



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

THURSDAY, SEPTEMBER 20, 2018
2:00 P.M.

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

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION

A. REVIEW PROPOSALS IN RESPONSE TO REQUEST FOR PROPOSALS FOR PROFESSIONAL LABOR NEGOTIATIONS SERVICES

B. GIS SPECIALIST TITLE AND JOB DESCRIPTION REVISIONS

III. ADJOURNMENT OF MEETING

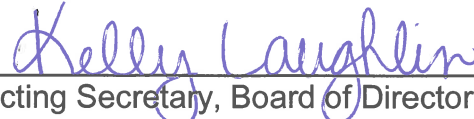
DECLARATION OF POSTING

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

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

SEP 17 2018

Dated / Fallbrook, CA


Acting Secretary, Board of Directors

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: September 20, 2018
SUBJECT: Proposals for Professional Labor Negotiations Services

Purpose

To review and evaluate the four (4) attached proposals submitted by the firms listed below in response to the request for proposal (RFP) for labor negotiations services and to create a short-list of three (3) firms to be interviewed by the Board of Directors.

1. Atkinson, Andelson, Loya, Ruud & Romo (AALRR)
2. Best Best & Krieger (BB&K)
3. Liebert Cassidy Whitmore (LCW)
4. Paul, Plevin, Sullivan & Connaughton (PPSC)

The draft rating sheet for Committee consideration to be used for the evaluation of the proposals is also attached and includes the following rating criteria and associated percentage weight for each category:

- Experience & Qualifications of Staff = 40%
- Client References for Similar Public-Sector Labor Relations and Employment Law Services = 30%
- Cost of Services = 20%
- Proposed Timeline to Ensure Timely Completion of MOU Negotiations Ahead of June 30, 2019 = 10%

Summary

Four proposals were submitted in response to the RFP for procurement of a negotiator to support upcoming contract negotiations.

Recommended Action

Staff recommends finalizing the rating criteria and weights and evaluating all proposals to determine the three most highly qualified firms to be interviewed by the Board.

RATING OF PROPOSALS FOR PROFESSIONAL LABOR NEGOTIATION SERVICES

RATING CRITERIA	RATING CRITERIA WEIGHTING %	Atkinson, Andelson, Loya, Ruud & Romo (AALRR)	Best Best & Krieger (BB&K)	Liebert Cassidy Whitmore (LCW)	Paul, Plevin, Sullivan & Connaughton (PPSC)	NOTES
Experience & Qualifications of Staff	40					
Client References for Similar Public-Sector Labor Relations and Employment Law Services	30					
Cost of Services	20					
Proposed Timeline to Ensure Timely Completion of MOU Negotiations Ahead of June 30, 2019	10					
	TOTAL	0	0	0	0	
	WEIGHTED TOTAL	0	0	0	0	

RATING SCALE:
 1 - FAIR
 2 - AVERAGE
 3 - ABOVE AVERAGE
 4 - VERY GOOD
 5 - EXCELLENT

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: September 20, 2018
SUBJECT: GIS Specialist Title and Job Description Revisions

Purpose

To obtain approval for the proposed revisions to the title and job description for the District's GIS Specialist job classification.

Summary

The proposed title change from GIS Specialist to GIS Coordinator and the proposed changes to the job description more adequately describe the current scope of duties and responsibilities of the position, which now includes direct supervision of one Engineering Technician I assigned to assist with GIS-related duties.

No change in compensation is being proposed.

Recommended Action

Staff recommends approving the GIS Specialist job title change to GIS Coordinator and the proposed changes to job description to more accurately reflect the current duties and responsibilities of the position.

RESOLUTION NO. 4945

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING ADMINISTRATIVE CODE ARTICLE 11, PERSONNEL
REGULATIONS**

* * * * *

WHEREAS, the Geographical Information Systems Specialist job title and job description do not adequately describe the current and projected scope of duties of the position; and

WHEREAS, it is proposed the job title and job description be revised to Geographical Information Systems Coordinator to more adequately describe the current and projected scope of duties of the position; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that:

1. Article 11, Personal Regulations, as they apply to the Geographical Information Systems Coordinator job title and job description, shall be amended with the proposed revisions as shown in Attachment "A" attached hereto and incorporated herein.
2. The remaining provisions of Article 11 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the ____ day of _____, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

ATTACHMENT “A”

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) ~~SPECIALIST~~ COORDINATOR

Definition

Under general supervision of the Engineering Supervisor [and/or Senior Engineer](#), plans, designs, organizes and maintains the District's GIS and AutoCAD systems.

Class Characteristics

Incumbent leads the activities of the GIS function, including the processing and delivery of product and service requests, data creation and database management activities and specialized GIS application programming, with the technical maintenance aspects of the computers systems, network and database coordinated through the Information Systems Technician. Incumbent may lead small crews of employees in assigned, prescheduled work. Incumbent is regularly assigned to train lower level personnel in the performance of specified work. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered. Incumbent assigns, checks, guides, corrects, trains and participates fully in the work of ~~subordinates assigned staff. Incumbents do not hire, evaluate, or discipline subordinates. Incumbents are expected to advise the supervisor of staff performance problems observed.~~

Examples of Duties

- Plans, organizes, maintains and leads the implementation of the District's GIS program;
- ~~Trains and leads~~ [Supervises](#) staff performing AutoCAD, GIS and GPS functions;
- Researches and designs hardware and software upgrades and replacements;
- Develops, justifies and prepares the engineering automation budget for management review; Creates relational databases (tables, forms, reports);
- ~~Coordinates GIS activities with other departments and outside agencies and organizations;~~
- [Attends and participates](#) ~~(attending and participating~~ in professional group meetings);
- [Creates and maintains GIS Applications for various departments activities;](#)
- [Creates engineered drawings for both internal use and contractor-led activities;](#)
- [Creates bid documents for capital improvement projects;](#)
- [Aides in creation and maintenance of District specifications and standard drawings;](#)
- Works closely with District staff to provide assistance and GIS data and information related to engineering, utilities, land use, environmental, transportation, safety, demographic, economic;
- ~~Operates calculators, photocopiers, microcomputers and other office equipment;~~
- Operates District vehicles; and
- Performs related work as required.

Qualifications

Knowledge of:

- Computer applications related to engineering and/or water resource analysis, specifically

GIS and AutoCAD;

- Web GIS Creation, managing and administering for both internal and public facing sites;
- Principles and practices of program development and administration;
- GIS principles and practices;
- Land surveying best practices;
- Easements, right-of-ways, deeds and other land conveyances;
- Water system distribution as it relates to design, maintenance and sustainability;
- GPS post processing with baseline creation and survey adjustment;
- Geodata bases, feature data sets, feature classes and how they interact;
- Object oriented programming;
- Database management systems, network communication, and internet technology;
- Methods and techniques of conducting and analyzing research;
- Principles and practices of project management techniques;
- Principles and practices of leadership;
- Federal, State, and local laws, regulations, and standards;
- Technical criteria, policies, procedures, design, and construction practices;
- Modern developments, current literature, and sources of GIS information;
- Principles of report writing and correspondence;
- Principles of mathematical calculations;
- Hydraulic and hydrology principles;
- English usage, spelling, grammar and punctuation; and
- Appropriate safety precautions, procedures, practices and regulations.

Ability to:

- Operate a personal computer to utilize a variety of technically sophisticated software, specifically GIS and AutoCAD at an advanced level;
- Use a total station to collect data for GIS;
- Use survey accurate GPS, both static and real time kinematic;
- Post process GPS data using Trimble TGO software;
- Create and maintain databases;
- Read, write and understand easements and quit claims;
- Use SQL and visual basic to create and maintain GIS data and GIS applications;
- Maintain complete, accurate records and documentation;
- Review and interpret engineering reports and environmental documents;
- Plan and organize work to meet deadlines;
- Perform mathematical calculations;
- Follow established codes, policies, guidelines and procedures;
- Attend professional training, conferences, seminars, etc. to remain updated on the latest Technology; practices and methods;
- Perform work in accordance with safety regulations;
- Deal courteously and appropriately with the public;
- Work as a team leader and build consensus;

- Operate a vehicle;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Train, coach, and review the work of technicians assigned to the GIS function.
- Supervise the work of assigned staff; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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License and Certifications

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

Possession of a Water Distribution Operator Grade II (D2) certification.

Possession of a certification of completion for training in AutoCAD and GIS.

Possession of a Collection System Maintenance Grade II certification is desirable.

Possession of a Bachelor's degree in Geography, Civil Engineering or related subject is desirable.

Possession of a GIS Professional Certification (GISP).

Education, Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

A typical qualifying entrance background:

Three years of water/wastewater engineering operations experience in a similar lead position including first-level responsibility for a GIS program. Supervisory experience is highly desirable. A Bachelor's degree in a related field may be substituted for one year of experience.

Possession of a Bachelor's degree in Geography, Civil Engineering or related subject is desirable.

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Physical Demands

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals for surveying duties, operates survey equipment, drafting instruments, computer and calculator.
- Handling: Seizes, holds or works with hands.
- Reaching: Extends hand and arms in any direction.
- Lifting: Raises or lowers surveying equipment and map books.
- Stooping: Bends body downward and forward by bending at knees or waist often while operating surveying equipment.
- Climbing: In and out of trenches; ascends and descends ladders up to 50 feet in height; ascends and descends slope of dam up to 100 feet.
- Vision: Reads written and video messages, specifically work tickets, legal descriptions, maps, distance and azimuth and operates District vehicles.
- Talking: Communicates by radio, telephone and in person.

- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio, telephone and in person.
- Sitting: Remains seated for up to 9 hours per day; rides in District vehicles over rough terrain.
- Standing: Surveys and provides customer service for up to 9 hours per day.
- Lifting: Up to 50 pounds daily; frequent exertion.

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~
- ~~Temperature/Weather: Works outside with variations of temperature and weather.~~
- This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

Protective Devices Required

Hard hat, gloves, safety shoes, vest, ~~and~~ hearing protection ~~and seat belt~~.

SALARY RANGE : 32

Board Approved Effective Date 8/06
Board Approved Revision Date 10/08, 1/13, 1/16

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) COORDINATOR

Definition

Under general supervision of the Engineering Supervisor and/or Senior Engineer, plans, designs, organizes and maintains the District's GIS and AutoCAD systems.

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- Supervises staff performing AutoCAD, GIS and GPS functions;
- Researches and designs hardware and software upgrades and replacements;
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- Coordinates GIS activities with other departments and outside agencies and organizations (attending and participating in professional group meetings);
- Creates and maintains GIS Applications for various departments activities;
- Creates engineered drawings for both internal use and contractor-led activities;
- Creates bid documents for capital improvement projects;
- Aides in creation and maintenance of District specifications and standard drawings;
- Works closely with District staff to provide assistance and GIS data and information related to engineering, utilities, land use, environmental, transportation, safety, demographic, economic;
- Operates calculators, photocopiers, microcomputers and other office equipment;
- Operates District vehicles; and
- Performs related work as required.

Qualifications

Knowledge of:

- Computer applications related to engineering and/or water resource analysis, specifically GIS and AutoCAD;
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- Attend professional training, conferences, seminars, etc. to remain updated on the latest technology; practices and methods;
- Perform work in accordance with safety regulations;
- Deal courteously and appropriately with the public;
- Work as a team leader and build consensus;
- Operate a vehicle;
- Understand and carry out oral and written instructions;

- Communicate clearly and concisely, both orally and in writing;
- Supervise the work of assigned staff; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

License and Certifications

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

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