

# **BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Special Meeting Administrative Committee Agenda

May 9, 2023 at 10:00 a.m.

121 Palomino Drive, Big Bear City, California

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC FORUM**

Public testimony is permitted only on matters listed on the posted agenda. Public comment on items listed on the posted agenda will be taken at the time each item is called for discussion. State law prohibits the Agency from taking action on any items not listed on the posted agenda.

4. **OLD BUSINESS**

None

5. **NEW BUSINESS – DISCUSSION/ACTION ITEMS**

5.A. Classification Plan; Reclassification

6. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact the Agency at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

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## MEMO

**Meeting Date:** May 9, 2023  
**To:** Administrative Committee of the Governing Board  
**From:** David Lawrence, P.E., General Manager  
**Subject:** Classification Plan; Reclassification

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For consideration – reclassification and reorganization:

- Revise Finance Manager classification (job description) to transfer risk management responsibilities to Senior Management Analyst for property and liability and to HR Coordinator/Accounting Technician for workers' compensation. Transfer Information Technology administration to Senior Management Analyst. Add appointment as the Treasurer and Auditor of the Agency (*subject to Governing Board approval*).
- Revise HR Coordinator/Accounting Technician to add workers' compensation risk management responsibilities and specify primary supervision and direction from General Manager.
- Reclassify Management Analyst to Senior Management Analyst - add risk management and IT administration to responsibilities. Provide detailed project management and contract administration duties. Reclassify to a Senior position to reflect the professional level of the position and the level of responsibility.
- Reclassify Operations Administrative/Laboratory Assistant to Laboratory Technician/Operations Clerk to reflect the level of laboratory technical duties required as primary work responsibility and provide comprehensive detail of laboratory duties.

Staff recommends reclassifications and pay schedule effective July 1, 2023.

Attachments:

- Finance Manager – redline draft
- Human Resources Coordinator/Accounting Technician – redline draft
- Senior Management Analyst/Board Secretary – final draft\*
- Laboratory Technician/Operations Clerk – final draft\*
- Proposed Reclassification changes to Pay Schedule
- Organizational Chart – draft

\*Redline copy available upon request



## FINANCE MANAGER

### **DEFINITION**

To plan, organize, direct and coordinate the financial activities of the Agency including accounting, budgeting, financial reporting, debt management, cash management, and internal controls; ~~to direct and oversee risk management; support the General Manager in securing and coordinating information technology services and activities;~~ and to provide highly complex staff assistance to the General Manager.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position management classification. The Finance Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day financial operations of the Agency.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned technical staff.

### **EXAMPLES OF ESSENTIAL DUTIES** – *Duties may include, but are not limited to, the following:*

Develop, plan and implement goals and objectives; recommend and administer policies and procedures related to the financial ~~and risk management~~ activities of the Agency.

Coordinate assigned activities with other managers and with outside agencies and organizations; provide staff assistance to the General Manager and Governing Board; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor ~~work-flow~~ workflow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate finance and accounting personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned functions.

Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.

Develop and administer the Agency operating and capital improvement budgets in collaboration with Agency staff; prepare and implement budgetary adjustments, as necessary.

[Administer property, liability, and workers' compensation insurance policies with the Agency carrier.](#)

Job Description  
Finance Manager

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Prepare annual rate review and analysis, multi-year financial forecast, and long-term capital expenditure plan in collaboration with Agency staff and advise the General Manager and Governing Board on the strength of the Agency's financial performance and its ability to meet current and future financial requirements.

Evaluate the Agency's financial performance compared to plan and prepare and issue periodic reports to the General Manager and the Governing Board.

As part of the annual audit process, produce the Agency's annual financial report including the preparation of the annual, basic financial statements in accordance with generally accepted accounting principles, and serve as the liaison to the Agency's outside auditors.

Serve as the appointed Treasurer and Auditor of the Agency.

Oversee the general accounting functions including accounts payable, revenue accounting and management and payroll processing (including compensation reporting to CalPERS in accordance with applicable guidelines).

Annually present Agency investment policy to the Governing Board; initiate investments as needed pursuant to Agency policy; prepare and present monthly investment report.

Coordinate and manage the refinance of existing debt and the issuance of new debt; manage debt in accordance with Agency policy; prepare financial reports as required by law; prepare various financial reports and analyses requested by the General Manager and Governing Board.

Monitor and evaluate actuarial valuations associated with the Agency's pension and retirement benefits and related funding status.

Prepare journals, ledgers, supporting financial records and the general ledger.

Monitor fiscal transactions to ensure compliance with budgetary authority, Agency policy, generally accepted accounting principles and State and Federal regulations.

~~Administer Agency's Risk Management program including maintenance of insurances (general liability and property) and contingency funding, and monitor Agency contracts to mitigate liability and reduce financial risk.~~

~~Provide support and assistance to the General Manager when executing Information Technology activities including directing and coordinating website management, backup and updates, the updating and replacement of computers, software, firewall, telephone services and equipment and security equipment.~~

Solve complex financial and accounting problems and complete economic and financial analyses associated with Agency programs or projects.

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Job Description  
Finance Manager

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Prepare and present oral and written reports to the General Manager and Governing Board, committees, policy makers at other agencies, individuals and groups.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, Governing Board of Directors members, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Advanced principles and practices of governmental accounting, rate and fee setting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, accounts receivable, accounts payable, and payroll management.

Generally accepted governmental accounting principles and procedures as applied to a variety of accounting transactions.

~~Principles and practices of public sector risk management.~~

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Recent developments and sources of information on municipal finance.

Principles of supervision, training, and performance evaluation.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Job Description  
Finance Manager

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Ability to:

Plan, direct and control the activities related to the Agency's financial, ~~risk management and information technology programs.~~

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

Develop, implement and administer goals, objectives policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting.

Identify and respond to community, General Manager and Governing Board ~~of Director~~ issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Use modern accounting methods, procedures, forms, and records.

Prepare, examine and verify the full range of financial documents and reports.

Develop, revise, install and utilize manual and automated fiscal management systems.

Prepare clear and concise administrative, technical and financial reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Maintain confidentiality of sensitive information and data.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Job Description  
Finance Manager

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

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

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

Education:

A Bachelor's degree from an accredited college or university with major coursework in finance, accounting or a related field.

Experience and Training:

Five years of responsible governmental accounting and financial experience including three years of administrative, management and supervisory responsibility.

License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater treatment facilities, work at elevations of 6,700+ feet and be occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate and at times there are noticeable offensive odors

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## HUMAN RESOURCES COORDINATOR/ACCOUNTING TECHNICIAN

### **DEFINITION**

To perform a variety of professional analytical work in support of human resources programs including benefit administration, recruitment and selection, staff development and training, safety and ~~worker's~~workers' compensation; to oversee human resources related risk management; to perform technical accounting duties including the processing of Agency payroll and accounts payable; and to serve as the point of contact for personnel-related questions.

### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Coordinator/Accounting Technician performs ~~the~~ full range of professional analytical duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the General Manager. Receives direction from the Finance Manager, ~~and General Manager~~ on ~~human resources~~accounting related activities.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Coordinate and implement the Agency's human resources program; provide advice to managers and Agency staff; assist in establishing methods for performing a variety of professional and technical human resources functions.

Design, implement, and administer recruitment and selection activities, including application review, testing arrangements, candidate communication, and on-boarding.

Administer separation/termination process including the preparation of documentation, benefit disenrollment, and CalCOBRA notification.

Process Accident and Injury Reports; ~~coordinate~~process CalOSHA reports and ~~participate in worker's~~forms; administer the workers' compensation ~~administration activities~~claims process.

Administer human resources related risk management including the maintenance of workers' compensation insurance. Participate in the development and implementation of Agency safety and personnel policies to mitigate liability and reduce risk.

Administer a comprehensive employee benefits program including the Agency's open enrollment process, making changes to employee benefits, and receiving and responding to questions pertaining to benefits; ensure compliance with State and Federal laws and Agency personnel rules and policies; work with departments to determine reasonable accommodations.



## Job Description

### Human Resources Coordinator/Accounting Technician

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Provide employee benefit education and assistance and ~~coordinates~~coordinate benefit presentations and employee enrollments; reconcile benefit enrollment with billing, employee deductions, and payments.

Research and analyze legislation and regulations to determine effect on human resource programs and services.

Interpret and explain policies, procedures, and regulations to Agency staff.

Administer the Agency's performance evaluation system, tracking and reporting when performance evaluations are due; provide advice to supervisors and managers on the use of the Agency's performance evaluation system.

Process personnel transactions including appointments, promotions, separation, termination, retirement, and complete all required correspondence and documentation.

Administer DMV Pull Notice program and monitor employee license, insurance, and commercial driver licensing requirements.

Maintain training and education records and coordinate training registration and travel arrangements; monitor employee certifications and memberships.

Administer EAP and employee health and wellness program including annual tests and inoculations.

Maintain confidential personnel files and maintain personnel policies and procedures manual.

Code and process the Agency's accounts payables in an accurate, timely and complete manner and issue cash disbursement reports as required.

Prepare cash received for deposit by completing deposit record and coding receipts to the appropriate account.

Prepare and verify the Agency's accounts receivable and issue invoices for the Agency's monthly billing; initiate electronic fund transfers as needed; reconcile Agency accounts as needed and prepare journal entries to be approved by the Finance Manager.

Prepare and distribute 1099 forms to all non-exempt vendors annually as required by the Internal Revenue Service. Prepare and distribute employee W-2 forms and information returns.

Process the Agency's payroll and payroll-related transactions; collect and verify the accuracy of time sheets; input pay rates, hours to be paid (including overtime, double time, standby time, shift differential, vacation, sick and compensatory time), hours accrued and payroll deductions. Generate reports and verify accuracy of the payroll register through comparisons. Prepare and submit CalPERS reports and Federal and State payroll deposits and returns.

Job Description  
Human Resources Coordinator/Accounting Technician

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Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles of compensation, recruitment, selection, classification, salary and benefit administration, training, EEO, and ~~worker's~~workers' compensation within a public agency.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of financial record keeping, accrual accounting, general ledgers and journal entries.

Practices, methods, and terminology used in financial and statistical record keeping

Computerized accounting systems and/or computer spreadsheet software applications.

Report preparation and written communication using proper English, spelling and grammar.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Independently apply principles and practices of human resources administration.

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.

Prepare clear and concise technical and administrative reports.

Interpret and explain pertinent State, Federal, Agency and department laws, regulations, policies and procedures.

Evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations.

Job Description  
Human Resources Coordinator/Accounting Technician

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- Perform accurate mathematical and statistical calculations.
- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Compile personnel compensation and benefit analyses and reports.
- Read, comprehend, and apply rules, regulations, policies and procedures involved in financial recordkeeping and accounting functions.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

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

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field.

**Experience and Training:**

Four years of increasingly responsible experience in human resources administration or personnel management, and accounting experience. Experience in a public agency is highly desirable.

**License and/or Certificate:**

Job Description

Human Resources Coordinator/Accounting Technician

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Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Job Description  
Human Resources Coordinator/Accounting Technician

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, the employee will work near wastewater treatment facilities, works at elevations of 6,700+ feet, may be exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **SENIOR MANAGEMENT ANALYST/BOARD SECRETARY**

### **DEFINITION**

To perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to provide administrative and analytical support to management staff; to coordinate information technology services and activities; to oversee property and liability risk management; to perform a variety of specialized and technical duties related to project management; to oversee contracts; to support grant writing and public outreach and education efforts and legislative monitoring and regulatory compliance; and to serve as Secretary to the Governing Board as appointed.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Management Analyst/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management, risk management, project management, and contract administration; publication of legal notices; public relations; and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

### **EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:***

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning and coordination.

Oversee office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, office equipment, and backup and updates; coordinate with outside consultants and vendors for updating and replacement of computers, software, firewall, telephone services and equipment, security equipment, and office equipment to ensure the Agency's technology needs are met.

Administer Agency's risk management program, including oversight of general liability and property insurance coverages and claims; monitor Agency contracts to mitigate liability and reduce financial risk.

Collaborate with other departments in the repair of damaged Agency property and filing of claims; oversee recovery from responsible third parties who damage Agency property; make recommendations for resolution; and provide notice of loss and other pertinent information to carriers.

## Job Description

### Senior Management Analyst/Board Secretary

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Administer public bidding process including the preparation of bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Administer Agency's contracts including ensuring compliance with procurement policies and procedures; develop addendums, change orders, and purchase orders to contractual agreements; monitor contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; and assist departments with preparation of agreements when appropriate. Responsible for filing Notice of Completion when applicable.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date and is ADA compliant.

Receive and process public records requests ensuring compliance with the California Public Records Act.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Prepare and distribute Governing Board agenda packets; write staff reports, ordinances, and resolutions; review and edit staff reports, ordinances, and resolutions prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Attend regular and special Governing Board and Agency meetings; take and prepare meeting minutes and conduct other follow-up actions as necessary such as composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

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## Job Description

### Senior Management Analyst/Board Secretary

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Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Maintain accurate and complete records; develop and establish office filing and index systems; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Maintain the Agency's Code Book, Governing Board Handbook, and Policies and Procedures Manual.

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Research grant opportunities and assist with the preparation of grant applications and grant reporting for various programs.

Maintain awareness of new trends and developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

Perform other duties as assigned.

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**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of office organization, supervision and management.

General information technology systems.

Principles and practices of public sector risk management, contract management, and project management.

Principles and practices of public administration, community relations and inter-governmental relations.

Grant writing and application procedures.

State and Federal legislative and regulatory process.

Principles and procedures of record keeping.

Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.

Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Job Description  
Senior Management Analyst/Board Secretary

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Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

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

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 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

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

Education:

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

Experience and Training:

Four years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, preferably within a local government environment. Experience in project management, contract administration, policy development, and technology management is highly desirable.

**LICENSE AND/OR CERTIFICATE**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Job Description  
Senior Management Analyst/Board Secretary

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, the employee will work near wastewater treatment facilities, works at elevations of 6,700+ feet, may be exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **LABORATORY TECHNICIAN / OPERATIONS CLERK**

### **DEFINITION**

To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; to track data and complete required reports; to perform a wide variety of routine and complex clerical and administrative duties for operations and laboratory management and staff.

### **DISTINGUISHING CHARACTERISTICS**

The Laboratory Technician/Operations Clerk performs the full range of analytical duties related to the collection and testing of samples; maintains laboratory and equipment; performs administrative support duties to laboratory and operations staff including the preparation of compliance reports and the coordination of safety activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the Plant Manager.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter and download laboratory data for further analysis and reporting purposes.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Perform a wide variety of complex and responsible operational support duties for Agency management and laboratory staff.

Process mailing and shipping of items for operations and laboratory.

## Job Description

### Laboratory Technician/Operations Clerk

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Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and in a timely manner.

Submit accurate and complete compliance and regulatory reports under the direction of management.

Maintain a wide variety of records, files, and logs related to Agency operations; coordinate with administration on periodic retention and purging of files in compliance with applicable guidelines.

Maintain and upload operational records into Laserfiche with direction from the Records Coordinator.

Serve as Secretary for the Agency's Safety Committee; prepare agenda packets and record all proceedings following rules of order; prepare meeting minutes and other documents.

Coordinate and track safety training for Agency employees. Maintain safety policies and procedures; ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

Maintain SDRMA General Safety Specialist certification.

Record USA daily audits and provide the monthly log to accounting.

Track inventory of Operations safety supplies, breakroom and janitorial supplies, and office supplies. Submit requisitions for purchasing.

Assist in coordinating plant tours and visits.

Assist in planning and organizing employee activities and events. Assist in organizing BBARWA employee participation in community events.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

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## Job Description

### Laboratory Technician/Operations Clerk

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Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Alphabetic and numeric filing system management.

Principles and procedures of record keeping.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

#### Ability to:

Collect samples and run routine laboratory tests.

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment at an organized and otherwise appropriate level.

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Job Description  
Laboratory Technician/Operations Clerk

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Maintain accurate records and prepare complete and concise reports.

Perform responsible administrative support work involving the use of independent judgment and personal initiative.

Perform work in an efficient and timely manner with accuracy and attention to detail.

Operate and use modern office equipment including computers and applicable software including spreadsheets to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

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

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 25 pounds or less.

### **EDUCATION, EXPERIENCE AND TRAINING**

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

#### Education:

Equivalent to completion of the twelfth grade. College level course work in biology, microbiology, chemistry or a related field is desirable.

#### Experience and Training:

Two years of increasingly responsible experience conducting a variety of tests in a chemical or biological laboratory in the water quality field or in an environment conducting chemical analyses.

#### License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association.

Job Description  
Laboratory Technician/Operations Clerk

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, works at elevations of 6,700+ feet, be regularly exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, humidity and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate to loud.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



**DRAFT**

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

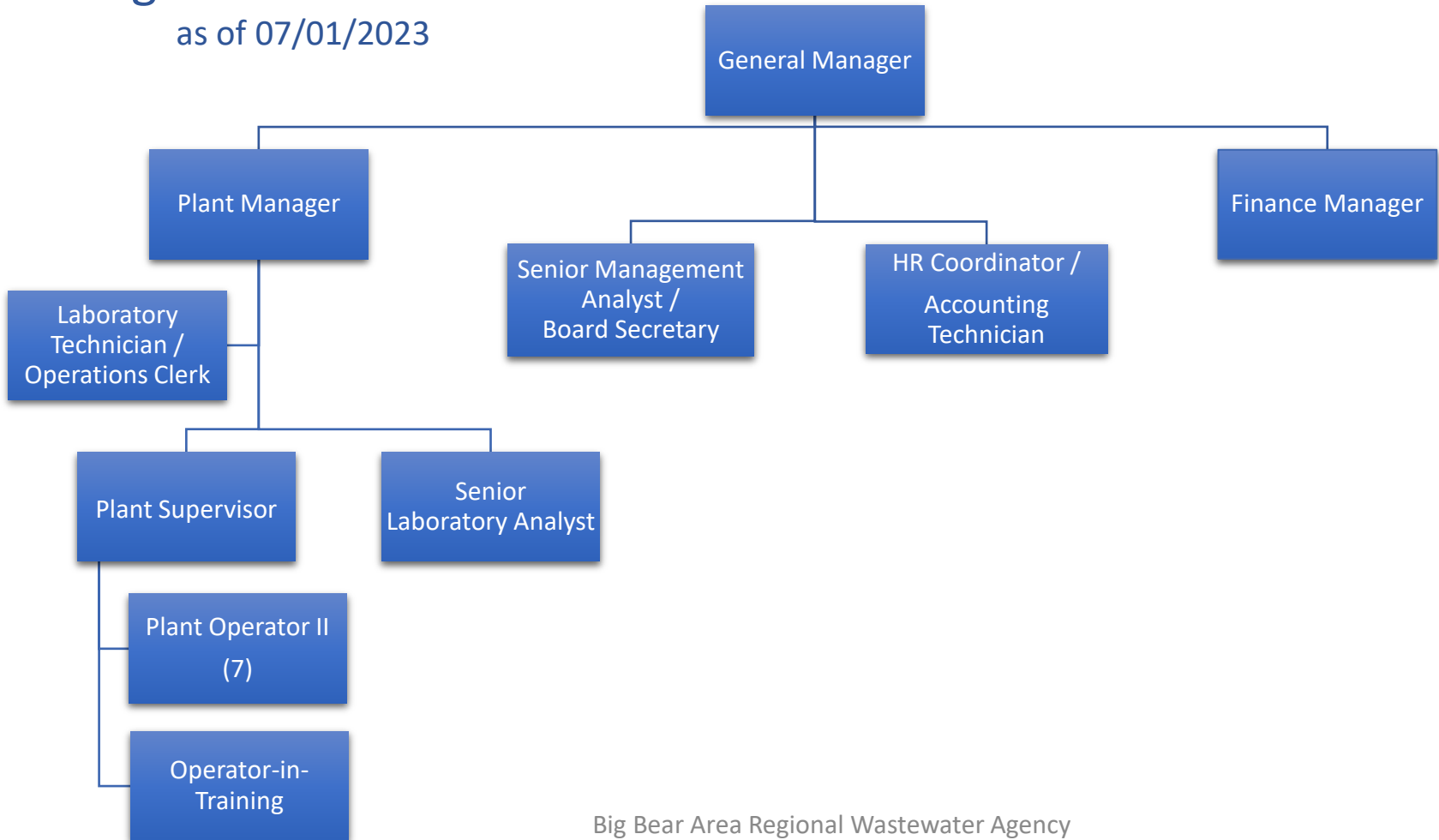
**PAY SCHEDULE**

**Approved July 1, 2023 vs. Proposed Reclassification**

<b>Classification</b>	<b>07/01/2023 Start</b>	<b>07/01/2023 Top</b>	<b>New Start</b>	<b>New Top</b>	<b>% Change</b>	<b>Hourly Rate Change (Top)</b>
Hourly Pay Rate:						
Active						
Management Analyst/Board Secretary to Senior Management Analyst/Board Secretary	\$36.90	\$49.82	\$40.16	\$54.21	8.8%	\$4.39
Operations Administrative/Laboratory Assistant to Laboratory Technician/Operations Clerk	\$26.80	\$36.18	\$30.22	\$40.80	12.8%	\$4.62

# Organizational Chart

as of 07/01/2023



Big Bear Area Regional Wastewater Agency  
Approved **DRAFT**