



WEST VALLEY WATER DISTRICT
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**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

MONDAY, OCTOBER 9, 2023 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

Director Kelvin Moore, Chair
Director Channing Hawkins

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee
2. Update on Employees on COVID-19 Leave
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Public Outreach and Governmental Affairs Department Restructure

IV. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee Agenda at the District Offices on October 5, 2023.

Elvia Dominguez

Elvia Dominguez, Board Secretary



**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
STAFF REPORT**

DATE: October 9, 2023
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources and Risk Manager
SUBJECT: PUBLIC OUTREACH AND GOVERNMENTAL AFFAIRS DEPARTMENT
 RESTRUCTURE

BACKGROUND:

West Valley Water District (WVWD) recognizes the need to enhance its presence in the community and improve relationships with government entities and stakeholders. To facilitate this, a restructuring of the Government and Legislative Affairs Department into a new department named "Public Outreach and Government Affairs" is proposed. By creating the Public Outreach and Government Affairs Department, it aims to:

- Strengthen public outreach and effectively engage with the community, educate them about WVWD's initiatives, projects, conservation programs and respond to their concerns.
- Work with our school districts to work with our local schools to increase classroom education.
- Enhance the Government Affairs aspect of the department by maintaining positive relationships with government agencies, policymakers, and relevant stakeholders to facilitate effective collaboration and advocacy for the district's goals.
- Monitoring legislative developments and working with our state and federal lobbyists to advocate for the interests of the district.

Additionally, this plan would develop an internal succession plan within the department, encouraging professional growth to ensure readiness of internal staff for future leadership roles while maintaining the department's continuity.

DISCUSSION:

Staff has created the proposed department restructuring, and title change which reflects a comprehensive succession plan and growth.

CPS Consulting is developing proposed job specifications for Strategic Communications Representative I/II, which reflect the requirements, duties, and responsibilities of the position as listed below:

Job Title	Education	Experience
Strategic Communications Representative I	Equivalent to a bachelor's degree from an accredited college or university with major coursework in public relations, marketing, communications, education, environmental sciences, or related field.	Two (2) years of experience providing professional support to a public information program.
Strategic Communications Representative II	Equivalent to a bachelor's degree from an accredited college or university with major coursework in public relations, marketing, communications, education, environmental sciences or related field Master's degree in a related field may substitute for one year of experience	Three (3) years of progressively responsible experience providing professional support to a public information program; or one (1) year of experience as a Strategic Communications Representative II with Western.

Required License / Certification	Desirable Licenses/Certifications
CA Class C Driver's License	J. Lindsey Wolf Certificate in Communications Basic PIO and JIC/JIS (G290-291) Accreditation in Public Relations (APR) or similar accreditation

The established and adopted annual salary range for these classifications is under review and being developed by CPS. The Strategic Communications Representative I/II job specification is recommended to be added to list of Authorized Positions and eliminate the Community Affairs Representative and Public Affairs Analyst.

FISCAL IMPACT:

The exact amount and related salary ranges are being developed by CPS. It will be forwarded when it is finalized.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for Committee consideration, and forward to the Board of Directors to approve and adopt the Authorized Full Time Positions and Salary Schedule that includes the following changes: add one (1) Strategic Communications Representative I (1) Strategic Communications Representative II, remove one (1) Community Affairs Representative, which is vacant and retitle (1) Public Affairs Analyst; and authorize the General Manager to execute the necessary documents.

JT:hs