



Regional Government Services (RGS) is a Joint Powers Authority that began serving California cities, special districts, counties, and other governmental entities in 2002. We work with public agencies, providing a ready source of consultative expertise and project delivery to meet the needs of our partner agencies in a broad range of service areas.

RGS offers expertise in human resources, communications, planning, finance, and employee benefits administration as well as project management and support services at all levels. We also offer a complete suite of training services for employees and management teams including team building retreats and strategic planning sessions.

Our team of Senior Advisors, supported by over 100 team members, has worked with more than 280 agencies throughout the state (and other states) from small municipalities to large metropolitan planning organizations. We don't have clients; we have partners who benefit from our low-cost delivery model and open source access to tools created to improve internal efficiencies and the delivery of services to the public.

We are evolving as our partners' needs are growing, offering more advisors for existing services and new services and solutions to agencies facing increasingly obligated revenues and increasing demands. We exist for one purpose: to help our partners succeed.

**CURRENT MEMBER AGENCIES**

- City of Dublin
- City of Larkspur
- City of Napa
- City of Soledad
- City of Walnut Creek
- Town of Yountville

**BOARD OF DIRECTORS**

- Dan Buckshi**  
City Manager
- Linda Smith**  
City Manager
- Michael McHatten**  
City Manager
- Fran Robustelli**  
Assistant City Manager
- Steve Rogers**  
Town Manager
- Dan Schwarz**  
City Manager

## HUMAN RESOURCES SERVICES

RGS provides a complete array of human resource (HR) management services to partner agencies, from strategic resources and policy planning, to operational and transactional activities such as recruitment, classification and compensation analysis (including FLSA compliance), benefits administration, employee relations case management, workplace investigations and disability management services. Our HR partnerships begin with a complete assessment of current operations, identifying critical needs and organizational priorities. Ongoing services and projects focus on developing and implementing effective administrative systems and HR best practices; and supporting agency managers' use of these practices to obtain outstanding staff performance, achieve compliance and meet organizational goals.



## EMPLOYEE BENEFITS PROGRAMS

The RGS team has established and cooperatively maintains benefit programs with and for public agencies. We have created and facilitated pools with other agencies to share costs or gain cost efficiencies to provide greater employee value for medical, dental, 401(a) and 457(b) plans. For more details, visit our Pooled Programs website page: [www.rgsca.gov/services/pooled-programs/](http://www.rgsca.gov/services/pooled-programs/)

## PROJECT MANAGEMENT & WORKLOAD SUPPORT

RGS provides both short- and long-term solutions at all levels. Our team provides skilled, experienced personnel to assess and strengthen organizational infrastructure, support organizational transitions, ensure project deliverables and outcomes are achieved, and mentor and coach staff as needed. In addition to services detailed in this brochure, additional areas of expertise include:



- **Risk Management Assessment and Program Development**
- **Workplace Safety Assessment and Program Development**
- **Procurement Programs**
- **CIP Program Coordination and Project Services**
- **Elections Process Coordination**
- **Public Records Act and Records Management**
- **Public Safety Administration Assessment and Program Development**



## EMERGENCY MANAGEMENT SERVICES

RGS provides comprehensive emergency and disaster management program support to local government agencies. The RGS team has developed and implemented a broad range of emergency management programs, projects, and services for cities, counties, and special districts throughout California. The RGS team has experience in all phases of emergency management, including preparedness, response, cost recovery, and mitigation. We have in-depth knowledge of local emergency management programs and systems specific to emergency operations center (EOC) functionality and development, EOC training & exercising, response system functions, FEMA compliant records & claims management, and overall emergency management program design & effectiveness.

## **PUBLIC ENGAGEMENT AND COMMUNICATIONS SERVICES**

RGS offers comprehensive communications services to municipal agencies. Our team has developed and implemented a broad range of communications efforts for cities, counties, special districts and regional planning agencies throughout California. Our areas of expertise include:



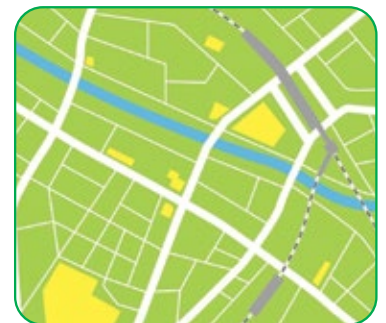
- **Communications Plan Development and Implementation**
- **On-call and Contract Public Information Services**
- **Media Relations**
- **Government Relations**
- **Crisis Communications**
- **Meeting Facilitation**
- **Graphic Services and Audio Visual Production**

We specialize in reaching out to underserved populations and resolving controversy. Let us help you with your next campaign!

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## **PLANNING AND ENVIRONMENTAL REVIEW SERVICES**

The RGS Planning team offers a wide range of land use planning and regulatory services to support public agencies in managing fluctuating workloads; preparing and processing General Plan elements, updates and amendments; Local Coastal Programs and Plans; Specific Plans, municipal code revisions to improve zoning and subdivision regulations; and the processing of commercial, industrial, residential, and mixed-use urban development projects through a variety of regulatory agencies and procedures. Our experience encompasses the preparation of complex reports and studies on such issues as growth management, coastal development, design review, and development policy evaluation. We can also assist agencies with the preparation of CEQA documents and related technical studies, plan checking for regulatory compliance and mitigation monitoring.



## **GOVERNMENT FINANCE**

RGS provides comprehensive financial consulting services to partner agencies, delivering director-level strategic and policy planning, as well as operational analysis, and project delivery. Our finance partnerships begin with a complete assessment of current operations, identifying critical compliance issues and organizational priorities. RGS can also provide ongoing services that include the development and implementation of an array of administrative systems, support and staff development to achieve compliance and meet organizational goals.

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## **TRAINING AND TEAM BUILDING PROGRAMS**

RGS is a resource for a range of staff development services, specializing in supervisory and management skill-building academies, management coaching and team building retreats. Programs include:

- **Supervisor/Manager Training Academy**
- **Lead/Sr. Worker Training Academy**
- **Board/Council Retreats and Team Building**
- **Employee Team Building**
- **Customized Individual Executive Coaching**





## PARTNER WITH RGS!

Contact us today to learn more about our services and partnership opportunities at 844.587.7300



### STRATEGIC PLANNING SERVICES

RGS supports cities, metropolitan planning organizations, special districts and other local governments in their efforts to create sustainable communities. Our consultants have direct experience resolving the unique challenges inherent in delivering consistent, high quality services in a cost-effective manner. RGS consultants also have experience incorporating considerations for establishing an economic base that supports local jobs and revenue generation. Strategic Plans help agencies prioritize their efforts, allocating both fiscal and human resources to achieve their mission, vision and goals. A Strategic Plan can build on past efforts and position agencies for future success; enabling all departments to have a clear understanding of their role in addressing short-term challenges and long-term needs. RGS offers a complete range of strategic planning options from those with community-wide involvement to more scaled down options for elected and/or appointed officials and staff. Our programs can also be adapted to include implementation plans for individual departments.

### FOR INQUIRIES

Chris Paxton  
Client Service Requests  
650.587.7300 x38  
cpaxton@rgs.ca.gov

### MANAGEMENT TEAM

Richard Averett  
Executive Director/CFO  
831.308.1508  
raverett@rgs.ca.gov

Sophia Selivanoff  
Deputy Executive Director  
Client Services  
650.587.7315  
sselivanoff@rgs.ca.gov

## **RECRUITMENT SERVICES FOR LOCAL GOVERNMENT AGENCIES**

The RGS Recruitment Team currently provides partner agencies with comprehensive recruitment, selection, and pre-employment processing services for all types of agency jobs. Services include:

### **Process Management**

- A single team member is assigned as the partner agency's point of contact, and works collaboratively with the partner agency to:
  - Establish project timeline, and qualitative/quantitative hiring goals.
  - Develop a marketing plan and effective advertising placement and outreach activity, including a plan for passive candidate search.
  - Develop an applicant selection process, including development of focused questions to ensure applicants all respond to identified initial screening criteria.
  - Create a job bulletin for marketing the position through the online posting and advertising sources.
  - Coordinate with partner agency website administrator to ensure effective placement of recruitment and employment-related information on partner agency website.
  - Provide comprehensive records documenting the selection process.
  - Prepare and deliver all communications to all candidates.

### **Recruitment Activity**

- Post materials in online application system (either RGS' NEOGOV account, or partner agency's applicant tracking system).
- Post recruitment materials on partner agency's website.
- Place advertising using a variety of media and deliver email or other social media outreach.
- Conduct candidate communication throughout our process to increase engagement.

### **Selection Process Options**

- Conduct initial application/resume screening for required minimum qualifications, and other identified criteria.
- Develop and conduct phone screening to further evaluate candidate qualifications, including schedules, interview questions, rating forms, rater and candidate guides.
- Create a "Qualified and/or Most Qualified" group(s) for partner agency review.
- As agreed with partner agency, develop and administer skills testing selection processes such as written exams, software skills application, etc.
  - RGS has agreements with several test vendors and typically uses an online videoconferencing platform to provide remotely-delivered and appropriately proctored job skills testing.
- Develop and deliver all oral exam (role plays, performance exercises, and/or assessment exercises) and/or selection interview materials, including schedules, interview questions, rating forms, rater and candidate guides.
- Arrange interview logistics and proctor interviews, including sourcing and scheduling qualified interview panelists (raters), providing all rater paperwork and supplies, arranging hospitality as agreed for interview panel and candidates.

## **Other Pre-Employment Screening Processes Available Upon Request**

- Conduct reference checks.
- Arrange for medical and/or psychological exams.
- Arrange for background and court records check services.
- Arrange for fingerprinting.

## **Guiding Principles**

The RGS Recruitment Team operates according to the principles and best practices of merit selection based on objective assessment of job-related qualifications; and complies with all local, state, and federal anti-discrimination and equal opportunity guidelines. We collaborate with our partner agencies to achieve selection of high-quality employees in a timely and cost-effective manner. The team is committed to inclusive processes, and to developing workforce diversity through consideration of the widest possible range of qualified candidates. RGS exercises creativity and skill in our approach to identifying and assessing critical job-related skills.

## **Accomplishments**

The Recruitment Team has successfully filled a diverse variety of positions for partner agencies, from entry-level staffing to executive leadership roles:

- Administrative Assistant
- Accountant
- Code Enforcement Officer
- Customer Service Representative
- Director of Administrative Services
- Director of Public Works/City Engineer
- Engineer
- Financial Analyst
- HR Administrator
- Library Director
- Maintenance Worker
- Police Officer
- Senior IT Analyst
- Transit Planner
- Wastewater Treatment Operator Trainee

The Recruitment Team has also designed and successfully administered a variety of customized performance exercises to measure: trades and labor skills for water and maintenance positions; supervisory communication skills; interpretation and application of building code to plans; and written communication skills. The team has developed and administered complex assessment processes with up to four assessment activities occurring simultaneously, and has successfully included community and organized labor stakeholders in selection processes.

## **The RGS Recruitment Team**

Led by Senior HR Advisor Kay Randolph-Pollard, the core RGS recruitment team is currently comprised of six RGS HR Advisors. The team is designed for a mix of recruitment and selection experience, as well as project management, interpersonal, technology, and communication skills. RGS' goal is to assign work to an appropriate level of qualified staff to provide effective pricing to partner agencies, and the team accordingly contains a balanced mix of project strategists, analyst-level problem solvers, and technically-focused production personnel.

FOR MORE INFORMATION OR TO GET YOUR RECRUITMENT STARTED,  
PLEASE CALL KAY AT 650-587-7314, or email at [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov).

**Regional Government Services**  
**Proposal for Del Paso Manor Water District for an Executive Level recruitment**

Subject to the terms and conditions of an Agreement with RGS, RGS shall assign an RGS employee or employees to provide executive recruitment services which include performing any or all of the functions described below, as requested by the District:

- Update the existing job description for the position for accuracy and currency to job duties and requirements.
- Conduct a compensation review for the position in preparation for recruiting for the position.
- Have an initial planning meeting with the District leadership to:
  - Identify key needs.
  - Develop a selection plan (selection plan requires the active participation/interaction of District staff and/or Board of Directors or sub-committee of the Board throughout the process.)
- Prepare a job recruitment bulletin, and any associated organizational information materials.
- Develop and reach agreement on a recruitment schedule.
- Write and place advertising (advertising costs are an additional fee – costs passed on with no markup).
- Conduct targeted outreach to potential candidates.
- Review applications and synopsisizing each qualified candidate's education and experience.
- Conduct candidate phone screening synopsisizing each qualified candidate's experience.
- Meet with appropriate District staff (likely Board Chair or sub-committee) to review candidates and identify candidates for interview.
- Schedule and administer interview(s) with Board Sub-committee or full Board, and candidates, including development of questions and other assessment materials.
- Oversee the onboarding process to include reference checks/background investigation for the finalist candidate(s) (We will coordinate the completion of a background check through District's vendor.).
- Prepare and present a job offer, and/or negotiate compensation and benefits on behalf of the District.
- Provide timely and professional communications to the District and all applicants throughout the selection process.

Some of these tasks/steps may be modified depending on needs of the District.

This recruitment is expected to take approximately 90 hours of consultant time. District will only be invoiced for the actual hours worked. Hourly rate for this work is at \$125.00 with a \$15,000 not to exceed amount for hours worked. Consultant travel expenses and direct expenses for advertising and background investigation report are not included in the NTE costs. District will be informed of advertising costs prior to advertisements being placed. Should the activities take more time than anticipated, consultant will not proceed on additional work without direct authorization from designated District authority.

In addition, District will be invoiced for printing/copying fees, advertising costs, or any other such direct costs incurred as part of this work.

The RGS employee primarily assigned is to be determined, Consultant/Human Resources Advisor, who will perform work and who may also direct tasks to other RGS staff with equal or lower bill rates at the Consultant's discretion.

The start date for the services to be performed is February 15, 2020, and this agreement is anticipated to remain in force through June 30, 2020.

# RGS 2019 RATE SHEET

Title	Hourly Rate
<b>Chief Operating Officer</b>	\$125 to \$215
<b>Deputy Chief Operating Officer</b>	\$120 to \$195
<b>Senior/Lead Advisor</b>	\$115 to \$190
<b>Advisor</b>	\$105 to \$160
<b>Project Advisor</b>	\$95 to \$125
<b>Project Coordinator</b>	\$75 to \$120
<b>Technical Specialist</b>	\$65 to \$115

Regional Government Services may charge travel expenses at the current Federal rate for advisor travel to and from agency worksite.





**REGIONAL  
GOVERNMENT  
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

**RGS 2020**

# **RECRUITMENT SERVICES DIRECT COST RATE SHEET**

<b>Service</b>	<b>Rate</b>
Use of RGS NeoGov Applicant Tracking for Posting (includes Governmentjobs.com Ad)	\$475 Per recruitment posting
LinkedIn Ad Posting	\$450 Per Posting
LinkedIn Professional Passive Candidate Search	\$325 Per search
Candidate Remote Online Skills Test	\$25 Per candidate per testing session

Regional Government Services also charges actual hours worked based on the advisor rate for services provided as listed on the Advisor Rate Sheet.



Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations – Agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

### **Our Values**

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public-sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each Agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each Agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each Agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

### **How RGS Does Business**

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public Agency, partnering is valued. We look out for each Agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.

## **Agreement for Management and Administrative Services**

**This Agreement** for Management Services (“Agreement”) is made and entered into as of the **XX** day of **MONTH** 2019, by and between the **AGENCY**, a municipal Agency (“Agency”), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

### **RECITALS**

**THIS AGREEMENT** is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

### **TERMS AND CONDITIONS**

**Section 1. Services.** The services to be performed by RGS under this Agreement shall include those services set forth in the attached **Exhibits**, which are incorporated by this reference herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

**1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the types of services that RGS agrees to provide in the geographical area in which RGS operates.

**1.2 Lead Advisor.** To ensure quality and consistency for the services provided, RGS also assigns a lead advisor to Agency. The lead advisor is available to assigned RGS staff and to Agency management and will check in regularly with both to address program/project directives. Typically lead advisor time is not billed to Agency, with some exceptions where significant programmatic direction is provided.

**1.3 Reassignment of Personnel.** Assignment of personnel to provide the services described in the **Exhibits** is at the sole discretion of RGS. In the event that Agency or RGS, at any time during the term of this Agreement, desires the reassignment of personnel, Agency and RGS shall meet and discuss in good faith to address the issue of concern, including but not limited to reassigning such person or persons.

**1.4 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance described above and to provide the services described in the **Exhibits**.

**Section 2. Term of Agreement and Termination.** Services shall commence on or about **DATE**, 2019, and this Agreement is anticipated to remain in force to **DATE**, 2019, at which time services may continue on a month-to-month basis until one party terminates the Agreement, or if Exhibit A contains a “not to exceed” amount, until that amount of charges has been reached, at which point the Parties shall either amend or terminate this Agreement. This Agreement may be terminated by either Party, with or without cause, upon 30 days’ written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency which determination shall be made in good faith. If Agency determines that the services performed by RGS are not satisfactory, Agency may terminate this Agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

**Section 3. Compensation.** Payment under this Agreement shall be as provided in the **Exhibits**.

**Section 4. Effective Date.** This Agreement shall become effective on the date first herein above written.

**Section 5. Relationship of Parties.**

**5.1** It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS employees only insofar as the results of RGS’ services rendered pursuant to this Agreement. In furtherance of this Section 5.1, the Parties agree as follows:

**5.1.1** Agency shall not request from RGS or from an RGS employee providing services pursuant to this Agreement an RGS employee’s Social Security Number or other similar personally identifying information.

**5.1.2** Agency shall not report an RGS employee to a third party as an employee of Agency. For the purposes of this Section 5.1, “third party” means another government agency, private company, or individual.

**5.1.3** In the event that a third-party requests information about an RGS employee—including but not limited to personally identifying information, hours or locations worked, tasks performed, or compensation—Agency shall inform RGS of the request prior to responding. If Agency possesses such information about an RGS employee, the Parties shall confer in good faith about an appropriate and legally compliant response to the request.

- 5.2** RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. The positions of RGS staff that will coordinate services to the Agency are indicated in the **Exhibits**. The Executive Director or assigned supervising RGS staff will consult with Agency on an as-needed basis to assure that the services to be performed are meeting Agency's objectives. At any time the RGS employee may be providing services to one or more RGS clients concurrent with the services being provided under this Agreement.
- 5.3** Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the **Exhibits**.
- 5.4** RGS employees may require access to Agency's computer systems and networks to complete the assigned services. RGS requires its employees to agree to appropriate system usage policies, which include a pledge not to use partner agency electronic equipment for anything other than partner agency work. (These policies can be provided to Agency upon request.)
- 5.5** Agency shall not have any right to discharge any employee of RGS from RGS employment.
- 5.6** RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker's compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including employment or other taxes; and provide Agency with proof of payment of taxes on demand.

**Section 6. Loss Occurrence Coverage.** RGS is self-insured and maintains loss occurrence coverage through its membership in the Municipal Insurance Cooperative ("MIC"), a California Joint Powers Authority, which is a risk purchasing joint powers authority. Consistent with sections 990.4 and 990.8 of the Government Code, the MIC provides coverage to RGS, in excess of its member retained limit, against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors.

**6.1 Workers' Compensation Coverage.**

**6.1.1 General requirements.** RGS shall, at its sole cost and expense, maintain Workers' Compensation coverage and Employer's Liability coverage with limits of not less than \$1,000,000.00 per occurrence.

**6.1.2 Waiver of subrogation.** The Workers' Compensation coverage shall be endorsed with or include a waiver of subrogation in favor of Agency for all work performed by RGS, its employees, agents, and subcontractors.

## **6.2 Commercial General, Automobile, and Professional Liability Coverages.**

**6.2.1 General requirements.** RGS, at its own cost and expense, shall maintain commercial general and automobile liability coverage for the term of this Agreement in an amount not less than \$2,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability coverage in an amount not less than \$2,000,000 aggregated for bodily injury, personal injury, and property damage.

**6.2.2 Minimum scope of coverage.** The MIC Memorandum of Coverage (MOC) is not written on ISO forms but provides coverage at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); and (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 001, code 1 (any auto).

**6.3 Professional Liability Insurance.** RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability coverage for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions.

## **6.4 All Policies Requirements.**

**6.4.1 Coverage requirements.** Each of the following shall be included in the coverage or added as an endorsement:

- a. Agency and its officers, employees, agents, and volunteers shall be covered as additional covered parties with respect to RGS' general commercial, and automobile coverage for claims, demands, and causes of action arising out of or relating to RGS' performance of this Agreement and to the extent caused by RGS' negligent act, error, or omission.
- b. An endorsement to RGS' general commercial and automobile coverages must state that coverage is primary with respect to Agency and its officers, officials, employees and volunteers.
- c. All coverages shall be on an occurrence or an accident basis, and not on a claims-made basis.

**6.4.2 Acceptability of coverage providers.** All coverages required by this section shall be acquired through providers with a Bests' rating of no less than A: VII or through sources that provide an equivalent level of reliability.

**6.4.3 Verification of coverage.** Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements are to be signed by a person authorized by the MIC to bind coverage on its behalf. Agency reserves the right to require complete, certified copies of all MOC at any time.

**6.4.4 Subcontractors.** RGS shall include all subcontractors as insureds under its coverage or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**6.4.5 Variation.** During the term of this Agreement, RGS may change the insurance program in which it participates. RGS will provide reasonable notice of any such change to Agency and replacement copies of Certificates of Coverage and endorsements.

**6.4.6 Deductibles and Self-Insured Retentions.** RGS shall disclose any self-insured retention if Agency so requests prior to performing services under this Agreement or within a reasonable period of time of a request by Agency during the term of this Agreement.

**6.4.7 Maintenance of Coverages.** The coverages stated herein shall be maintained throughout the term of this Agreement and proof of coverage shall be available for inspection by Agency upon request.

**6.4.8 Notice of Cancellation or Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS earliest possible opportunity and in no case later than five business days after RGS is notified of the change in coverage.

## **Section 7. Legal Requirements.**

**7.1 Governing Law.** The laws of the State of California shall govern this Agreement.

**7.2 Compliance with Applicable Laws.** RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.

**7.3 Reporting Requirements.** If there is a statutory or other legal requirement for RGS to report information to another government entity, RGS shall be responsible for complying with such requirements.

**7.4 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.

- 7.5 Licenses and Permits.** RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to provide the services contemplated by this Agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.
- 7.6 Nondiscrimination and Equal Opportunity.** RGS shall not discriminate on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

## **Section 8. Keeping and Status of Records.**

- 8.1 Records Created as Part of RGS' Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Agency. RGS hereby agrees to deliver those documents to Agency upon termination of the Agreement, if requested. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Agency and are not necessarily suitable for any future or other use.
- 8.2 Confidential Information.** RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.



**8.3 RGS Books and Records.** RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.

**8.4 Inspection and Audit of Records.** Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Agency or as part of any audit of Agency, for a period of three years after final payment under the Agreement.

**Section 9. Non-assignment.** This Agreement is not assignable either in whole or in part without the written consent of the other party.

**Section 10. Amendments.** This Agreement may be amended or modified only by written Agreement signed by both Parties.

**Section 11. Validity.** The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

**Section 12. Disputes.** Should any dispute arise out of this Agreement, Agency agrees that it shall only file a legal action against RGS, and shall not file any legal action against any of the public entities that are members of RGS.

**Section 13. Venue/Attorneys' Fees.** Any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

**Section 14. Mediation.** Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

**Section 15. Employment Offers to RGS Staff.** Should Agency desire to offer permanent or temporary employment to an RGS employee who is either currently providing RGS services to Agency or has provided RGS services to Agency within the previous six months, said Agency will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff.

**Section 16. Entire Agreement.** This Agreement, including the **Exhibits**, comprises the entire Agreement.

**Section 17. Indemnification.**

**17.1 RGS' indemnity obligations.**

RGS shall indemnify, defend, and hold harmless Agency and its legislative body, boards and commissions, officers, and employees ("Indemnitees") from and against all claims, demands, and causes of action by third parties, including but not limited to attorneys' fees, arising out of RGS' performance of this Agreement, to the extent caused by RGS' negligent act, error, or omission. Nothing herein shall be interpreted as obligating RGS to indemnify Agency against its own negligence or willful misconduct.

**17.2 Agency's indemnity obligations.** Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely because of a duty any of them performs in accordance with the services outlined in Exhibit B.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where an Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.

Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this Agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

**17.3 Obligations and indemnity related to defined benefit retirement plan participation.**

- a. RGS and Agency acknowledge and agree that, if Agency participates in a defined benefit plan (such as CalPERS, a defined benefit pension Plan, or Social Security) or ("Retirement Program"), it is possible that the Retirement Plan may find that RGS employees providing services pursuant to this Agreement are employees of Agency and should be registered with the Retirement Program as employees of Agency, which possibility is the same as if Agency were contracting with a private consulting firm. Pursuant to Section 5.1 of this Agreement, Agency has an

obligation to treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of Agency. Agency agrees not to ask RGS employees for personally identifying information.

- b. In the event that the Retirement Program initiates an inquiry that includes examination of whether individuals providing services to Agency are Agency's employees, Agency shall inform RGS within five days and share all communications and documents from the Retirement Program that it may legally share. Agency and RGS shall cooperate to determine the manner of responding to the inquiry and what, if any, documents to provide.
- c. In the event that the Retirement Program makes a finding that one or more RGS employees are employees of Agency, Agency shall promptly inform RGS and share all communications and documents from the Retirement Program that it may legally share. RGS and Agency shall cooperate in determining how to respond to the Retirement Program, including but not limited to whether and how to make any corrections described by the Retirement Program.
- d. RGS and Agency each reserves the right to file an appeal of the Retirement Program's finding that an RGS employee is an employee of Agency and should be registered with the Retirement Program as an employee of Agency and to challenge such a decision in court. Agency assigns its right to file an appeal of such a finding, if Agency does not itself file an appeal. In the event that either RGS or Agency files an appeal or court challenge, RGS and Agency each agree to cooperate with each other in pursuit of the action.
- e. Notwithstanding Section 17.1 of this Agreement, RGS and Agency shall each bear their own costs in responding to an inquiry by a Retirement Program, including but not limited to costs of an appeal or court challenge. In the event that (1) Retirement Program finds that an RGS employee is an employee of Agency and should be registered in the Retirement Program as an employee of the Agency; (2) Retirement Program finds that a payment is required to register the employee as an employee of Agency; and (3) neither RGS nor Agency challenges those findings or the payment is upheld in a final appeal or court decision, RGS' obligation for any payments to Agency for Retirement Program benefits shall be limited to 50% of the employer's share of those payments that Agency may be required to pay.

**Section 18. Notices.** All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, or by email transmission addressed as follows:

**Agency:** INFO

**RGS:** Regional Government Services Authority  
P. O. Box 1350  
Carmel Valley, CA 93924  
Email: contracts@rgs.ca.gov

Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00p.m. on a regular business day or else on the next business day.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: \_\_\_\_\_, 2019 **Agency**

By: \_\_\_\_\_  
AGENCY

APPROVED AS TO FORM:

DATED: \_\_\_\_\_, 2019 By: \_\_\_\_\_  
Attorney

DATED: \_\_\_\_\_, 2019 **Regional Government Services Authority**

By: \_\_\_\_\_  
Richard H. Averett, Executive Director

## Exhibit A

### **Compensation.**

1. **Fees.** Agency agrees to pay to RGS the hourly rates set forth in the tables below for each RGS employee providing services to Agency, which are based in part on RGS' full cost of compensation and support for the RGS employee(s) providing the services herein described.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS' costs of providing the services required hereunder, including salaries and benefits of employees. The Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

Consequently, the Parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. On July 1 of each year, RGS' hourly bill rates will be adjusted by the percentage change in the Consumer Price Index (Bureau of Labor Statistics, CPI for urban wage earners and clerical workers in the San Francisco-Oakland-San Jose area) ("CPI") for the twelve months through the end of December of the prior year. Irrespective of the movement of the CPI, RGS will not adjust its hourly rates downward; nor will RGS adjust its hourly rates upward in excess of a five percentage (5%) change, excepting instances where there was no increase in the prior year's hourly rates. In that event, RGS will adjust its hourly rates by the full percentage change in the CPI for the twelve months through the end of December of the prior year.

2. **Reimbursement of RGS' Administrative Cost.** Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 30 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of one-half of one percent per month, which is an annual percentage rate of six percent, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 5 working days' advance written notice.

**Payment Address.** All payments due RGS shall be paid to:  
Regional Government Services Authority  
PO Box 1350  
Carmel Valley, CA 93924

***[EXHIBIT A CONTINUES ON FOLLOWING PAGE]***

## AGENCY CONTACTS

**Agency Billing Contact.** Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL

**Agency Insurance Contact.** Please provide the contact person to whom the certificate of coverage should be sent:

NAME	ADDRESS

### RGS STAFF

CLASSIFICATION	HOURLY RATE*
Chief Operating Officer	\$125 to \$215
Deputy Chief Operating Officer	\$120 to \$195
Senior/Lead Advisor	\$115 to \$190
Advisor	\$105 to \$160
Project Advisor	\$95 to \$125
Project Coordinator	\$75 to \$120
Technical Specialist	\$65 to \$115

\*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup and will fall outside of the not-to-exceed (if established) for services provided.

## **Exhibit B**

**Scope of Services.** RGS shall assign an RGS employee or employees to perform the functions as described below:

- Perform the functions as assigned by the RGS lead advisor.
- Be reasonably available to perform the services during the normal work week.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency project manager and with the RGS lead.
- Perform other duties as are consistent with the services described herein and approved by the RGS lead advisor.
- Perform related work as required as approved by the RGS lead advisor.
- Such employee may perform services at Agency offices available or at other locations.

Sample

## Succession Planning Ad Hoc Recommendation

### Proposed Timeline:

- |                                    |                        |
|------------------------------------|------------------------|
| 1. Advertising Period              | Feb. 1-29              |
| 2. Applications Due                | March 16               |
| 3. Succession Committee Interviews | March 20               |
| 4. Board of Director Interviews    | March 27               |
| 5. Offer Letter                    | TBD                    |
| 6. Vetting & Contract Negotiations | TBD                    |
| 7. Start Date                      | Approx. April 13, 2020 |

### Job Advertisement

**Title of Position:** General Manager

**System Name:** Del Paso Manor Water District

**Contact Name:** TBD

**E-mail Address:** TBD

**Salary Range:** \$80 - \$110K per year

**Benefits:** CalPERS Retirement (Classic 2% @55; PERPA 2% @62); Generous Health Insurance Contribution for employee and dependents; fully paid Dental, Vision & EAP for employee and dependents; paid vacation and sick leave; 13 paid holidays

**Deadline to Apply:** TBD

### Job Description:

Del Paso Manor Water District in Sacramento County was founded in 1956 and provides water to over 1,800 residential and commercial customers. The District is responsible for maintaining the infrastructure of a delivery system that provides groundwater from eight wells to our ratepayers. Our mission is to assure that the water meets or exceeds required water quality standards, and that there is always a reliable supply of water for the health and safety of the District's residents, businesses, and institutional users.

We are seeking candidates with experience in public agency management and knowledge of infrastructure planning. The General Manager is responsible for keeping our district in compliance with county, state, and federal regulations. This position supervises three employees and reports to a five-member board of directors.

For more information and the full job announcement, please visit our website at:

[www.delpasomanorwd.org](http://www.delpasomanorwd.org)



## Succession Planning Ad Hoc Recommendation

AD LOCATION	COMMITTEE RECCOMENDATION	TOTAL COST	CONTACT	START DATE
INDEED.COM	YES	Free for 30 days		
CAREER BUILDER	NO	\$219 / month		
ZIP RECRUITER	NO	\$250 / month		
DPMWD WEBSITE	YES	Free		
SACRAMENTO BEE	YES (2 Sundays)	Approx. \$300 per Sunday	916-390-7119	
BC WATER JOBS	YES	\$200 for 30 days		
CRWA	YES	Free for 30 days	916-553-4900	
CSDA	YES	\$105.00 for 30 days	916-442-7887	
ACWA	YES	\$475 for 60 day web ad	916-441-4545	
RWA	YES	Free eblast to members	916-947-8033	
SAWWA	NO	No Response	916-641-9173	
LinkedIn	NO	Paid Advertising		

Total estimated cost of advertising = \$1,855 (not to exceed \$2,000)

DRAFT

**DEL PASO MANOR WATER DISTRICT**  
**Job Description**

**Job Class:** General Manager  
**FLSA Status:** Exempt  
**Supervisor:** Board of Directors  
**Effective Date:** TBD

**The Water District**

Del Paso Manor Water District was founded in 1956 when a group of residents formed a public water agency under the California County Water District Act under Water Code § 30000 *et seq.* Our Mission is to provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection.

We provide potable water for residential, commercial and institutional use. The District is responsible for maintaining the infrastructure delivery system that provides the water to customers, to assure that the water meets or exceeds required water quality standards, and that there is always a reliable supply of water for the health and safety of the District's residents, businesses, and institutional users.

Del Paso Manor Water District is directed and governed by a five (5) member Board of Directors elected at large by the registered voters who reside within the District. Policy direction is set by the Board of Directors and administered by the General Manager. The people who are elected Board Members must reside in the District and thus have the same concerns as other residents.

The majority of our wells and distribution system date to when they were first installed by the developers between 1949-1955. While we are proud of our history, we face system mapping challenges due to the transformations since our inception. When Del Paso Water Company sold the water system to the District, they provided very few maps of the distribution system. Additionally, well documentation requirements in the 1940s were not the same as they are today.

**Description and Distinguishing Characteristics**

Under broad policy and general administrative direction from the Board of Directors ("the Board"), the General Manager plans, organizes, directs and reviews the overall administrative activities and operations of the District; provides advice and assists the Board; and represents the District's interests at local, regional, state, and federal levels. The position is employed under contract as the General Manager for the District, which is the highest-level position in the organization. This position reviews budget requests, makes recommendations to the board on final expenditure levels, and is responsible for employer-employee relations.

**Broad Duties**

The broad duties of the General Manager are set forth in the California Water Code as follows:

**Section 30580**

The General Manager shall:

- (a) Have full charge and control of the maintenance, operation, and construction of the water works or water-works system of the District.
- (b) Have full power and authority to employ and discharge all employees at pleasure.
- (c) Prescribe the duties of employees.
- (d) Fix and alter the compensation of employees subject to approval by the Board.

**Section 30581**

The General Manager shall also:

- (a) Perform other duties imposed by the Board.
- (b) Report to the Board in accordance with the rules and regulations as it adopts.

**DEL PASO MANOR WATER DISTRICT**  
**Job Description**

**Essential Duties and Responsibilities**

The following duties are typical for this position. Depending upon the assignment, the position may not perform all of 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. The Board retains the right to add, remove, or change duties at any time. This position is full time and requires a minimum of forty (40) hours of work per week performing District duties. Attendance at all District board and committee meetings is required.

- Serve as the Chief Administrative Officer for the District.
- Perform as the District Incident Manager when Emergency Response Plan is implemented.
- Serve as the District's spokesperson to the media, general public, and ratepayers after consultation with the Board of Directors and general counsel.
- Effectively represent the District and its interests with federal, state and local agencies and elected officials, other special districts, professional groups, and the public.
- Responsible for the District's Conservation Program, including performing audits as necessary.
- Direct projects, programs, grants, and contracts.
- Prepare leases and agreements with other agencies
- Responsible for the safety and security of all District owned and leased properties including all equipment.
- Comply with District, local, state and federal regulations; work with consultants on regulatory and compliance requirements; provide advice/consultation regarding legislation to the District and Board.

**Personnel**

- Budget and approve the appointment of personnel.
- Assume responsibility for District personnel matters, including employment procedures, grievances, classification, compensation, and employer-employee relations.
- Provide leadership and guidance to all District employees.
- Provide coverage for the job duties of employees when they are on vacation or sick leave.
- Mentor, supervise, train, discipline, and evaluate the performance of direct reports.
- Maintain awareness of operation practices and recommend changes which increase the efficiency and economy of District operations.
- Confer with outside legal counsel on legal and regulatory issues affecting the District.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Manage in-house and outsourced functions: Payroll, Information Technology, Engineering, and others, as needed.
- Prepare payroll data, reports, and review timecards.

**Board of Directors**

- Attend District Board and committee meetings; present reports and agenda items regarding District programs.
- Represent the District as Secretary of the Board, (if so appointed), and serve on committees as appointed.
- Direct the development, implementation and enforcement of District goals, objectives, policies, regulations, and procedures; approve new or modified programs, systems, and administrative/personnel policies and procedures.
- Coordinate District activities with outside agencies and organizations.
- Provide consultation, advice, and recommendations for the Board's consideration and adoption; provide staff assistance to the Board.

**DEL PASO MANOR WATER DISTRICT**  
**Job Description**

- Direct and oversee the development of Board agendas.
- Research, prepare, and present technical and administrative reports and studies to the Board and a variety of committees and the public; prepare written correspondence.

**Financial Management**

- Maintain a documented system of accounting and operations policies and Standard Operating Procedures.
- Design and implement an organizational structure adequate for achieving the District's goals and objectives
- Direct and oversee the development, presentation, and administration of the District budget; make recommendations to the Board on final expenditure levels.
- Prepare and review District contracts, leases, and agreements with vendors and other agencies, along with other legal and financial documents.
- Countersign all contracts, leases, and agreements as Secretary of the Board, (if so appointed), after review of District counsel, Board approval, and signature of the Board President.
- Prepare monthly/quarterly reports to government agencies as required.
- Issue timely and complete financial statements, reports, and budgets.
- Responsible for annual audit and compliance duties.

**Qualifications**

*Knowledge of:*

- Public water system operations.
- Principles, methods, techniques, and objectives of public administration.
- Planning, organizing, directing, and supervising the operations of a Special District.
- Policies, procedures, rules, regulations, and methods of enforcement.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Federal, state, county, and local regulatory compliance.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of safety and risk management.
- Project management, budget principles, and fiscal controls.
- Cost estimating, contract administration, research, and evaluation methods.
- Public personnel administration, labor relations, and employer-employee relations.

*Ability to:*

- Plan, organize, coordinate, and direct District's operations to achieve efficiency and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Exercise good judgment.
- Administer a District budget and fiscal control process.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Collect, organize, and analyze data on variety of topics.
- Analyze situations and make sound recommendations in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, co-workers, and the public in one-to-one and group settings.
- Understand, interpret, and apply laws, rules, regulations, and ordinances relating to District activities.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.

**DEL PASO MANOR WATER DISTRICT**  
**Job Description**

- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer, and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

**Physical Requirements**

The conditions herein 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 the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District-related duties and activities.
- Regularly work in an office environment:
  - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
  - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
  - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
  - Repetitive use of hands.

**Environmental and Working Conditions**

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
  - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses, and hearing protection.
  - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
  - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

**DEL PASO MANOR WATER DISTRICT**  
**Job Description**

**Education, Experience and Certification**

*Required:*

- A Bachelor's Degree from an accredited college or university with major course work in Business, Public Administration, Engineering or a closely-related field.
- Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Three years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.
- Three years of managerial experience in a public agency.

**NOTE:** *This position requires passing a background check and drug test prior to start date.*

*Desirable:*

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Business, Public Administration, Engineering or a closely-related field.
- Four or more years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Four or more years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.
- Three or more years of managerial experience in a water agency highly desirable.

*Licenses:*

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by absence of multiple or serious traffic violations or accidents for at least two years prior to application.
- Water Treatment and/or Distribution Operator License (State of California) Level II must be obtained within 2 years after date of hire.

**License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.**

**NOTE:** *The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.*