate a variety of audio and visual equipment.
- Attend and represent the District at meetings and events.
- Research and prepare correspondence, memoranda, reports, e-mails, policies, and procedures, and other miscellaneous documents.
- Monitor the status of pending inquiries and follow up as appropriate.
- Respond to customer or citizen inquiries, concerns, and complaints.
- Under the direction of the General Manager, arrange and schedule Board and Committee meetings
- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft, and oral instructions.
- Record documents at County Recorder's Office.
- Prepare, post, and publish public notices and documents.
- Prepare and compose resolutions, certifications, and other necessary documents.

- Assist in planning and implementing special events.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff, and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Coordinate legal notices with media for various public hearings.
- Load agendas, minutes, newsletters, and new releases onto the District's website.
- Attend meetings and perform other duties as assigned by the General Manager.
- May serve as secretary at various meetings, as needed.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

### **Other Duties**

- May provide some direction and coordination for the other District staff assigned to assist with data gathering and analytical studies.
- Presents District studies, services, and programs with the public, community groups, and other organizations.
- Perform other duties as required

### **Job Standards/Specifications**

#### **Knowledge of:**

- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws, Placer County document recording requirements, and procedures relating to the District and Board of Directors
- Methods and policies of records retention.
- Modern office practices and procedures.
- Public relations practices and principles.
- Legal terminology, forms, and procedures related to agendas, meetings, and actions of the Board of Directors.
- English usage, spelling, grammar, and punctuation.
- Modern office equipment including word processing, database, and spreadsheet applications.
- Principles and practices of customer service.

#### **Ability to:**

- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information.
- Learn the services, organization, and functions of the District.
- Meet and communicate tactfully, effectively, and calmly in stressful situations and/or when dealing with sensitive issues and people.
- Perform administrative support and public information duties with minimal supervision and direction.

- Exercise initiative and sound judgment in recognizing the scope of authority.
- Handle multiple assignments.
- Work with interruptions.
- Follow oral and written instructions.
- Learn, interpret, and apply Agency policies, procedures, laws, and regulations.
- Take dictation and type at a speed consistent with the timely completion of assignments and job duties.
- Screen and effectively route calls, mail, complaints, and requests for information.
- Operate a computer using word processing, business software, and other office equipment including audio-visual equipment.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Typical Physical Activities**

- Work in an office environment, lift and move objects up to fifteen (15) pounds such as large binders, books, and small office equipment.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use a keyboard.

### **Environmental Factors**

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work OT.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.

#### **Education:**

Equivalent to an associate or bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science, Communications, Journalism, Public Relations, or a related field. Work experience may be substituted for education.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be

cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District's Association within the first twelve (12) months of employment, if not obtained by the date of hire.

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

---

Employee Signature

Date

---

Supervisor Signature

Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.**

**RESOLUTION NO. 2022-XX**

**OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
APPROVING THE EXECUTIVE ASSISTANT POSITION  
AND ORGANIZATIONAL CHART**

**WHEREAS**, on July 12, 2022, the Board of Directors authorized the General Manager to initiate the process for creating a part-time Administrative Assistant position to assist the Office Finance Manager with day-to-day administrative tasks related to support for the Board of Directors, and the two-citizen advisory Brown Act committees (Finance and Irrigation); and

**WHEREAS**, the General Manager, the Office Finance Manager, and the Human Resources/IT Specialist have reviewed resources for developing the job description and salary schedule; and contacted the AFSCME Local 1 Employees Union; and

**WHEREAS**, on October 25, 2022, the General Manager met with the union representative to discuss a change to the job title from Administrative Assistant to Executive Assistant and the salary schedule; and

**WHEREAS**, the job description for Executive Assistant (**Exhibit A**) has received union approval and was presented to the Board of Directors for consideration, along with the amended Organizational Chart (**Exhibit B**); and

**WHEREAS**, there are funds in the Fiscal Year 2022/2023 Operating Budget for this labor cost.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT** the job description for the Executive Assistant position, and the amended Organizational Chart is approved; and the General Manager is authorized to initiate the recruitment process.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 15<sup>th</sup> day of November 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

Michael Saunders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

---

Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### **CERTIFICATION**

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 15<sup>th</sup> day of November 2022.

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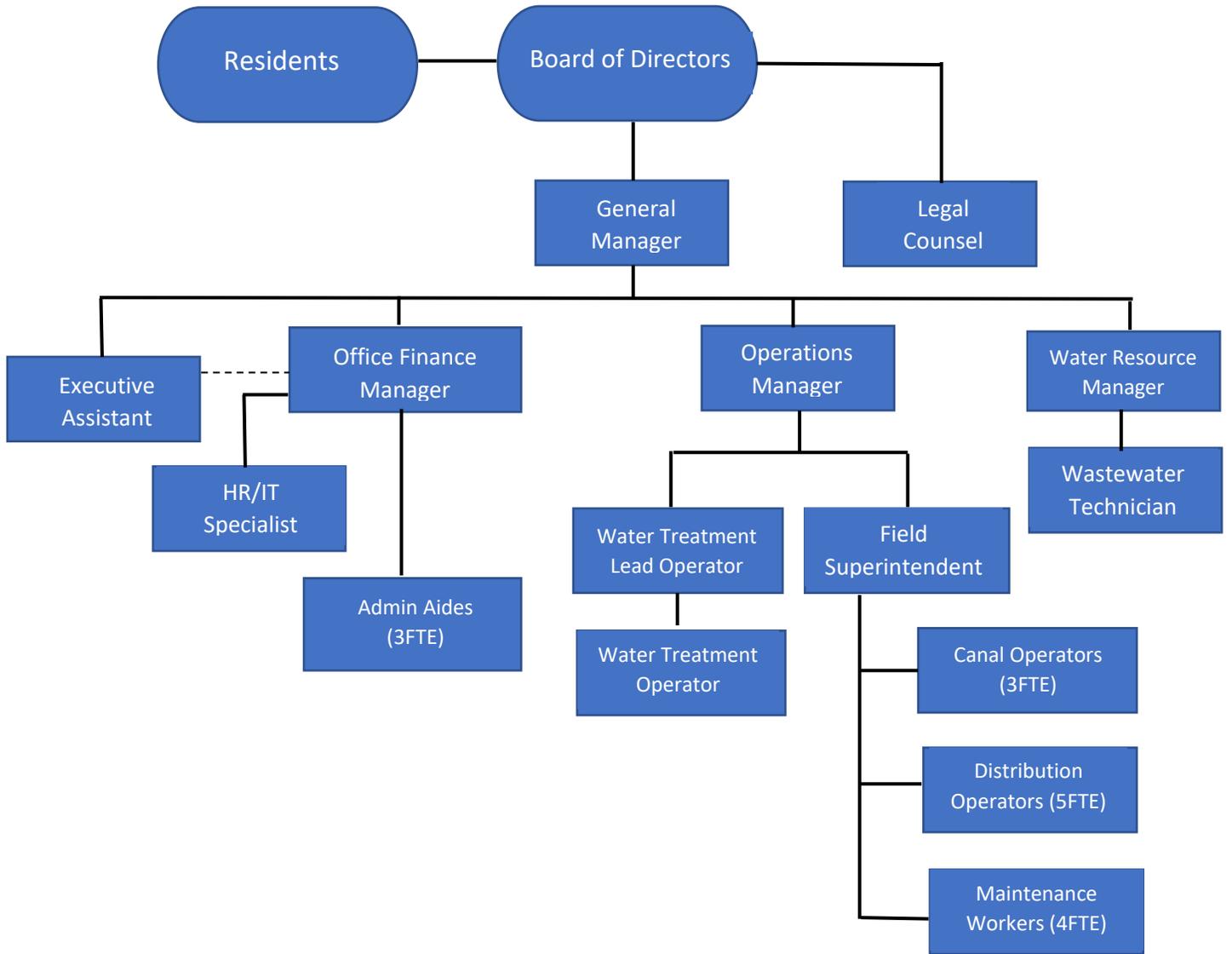
Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### **EXHIBITS:**

- A. Executive Assistant Job Description
- B. Revised Organizational Chart

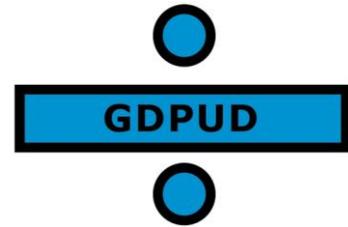
DRAFT

# Georgetown Divide Public Utility District [proposed] Organizational Chart



**District Employees**  
**25 – FTE**  
**Proposed Org Chart**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF NOVEMBER 15,  
2022 AGENDA ITEM NO. 9.H.**



**AGENDA SECTION: ACTION ITEMS**

**SUBJECT: DISCUSS POLICY FOR THE ROTATION OF BOARD OFFICER POSITIONS AMONG THE DIRECTORS**

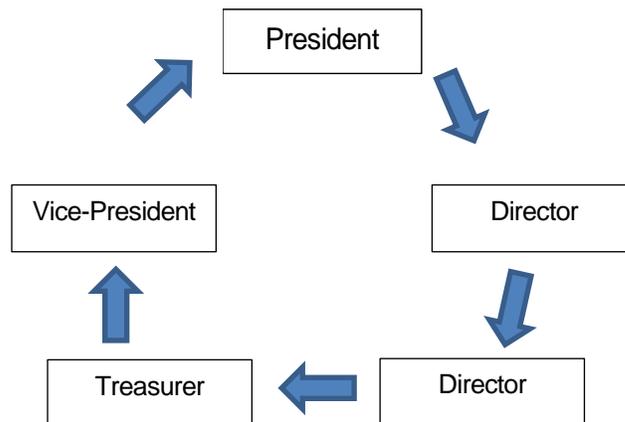
**PREPARED BY:** Gloria Omania, Interim Board Clerk

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

Some governing boards establish a protocol that provide for its five directors to rotate serving within the different officer positions on the board. For the Georgetown Divide Public Utility District Board of Directors, the rotation could be established as depicted in the following graphic:



An established leadership rotation protocol would provide greater transparency and would provide each Director with an opportunity to experience the various roles on the Board. Each Director brings to the Board a unique set of skills and experience that could benefit the District and allow them to grow in their positions. Additionally, knowing in advance that they will be rotating to the next position will allow the Director to prepare and observe the requirements of that role. Furthermore, this will encourage growing Directors' relationship by having the current Director sitting in that role provide some training and consultation. Lastly, this will allow all Directors to experience and better understand the differing pieces of how the District is managed.

**DISCUSSION**

The Board has traditionally reorganized in December or January after the November General Election. This is a good time to establish this protocol. This only serves as a suggestion from

the Board of Directors and is in no way a mandate for how the business of the Board of Directors should be handled. The following items should be addressed in establishing this protocol:

- Consider the rotation sequence (i.e., New Director ► Incumbent Director ► Treasurer ► Vice-President ► President).
- All officer positions should be held for a one-year term.
- Consider the process of transition.
- This recommendation can be lifted at anytime and only serves as guidance.

**FISCAL IMPACT**

There is no funding associated with this matter.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Staff recommends that the Board of Directors establish a policy for the rotation of Board officer positions among the five directors for the established term of one year.

**ALTERNATIVES**

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

**ATTACHMENTS**

**RESOLUTION NO. 2022-XX**

**OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
APPROVING THE ROTATION OF BOARD OFFICER POSITIONS  
AMONG THE DIRECTORS FOR A TERM OF ONE YEAR**

**WHEREAS**, some governing boards establish a protocol that provide for its five directors to rotate serving in the different officer positions on the board; and

**WHEREAS**, an established leadership rotation protocol would provide greater transparency and would provide each Director with an opportunity to experience the various roles on the Board; and

**WHEREAS**, each Director brings to the Board a unique set of skills and experience that could benefit the District and allow them to grow into their positions and gain a better understanding of how the District is managed; and

**WHEREAS**, the Board traditionally reorganizes in December or January after the November Election.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT** a policy be established for the rotation of Board officer positions among the five directors for the established term of one year.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 15<sup>th</sup> day of November 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

Michael Saunders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

---

Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 15<sup>th</sup> day of November 2022.

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Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

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