



**CHINO BASIN
DESALTER
AUTHORITY**

Special Meeting of the Finance Committee of the Board of Directors

March 23, 2023 • 2:00 p.m.

Video conference: Click on link: [Join Zoom Meeting](#)

Or copy and paste: <https://us02web.zoom.us/j/81962934481?pwd=VXJGeXBDSXpPV2orTXUwSUZ3c0cydz09>

Teleconference: Dial-in #: (669) 900 6833 Meeting ID: 819 6293 4481 Passcode: 148345

**SPECIAL FINANCE COMMITTEE OF THE
BOARD OF DIRECTORS**

CHINO BASIN DESALTER AUTHORITY

3550 E. Philadelphia Street, Suite 170, Ontario, CA 91761

OTHER TELECONFERENCE LOCATIONS LISTED BELOW

March 23, 2023 at 2:00 p.m.

NOTICE AND AGENDA

Public access is also available via remote teleconference:

<https://us02web.zoom.us/j/81962934481?pwd=VXJGeXBDSXpPV2orTXUwSUZ3c0cydz09>

Dial-in #: (669) 900 6833 Meeting ID: 819 6293 4481 Passcode: 148345

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

Members of the public may address the Committee on any item that is within the jurisdiction of the Committee; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Committee on any matter, whether or not it appears on the agenda, are requested to submit their request to comment to the Executive Assistant one hour prior to the start of the meeting at (909) 218-3230 or ccosta@chinodesalter.org. Comments will be limited to three minutes per speaker.

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

ACTION ITEMS

Prior to action of the CDA Finance Committee, any member of the audience will have the opportunity to address the CDA Board on any item listed on the agenda, including those on any consent calendar. Please submit a comment card to the secretary with the agenda item number noted.

1. JOB CLASSIFICATION/COMPENSATION CHANGES FOR CDA EMPLOYEES

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 4/6/2023 Board Meeting:

1. Adopt a revised position description for Principal Accountant (renaming the position to Accountant Supervisor) and adopt a new salary schedule with a top step of \$135,000 per year for this position.
2. Adopt a revised position description for Executive Assistant (renaming the position to Executive Assistant/Office Manager) and adopt a new salary schedule with a top step of \$140,774 per year for this position.
3. Find that this item is not a project pursuant to the California Environmental Quality Act.

COMMITTEE MEMBER COMMENTS

STAFF COMMENTS

- i. CDA General Manager/CEO
- ii. CDA CFO/Treasurer

ADJOURN

One or more committee members will participate from the meeting location(s) listed below:
7830 Bolero Drive, Jurupa Valley, CA
Each teleconference location is accessible to the public and the public will be given the opportunity to address the committee at each teleconference location. Public comments will be taken on the agenda items at the time the specified item is raised.

Any person with a disability who requires accommodations in order to participate in this meeting or for package materials in an alternative format should telephone the Executive Assistant at (909) 218-3730, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation. Copies of records provided to Board Members which relate to any agenda item to be discussed in open session may be obtained from Chino Basin Desalter Authority at 3550 E. Philadelphia Street, Suite 170, Ontario, CA 91761.

Declaration of Posting

I, Casey Costa, Executive Assistant to the Chino Basin Desalter Authority, hereby certify that a copy of this agenda has been posted at the Chino Basin Desalter Authority's main office, 3550 E. Philadelphia Street, Suite 170, Ontario, CA by March 22, 2023, at 2:00 p.m.



Casey Costa, Executive Assistant



SUBJECT: JOB CLASSIFICATION/COMPENSATION CHANGES FOR CDA EMPLOYEES

RECOMMENDATION:

Staff recommends that the Board approve the following changes to the two full-time employee positions:

1. Adopt a revised position description for Principal Accountant (renaming the position to Accountant Supervisor) and adopt a new salary schedule with a top step of \$135,000 per year for this position.
2. Adopt a revised position description for Executive Assistant (renaming the position to Executive Assistant/Office Manager) and adopt a new salary schedule with a top step of \$140,774 per year for this position.
3. Find that this item is not a project pursuant to the California Environmental Quality Act.

BACKGROUND:

The Finance Committee recently provided direction to review the current CDA staff positions to ensure their job functions and compensation remain competitive. The last class and comp study occurred in October 2015. The call for a Special Meeting of the Finance Committee on March 23, 2023 is in response to the recent notice of resignation from Jose Garcia, current CDA Principal Accountant and the desire to review this item prior to his departure.

The CDA has four fulltime positions, the General Manager, Operations Manager, Executive Assistant and Principal Accountant and two part time positions, CFO/Treasurer and Finance Technician. The Operations Manager position has been vacant since June of 2020 with its duties being absorbed by the General Manager, Executive Assistant and the Principal Accountant. This hybrid organization with its current staff in place has proved to be both effective and efficient.

The CDA’s Principal Accountant position, when compared to other agencies, is performing similar duties of an Accounting Supervisor or Accounting Manager. Some of the equivalent duties include the coordination and overseeing of the CDA’s annual outside audit, coordinates the development of preliminary and final annual operating and capital budget, and preparing a variety of reports as well as presenting them to the CDA committees and board.

The review and analysis below for an Accounting Supervisor position are based on data derived from the following CDA member agencies:

Entity	Job Title	Exempt / Non-Exempt	Annual Rate	
			Minimum	Maximum
JCSD	Accounting Supervisor	Exempt	\$102,980	\$125,172
Chino Hills	Accounting Supervisor	Exempt	\$91,104	\$110,718
City of Ontario	Accounting Manager	Exempt	\$109,138	\$132,683
IEUA	Accounting Supervisor	Exempt	\$120,446	\$146,752
Western MWD	Accounting Supervisor	Exempt	\$107,775	\$160,402
		Average	\$106,289	\$135,145
		Median	\$107,775	\$132,683

The CDA’s Executive Assistant, when compared to other agencies, is performing similar duties that of an Executive Assistant, Office Manager and Board Secretary. Most of the duties are similar to the CDA’s Executive Assistant duties with the exception that the CDA position also performs contract management, manages the bidding process for CIP projects and materials and manages the IT responsibilities for the agency.

The review and analysis below for an Executive Assistant/Office Manager position are based on data derived from the following CDA member agencies:

Entity	Job Title	Exempt / Non-Exempt	Annual Rate	
			Minimum	Maximum
JCSD	Ex Services Mgr/Board Sec	Exempt	\$134,719	\$163,752
IEUA	Board Secretary/Office Manager	Exempt	\$153,715	\$187,287
Western MWD	Office Manager	Exempt	\$115,852	\$172,424
City of Ontario	Executive Assistant to City Mgr	Exempt	\$114,816	\$139,500
		Average	\$129,776	\$165,741
		Median	\$125,286	\$168,088

The above summary indicates that the current two full-time active positions at CDA are below market price for the job functions and responsibilities. The existing compensation for the Executive Assistant and Principal Account are as follows:

Job Title	Exempt / Non-Exempt	Annual Rate	
		Minimum	Maximum
Executive Assistant	Non-Exempt	\$ 95,805.00	\$ 117,315.00
Principal Accountant	Non-Exempt	\$ 95,805.00	\$ 117,315.00

To ensure that job functions and compensation remain competitive with the market, the following illustrates the recommended change to the two positions.

Prepared by: Thomas O’Neill CDA General Manager/CEO

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Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ Date: _____

Job Classification	Recommended Title	Exempt/N on- Exempt	Min Salary	Max Salary	% Change
Executive Assistant	Executive Assistant/Office Manager	Exempt	\$114,661	\$140,774	20%
Principal Accountant	Accounting Supervisor	Exempt	\$111,065	\$135,000	15%

IMPACT ON BUDGET:

The increase from the above action can be absorbed in the current FY 2022/23 Budget.

ATTACHMENTS:

- 1) 5-step Salary Scale for Executive Assistant/Office Manager and Updated Job Description
- 2) 5-step Salary Scale for Accounting Supervisor and Updated Job Description
- 3) Survey of Job Classifications and Salaries

Prepared by: Thomas O’Neill CDA General Manager/CEO

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Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____



ACCOUNTING SUPERVISOR

FLSA Status: Exempt

DEFINITION

Under the general direction of the Chief Financial Officer/Treasurer, the Principal Accountant plans, organizes, and manages other staffs performing a full range of routine to complex professional financial and accounting duties for the CDA; provides professional advice to management on financial policies, procedures, and proper internal controls. Duties included, but not limited to, the preparation and maintenance of CDA financial records and reports.; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO: Chief Financial Officer/Treasurer

SUPERVISION OVER: May be responsible for assigning, directing, and reviewing the work of other support personnel in the discretion of the Chief Financial Officer/Treasurer and/or General Manager/CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Plan, organize, control, integrate, and evaluate the work of assigned staff; develop, implement, and monitor work plans to achieve goals and objectives; responsible for the planning, development of the annual budget, and monitoring of performance against budget.
2. Prepare and process accounts receivable billings, cash receipts and bank transfers; reconcile and review month-end accounts receivable statements and generate reports; record and monitor aging of account balances; prepare monthly billing reminders; respond to customer inquiries regarding billings and payments.
3. Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; perform account analysis on general ledger control accounts to verify their accuracy and reasonableness.
4. Review batch input of accounts payable; review purchase acquisitions; verify the accuracy of account codes in accordance with established accounting procedures and budgetary approvals.
5. Process and distribute payroll based on established payroll calendar and prepare necessary journal entry to record all payroll transactions.
6. Process journal entries and all month-end processing; examine and correct accounting transactions through journal entries.
7. Prepare spreadsheets for analyzing and tracking cash flow; generate cash flow projections and reports; balance the cash flow model with the general ledger and bank

Principal Accountant

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records; maintain investment folders and generate investment reports; allocate and post investment interest earned to various general ledger accounts.

8. Perform reconciliations; accrue and record interest receivable and payable; prepare standard quarterly and annual financial statements and reports including footnotes, supporting schedules and working papers.
9. Coordinate with both Chino I and Chino II Desalters operational staff in the annual operating and capital budget development process; prepare and present the proposed budgets to the committees and Board of Directors for approval and adoption.
10. Prepare quarterly financial reports as required and present to Finance Committee and Board of Directors, including Treasurer's Report of Disbursements, Treasurer's Report of Financial Affairs, and Investment Reports.
11. Perform periodic and year-end processing of work in progress by closing out projects to fixed assets, reconciling problems and generating reports; maintain fixed asset system; prepare journal entries for the acquisition and disposal of fixed assets and track fixed asset purchases against budget.
12. Supervise the fiscal-year end closing and prepare all pertinent audit schedules. Work with external auditors in the annual financial audit. Prepare the CDA's CAFR – Comprehensive Annual Financial Report and present to the Board of Directors for approval and adoption.
13. Prepare the Annual State Controllers Report and other regulatory agency reports as required by State and Federal law and as required under the terms of grants received by the CDA, to ensure CDA compliance with said regulatory requirements.
14. Work with other CDA staff to resolve technical accounting and reporting issues and problems; respond to inquiries and requests pertaining to cash receipts, accounts receivable, accounts payable, general ledger, project balances, and budget from vendors, customers and staff.
15. Assist in performing special studies, analyses and projects as assigned; design and create custom financial reports.
16. Assist in the installation and testing of computer software upgrades; organize computer filing system and perform maintenance on computer files including new year file set-up; develop new reports and enhance existing reports by leveraging the software system.
17. May provide guidance and work with other CDA staff in processing accounting transactions.
18. Attend regular and special Board and Committee meetings as required, including in the evenings, on weekends or hours outside of regular work schedule.
19. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices and terminology of general accounting, fund and governmental accounting, including financial statement preparation and methods of financial and internal controls and financial reporting.

General Accepted Account Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting standards and requirements applicable to public agencies

Cost accounting methods and procedures.

Policies, procedures, requirements, operations, maintenance, services and activities of a payroll processing system.

Principles and practices of payroll preparation, accounting, reporting and maintenance.

Methods and techniques of calculating various payroll deductions.

Applicable federal, state and local laws, regulations and policies.

CDA personnel policies and functions.

Internal Revenue Service rules and regulations applicable to areas of assigned responsibility.

Accounting standards and requirements applicable to CDA operations and funding sources.

Laws and regulations relating to the financial administration of public agencies.

Auditing principles and practices.

Operations and uses of standard spreadsheet and other financial and business software.

Complex mathematical principles.

Principles and practices of business data processing, particularly related to the processing of accounting information and interpretation of input and output data;

Operations and requirements of the CDA's automated general ledger system.

Principles and practices of budgeting and purchasing.

Basic business English.

Management principles and practices, including goals and objectives development, work planning and organization and basic principles of supervision.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Principal Accountant

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Operate a personal computer with proficiency and familiarity and effectively utilize advanced functions of spreadsheet and other standard financial and business software.

Verify the accuracy of financial data and information.

Analyze, balance and reconcile financial data and accounts.

Understand, interpret, explain and apply local, state and federal law and regulations governing CDA's financial accounting, reporting and record keeping.

Understand and accurately use CDA's Chart of Accounts.

Make accurate arithmetic calculations.

Prepare clear, concise and complete financial documents, statements, correspondence and reports.

Read and interpret technical regulations.

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

Represent the Authority in a variety of meetings.

Deliver projects within allocated budget amounts.

Respond to emergency and problem situations in an effective manner.

Deal constructively with conflict and develop effective resolutions.

Physical demands:

Frequent use of office equipment including, but not limited to, telephones, computers, facsimile machines and copiers; sit for prolonged periods; intermittently twist to reach office equipment; occasionally stoop, kneel or crouch; perform simple grasping and fine manipulation; write and use keyboard to communicate through written means; run errands; and lift and carry up to 25 pounds.

Education/Training, Experience and Licenses/Certification:

Any combination of experience and/or training which demonstrates the ability to perform the duties as described:

Experience:

- Five years of increasingly responsible professional accounting or related experience involving the use of personal computers and spreadsheet and other standard financial and business software. Experience in a governmental setting is preferred.

Principal Accountant

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Education/Training:

- A Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. Additional course work in Public Administration is desirable.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisors' instructions and to perform the tasks requested by their supervisors.



PRINCIPAL ACCOUNTANT
Accounting Supervisor

FLSA Status: ~~Non~~-Exempt

DEFINITION

Under the general direction of the Chief Financial Officer/Treasurer, the Principal Accountant plans, organizes, and manages other staffs performing a full range of routine to complex professional financial and accounting duties for the CDA; provides professional advice to management on financial policies, procedures, and proper internal controls. Duties included, but not limited to, the preparation and maintenance of CDA financial records and reports.; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO: Chief Financial Officer/Treasurer

SUPERVISION OVER: May be responsible for assigning, directing, and reviewing the work of other support personnel in the discretion of the Chief Financial Officer/Treasurer and/or General Manager/CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Plan, organizes, controls, integrates, and evaluates the work of assigned staff; develops implements, and monitors work plans to achieve goals and objectives; responsible for the planning, development of the annual budget, and monitor the performance against budget.
2. Prepare and process accounts receivable billings, cash receipts and bank transfers; reconcile and review month-end accounts receivable statements and generate reports; record and monitor aging of account balances; prepare monthly billing reminders; respond to customer inquiries regarding billings and payments.
3. Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; perform account analysis on general ledger control accounts to verify their accuracy and reasonableness.
4. Review batch input of accounts payable; review purchase acquisitions; verify the accuracy of account codes in accordance with established accounting procedures and budgetary approvals.

Principal Accountant

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5. Process and distribute payroll based on established payroll calendar and prepare necessary journal entry to record all payroll transactions.

6. Process journal entries and all month-end processing; examine and correct accounting transactions through journal entries.

7. Prepare spreadsheets for analyzing and tracking cash flow; generate cash flow projections and reports; balance the cash flow model with the general ledger and bank records; maintain investment folders and generate investment reports; allocate and post investment interest earned to various general ledger accounts.

8. Perform reconciliations; accrue and record interest receivable and payable; prepare standard quarterly and annual financial statements and reports including footnotes, supporting schedules and working papers.

9. [Coordinate with both Chino I and Chino II Desalters operational staffs in the annual operating and capital budget development process; prepare and present the proposed budgets to the committee's and the Board for approval and adoption.](#)

8-10. [Prepare quarterly financial reports as required. These include the Treasure's Report of Disbursements, Treasurer's Report of Financial Affairs, and Investment Reports and present them to the Committee's and the Board.](#)

9-11. Perform periodic and year-end processing of work in progress by closing out projects to fixed assets, reconciling problems and generating reports; maintain fixed asset system; prepare journal entries for the acquisition and disposal of fixed assets and track fixed asset purchases against budget.

10. ~~Responsible for the planning and coordination of the external audit.~~

11-12. [Supervise Plan the](#) fiscal-year-end closing and prepare all pertinent audit schedules. Work with external auditors in the annual financial audit. Prepare the CDA's CAFR –Comprehensive annual financial report [and present to the board for approval and adoption.](#)

12-13. Prepare the Annual State Controllers Report and other regulatory agency reports as required by State and Federal law and as required under the terms of grants received by the CDA, to ensure CDA compliance with said regulatory requirements. ~~Prepare financial reports as required for Committee and Board meetings.~~

13-14. Work with other CDA staff to resolve technical accounting and reporting issues and problems; respond to inquiries and requests pertaining to cash receipts, accounts receivable,

Principal Accountant

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accounts payable, general ledger, project balances, and budget from vendors, customers and staff.

~~14.15.~~ Assist in performing special studies, analyses and projects as assigned; design and create custom financial reports.

~~15.16.~~ Assist in the installation and testing of computer software upgrades; organize computer filing system and perform maintenance on computer files including new year file set-up; develop new reports and enhance existing reports by leveraging the software system.

~~16.17.~~ May provide guidance and work with other CDA staff in processing accounting transactions.

~~17.18.~~ Attend regular and special Board and Committee meetings as required, including in the evenings, on weekends or hours outside of regular work schedule.

~~18.19.~~ Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices and terminology of general accounting, fund and governmental accounting, including financial statement preparation and methods of financial and internal controls and financial reporting.

General Accepted Account Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting standards and requirements applicable to public agencies

Cost accounting methods and procedures.

Policies, procedures, requirements, operations, maintenance, services and activities of a payroll processing system.

Principles and practices of payroll preparation, accounting, reporting and maintenance.

Methods and techniques of calculating various payroll deductions.

Applicable federal, state and local laws, regulations and policies.

CDA personnel policies and functions.

Internal Revenue Service rules and regulations applicable to areas of assigned responsibility.

Accounting standards and requirements applicable to CDA operations and funding sources.

Principal Accountant

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Laws and regulations relating to the financial administration of public agencies.

Auditing principles and practices.

Operations and uses of standard spreadsheet and other financial and business software.

Complex mathematical principles.

Principles and practices of business data processing, particularly related to the processing of accounting information and interpretation of input and output data;

Operations and requirements of the CDA's automated general ledger system.

Principles and practices of budgeting and purchasing.

Basic business English.

Management principles and practices, including goals and objectives development, work planning and organization and basic principles of supervision.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer with proficiency and familiarity and effectively utilize advanced functions of spreadsheet and other standard financial and business software.

Verify the accuracy of financial data and information.

Analyze, balance and reconcile financial data and accounts.

Understand, interpret, explain and apply local, state and federal law and regulations governing CDA's financial accounting, reporting and record keeping.

Understand and accurately use CDA's Chart of Accounts.

Make accurate arithmetic calculations.

Prepare clear, concise and complete financial documents, statements, correspondence and reports.

Read and interpret technical regulations.

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

Represent the Authority in a variety of meetings.

Deliver projects within allocated budget amounts.

Respond to emergency and problem situations in an effective manner.

Deal constructively with conflict and develop effective resolutions.

Physical demands:

Frequent use of office equipment including, but not limited to, telephones, computers, facsimile machines and copiers; sit for prolonged periods; intermittently twist to reach office equipment; occasionally stoop, kneel or crouch; perform simple grasping and fine manipulation; write and use keyboard to communicate through written means; run errands; and lift and carry up to 25 pounds.

Education/Training, Experience and Licenses/Certification:

Any combination of experience and/or training which demonstrates the ability to perform the duties as described:

Experience:

- Five years of increasingly responsible professional accounting or related experience involving the use of personal computers and spreadsheet and other standard financial and business software. Experience in a governmental setting is preferred.

Education/Training:

- A Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. Additional course work in Public Administration is desirable.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisors' instructions and to perform the tasks requested by their supervisors.

CHINO BASIN DESALTER AUTHORITY (CDA)
EXECUTIVE ASSISTANT/OFFICE MANAGER

FLSA Status: Exempt

DEFINITION

Under the direction of the General Manager/CEO, the Executive Assistant provides high-level support for the General Manager/CEO, the Authority Board of Directors, Finance Committee, Technical Advisory Committee members, and other Authority staff members performing a variety of responsible, complex and confidential administrative and secretarial functions; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO: General Manager/CEO

SUPERVISION OVER: May be responsible for assigning, directing, and reviewing the work of other support personnel in the discretion of the General Manager/CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Perform a wide variety of secretarial and clerical administrative duties in support of the daily operations of the General Manager/CEO's office, including related support to members of the Board of Directors and Authority staff members at the direction of the General Manager/CEO.
2. Serve as Secretary to the Board of Directors; Draft and prepare Board, committee meeting and public hearing agendas, agenda reports, and resolutions, certify resolutions and minutes of the Board meetings. Post agendas pursuant to the regulations of the Brown Act; distribute agendas for the public and to interested parties, including the news media; prepare, post, and distribute legally required notices. Attend regular and special meetings of the Board and Committees; oversee and coordinate meeting logistics, arrangements, and other required support; prepare minutes of all meeting proceedings and actions; prepare, distribute, and maintain files of official records related to Board proceedings.
3. Maintain official Authority records and public documents; establish and maintain records-keeping systems; maintain document retention policy and perform records destruction in accordance with policy.
4. Respond to requests for information in accordance with California Public Records Act (CPRA). Provide access to public records in accordance with CPRA deadlines.
5. Participate in the preparation and administration of the Agency annual budget.
6. Assist in various purchasing functions, including entering of purchase requisitions and change orders. Perform Accounts Payable functions including receiving and

- entering incoming invoices into the accounting system for payment; verify approval through established purchasing procedures; field vendors' inquiries.
7. Prepare, assemble, and issue Requests for Proposals, Requests for Quotations and other contractor solicitations. Administer solicitation process using PlanetBids. Respond to prospective bidders questions and procurement related issues. Accept electronic proposals and sealed bids. Review bids for completeness.
 8. Act as the Authority's Contract Administrator; prepare, coordinate execution, and maintain and monitor all public works contracts, supply contracts, professional service agreements and amendments. Prepare Notices of Award, Notices to Proceed, and prepare and record Notices of Completion with County Recorder. Perform review of insurance certificates, bid bonds, performance bonds and payment bonds for compliance. Register public works projects with Department of Industrial Relations (DIR), obtain prevailing wage rates from DIR and provide information to public works contractors. Record and monitor contract data to identify upcoming contract renewals and amendments; solicit renewal rates from suppliers
 9. Act as the Office Manager to handle all administrative functions, including tasks related information technology (IT); work with IT Consultants to administer the computer network, and phone/data administration. Design, implement and update content and maintain CDA website.
 10. Draft and arrange for the legal publication of notices, postings, and public hearings: updated and distribute changes to all CDA policies, procedures, and manuals as developed by the General Manager.
 11. Act as Filing Officer for Fair Political Practices Commission. Supply and maintain Statements of Economic Interests - Form 700 to those officials who have assuming, annual, and leaving office filing obligations, and notify filers who fail to file. Ensure completeness of forms, notifying filers of omissions and errors. Complete and post FPPC Form 806, reporting public official appointment to committees. Complete and submit required notices to Secretary of State as needed, including Statements of Facts and Joint Powers Agreement amendments.
 12. Perform a variety of human resource activities; maintain confidential personnel files and records; coordinate employee benefits programs; serve as a human resources liaison to staff; performs other confidential employee/employer relations assignments as required.
 13. Prepare and maintain complex files and records for engineering and construction projects such as professional services agreements, contracts, insurance forms, requisitions, agenda records, timesheets, and payroll records.

Executive Assistant/Office Manager

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14. Act as receptionist in the General Manager/CEO's office; greet and screen visitors and the general public in person, by telephone, or by electronic mail; answer questions or refer inquiries to appropriate Authority personnel.
15. Accept, screen, and prioritize correspondence for the General Manager/CEO and Board members; respond independently to correspondence of a routine nature or as directed.
16. Maintain appointment calendars and schedules; arrange meetings for the General Manager/CEO and Board members; make travel arrangements; organize, oversee and implement arrangements for a variety of Authority events as directed.
17. Maintain Notary Commission of the State of California. Certify, attest to and notarize documents including grants of easements, quit claim deeds, resolutions and liens; serves as the Agency's Notary Public.
18. Build and maintain positive working relationships with other Authority employees and the public using principles of good customer service.
19. Maintain office supplies, forms, and equipment.
20. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office technology and related computer equipment and programs including word processing, spreadsheet, and database applications.

Principles and practices of recordkeeping, and file and records management practices.

Pertinent local, State and Federal rules, regulations and laws, including the Ralph M. Brown Act, California Fair Political Practices Commission rules and regulations, and Freedom of Information Act.

Working knowledge of principles and procedures related to human resource management.

Notification and publication requirements for Board actions, ordinances, and resolutions.

English usage, spelling, punctuation and grammar, including proofreading and principles of business letter writing and report preparation.

Standard business arithmetic and related record-keeping.

Ability to:

Provide responsible and confidential administrative and secretarial support to the General Manager/CEO and the Board of Directors in preparing the Board agenda and maintaining official Authority records.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Review documents related to the General Manager/CEO's office operations and Board agenda preparation; understand, interpret and explain Authority policies and procedures; explain operations and trouble-shoot office issues for the public and with staff.

Plan and organize work to carry out difficult secretarial and clerical assignments and meet routine deadlines; when required, work under prolonged and unexpected time constraints to meet required deadlines.

Attend regular and special Board and Committee meetings as required, including in the evenings, on weekends or hours outside of regular work schedule. Take and prepare minutes of official and routine meetings and record documents and actions.

Read, understand and apply complex materials; proofread and detect errors in typing, spelling, grammar, syntax, and punctuation.

Establish and maintain record keeping systems.

Prepare reports and correspondence, minutes, ordinances, resolutions, proclamations, and other written materials independently or with minimal instruction.

Operate a personal computer with proficiency and familiarity and effectively use word processing, spreadsheet, and database applications.

Type at a speed at a speed of no less than 60 words net per minute.

Communicate clearly and concisely, both orally and in writing.

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

Physical demands:

Frequent use of telecommunications equipment including, but not limited to, telephones, computers, facsimile machines and copiers; sit for prolonged periods; intermittently twist to reach office equipment; walk and stand in office; bend and kneel while retrieving files; perform simple grasping and fine manipulation; write and use keyboard to communicate through written means; run errands; and lift and carry up to 20 pounds.

Education, Experience and Training:

Any combination of experience and/or training which demonstrates the ability to perform the duties as described.

Experience:

- Five years of responsible secretarial or office administrative experience.
- Experience working within a governmental setting is desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by college level courses in office management, human resources, business, secretarial skills or a related field.

License and Certificate:

- Valid California driver's license is required.
- Public Notary Commission is required.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisors' instructions and to perform the tasks requested by their supervisors.

Approved: _____

CHINO BASIN DESALTER AUTHORITY (CDA)

EXECUTIVE ASSISTANT/[OFFICE MANAGER](#)

FLSA Status: [Non-Exempt](#)

DEFINITION

Under the direction of the General Manager/CEO, the Executive Assistant provides high-level support for the General Manager/CEO, the Authority Board of Directors, [Finance Committee](#), Technical Advisory Committee members, and other Authority staff members performing a variety of responsible, complex and confidential administrative and secretarial functions; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO: General Manager/CEO

SUPERVISION OVER: May be responsible for assigning, directing, and reviewing the work of other support personnel in the discretion of the General Manager/CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Perform a wide variety of secretarial and clerical administrative duties in support of the daily operations of the General Manager/CEO's office, including related support to members of the Board of Directors and Authority staff members at the direction of the General Manager/CEO.
2. [Serve as Secretary to the Board of Directors; Draft and prepare Board, committee meeting and public hearing agendas, agenda reports, meeting minutes and resolutions, certify resolutions and minutes of the Board meetings. Post agendas pursuant to the regulations of the Brown Act; distribute agendas for the public and to interested parties, including the news media; prepare, post, and distribute legally required notices. Distribute, and maintain files of official records related to Board proceedings. Attend regular and special meetings of the Board and Committees; oversee and coordinate meeting logistics, arrangements and other required support; take minutes of all meetings' proceedings and actions; prepare; prepare routine resolutions for consideration by the Board.](#)
- 2.3. [Maintain official Authority records and public documents; establish and maintain records-keeping systems; maintain document retention policy and perform records destruction in accordance with policy.](#)

4. Respond to requests for information in accordance with California Public Records Act (CPRA). Provide access to public records in accordance with CPRA deadlines.
5. Participate in the preparation and administration of the Agency annual budget.
- ~~3.6.~~ Assist in various purchasing functions, including entering of purchase requisitions and change orders. Perform Accounts Payable functions including receiving and entering incoming invoices into the accounting system for payment; verify approval through established purchasing procedures; field vendors' inquiries.
7. Prepare, assemble, and issue Requests for Proposals, Requests for Quotations and other contractor solicitations. Administer solicitation process using PlanetBids. Respond to prospective bidders questions and procurement related issues. Accept electronic proposals and sealed bids. Review bids for completeness
8. Act as the Authority's Contract Administrator; prepare, coordinate execution, and maintain and monitor all public works contracts, supply contracts, professional service agreements and amendments. Prepare notices of award, notices to proceed, and prepare and record notices of completion. Record and monitor contract data to identify upcoming contract renewals and amendments; solicit renewal rates from suppliers. Perform review of insurance certificates, bid bonds, performance bonds and payment bonds for compliance. Register public works projects with Department of Industrial Relations (DIR), obtain prevailing wage rates from DIR and provide information to public works contractors.
- ~~4.9.~~ Act as the Office Manager to handle all administrative functions, including tasks related information technology (IT); work with IT Consultants to administer the computer network, and phone/data administration. Design, implement and update content and maintain CDA website.
- ~~5.10.~~ Draft and arrange for the legal publication of notices, postings, and public hearings: updated and distribute changes to all CDA policies, procedures, and manuals as developed by the General Manager.
11. Act as Filing Officer for Fair Political Practices Commission. Supply Form 700 to those officials who have assuming, annual, and leaving office filing obligations, and notify filers who fail to file. Ensure completeness of forms, notifying filers of

[omissions and errors. Complete and post FPPC Form 806, reporting public official appointment to committees. Complete and submit required notices to Secretary of State as needed, including Statements of Facts and Joint Powers Agreement amendments.](#)

~~6-12.~~ Perform a variety of human resource activities; maintain confidential personnel files and records; coordinate employee benefits programs; serve as a human resources liaison to staff; performs other confidential employee/employer relations assignments as required.

~~7-13.~~ Prepare and maintain complex files and records for engineering and construction projects such as professional services agreements, contracts, insurance forms, requisitions, agenda records, timesheets, and payroll records.

~~8-14.~~ Act as receptionist in the General Manager/CEO's office; greet and screen visitors and the general public in person, by telephone, or by electronic mail; answer questions or refer inquiries to appropriate Authority personnel.

~~9-15.~~ Accept, screen, and prioritize correspondence for the General Manager/CEO and Board members; respond independently to correspondence of a routine nature or as directed.

~~10-16.~~ Maintain appointment calendars and schedules; arrange meetings for the General Manager/CEO and Board members; make travel arrangements; organize, oversee and implement arrangements for a variety of Authority events as directed.

~~17.~~ [Maintain Notary Commission of the State of California. Certify, attest to and notarize documents including grants of easements, quit claim deeds, resolutions and liens; serves as the Agency's Notary Public.](#)

~~11-18.~~ Build and maintain positive working relationships with other Authority employees and the public using principles of good customer service.

~~12-19.~~ Maintain office supplies, forms, and equipment.

~~13-20.~~ Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office technology and related computer equipment and programs including word processing, spreadsheet, and database applications.

Principles and practices of recordkeeping, and file and records management practices.

Pertinent local, State and Federal rules, regulations and laws, including the Ralph M. Brown Act, California Fair Political Practices Commission rules and regulations, and Freedom of Information Act.

Working knowledge of principles and procedures related to human resource management

Notification and publication requirements for Board actions, ordinances, and resolutions.

English usage, spelling, punctuation and grammar, including proofreading and principles of business letter writing and report preparation.

Standard business arithmetic and related record-keeping.

Ability to:

Provide responsible and confidential administrative and secretarial support to the General Manager/CEO and the Board of Directors in preparing the Board agenda and maintaining official Authority records.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Review documents related to the General Manager/CEO's office operations and Board agenda preparation; understand, interpret and explain Authority policies and procedures; explain operations and trouble-shoot office issues for the public and with staff.

Plan and organize work to carry out difficult secretarial and clerical assignments and meet routine deadlines; when required, work under prolonged and unexpected time constraints to meet required deadlines.

Attend regular and special Board and Committee meetings as required, including in the evenings, on weekends or hours outside of regular work schedule. Take and

prepare minutes of official and routine meetings and record documents and actions.

Read, understand and apply complex materials; proofread and detect errors in typing, spelling, grammar, syntax, and punctuation.

Establish and maintain record keeping systems.

Prepare reports and correspondence, minutes, ordinances, resolutions, proclamations, and other written materials independently or with minimal instruction.

Operate a personal computer with proficiency and familiarity and effectively use word processing, spreadsheet, and database applications.

Type at a speed at a speed of no less than 60 words net per minute.

Communicate clearly and concisely, both orally and in writing.

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

Physical demands:

Frequent use of telecommunications equipment including, but not limited to, telephones, computers, facsimile machines and copiers; sit for prolonged periods; intermittently twist to reach office equipment; walk and stand in office; bend and kneel while retrieving files; perform simple grasping and fine manipulation; write and use keyboard to communicate through written means; run errands; and lift and carry up to 20 pounds.

Education, Experience and Training:

Any combination of experience and/or training which demonstrates the ability to perform the duties as described

Experience:

- Five years of responsible secretarial or office administrative experience.
- Experience working within a governmental setting is desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by college level courses in office management, human resources, business, secretarial skills or a related field.

License and Certificate:

- Valid California driver's license is required.
- Public Notary registration is [required](#) ~~highly desirable~~.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisors' instructions and to perform the tasks requested by their supervisors.

Approved: _____

Chino Basin Desalter Authority
 Survey of Job Classification and Salary - 2023

Entity	Job Title	Exempt / Non-Exempt	Hourly Rate		Monthly Rate		Annual Rate		Comments
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
CDA Members									
CDA Principal Accountant									
Jurupa Community Services District	Accounting Supervisor	Exempt	\$ 49.51	\$ 60.18	\$ 8,582	\$ 10,431	\$ 102,980	\$ 125,172	
City of Chino Hills	Accounting Supervisor	Exempt	\$ 43.80	\$ 53.23	\$ 7,592	\$ 9,227	\$ 91,104	\$ 110,718	
City of Ontario	Accounting Manager	Exempt	\$ 52.47	\$ 63.79	\$ 9,095	\$ 11,057	\$ 109,138	\$ 132,683	
IEUA	Accounting Supervisor	Exempt	\$ 57.91	\$ 70.55	\$ 10,037	\$ 12,229	\$ 120,446	\$ 146,752	
Western MWD	Accounting Supervisor	Exempt	\$ 51.82	\$ 77.12	\$ 8,981	\$ 13,367	\$ 107,775	\$ 160,402	\$ 135,146 Average \$ 132,683 Median
Principal Accountant - the current classification serves as a typical Accounting Manager who executes a variety of essential finance and accounting functions. The position reports to the CFO.									
Current salary	Principal Accountant	Non-exempt	\$ 46.06	\$ 56.40	\$ 7,983	\$ 9,776	\$ 95,796	\$ 117,312	
Executive Assistant/Board Secretary									
Jurupa Community Services District	Ex Services Mgr/Board Sec	Exempt	\$ 64.77	\$ 78.73	\$ 11,226	\$ 13,646	\$ 134,719	\$ 163,752	
IEUA	Board Secretary/Office Manager	Exempt	\$ 73.90	\$ 90.04	\$ 12,809	\$ 15,607	\$ 153,715	\$ 187,287	
Western MWD	Office Manager	Exempt	\$ 55.70	\$ 82.90	\$ 9,654	\$ 14,369	\$ 115,852	\$ 172,424	
City of Ontario	Executive Assistant to City Mgr	Exempt	\$ 55.20	\$ 67.07	\$ 9,568	\$ 11,625	\$ 114,816	\$ 139,500	\$ 165,741 Average \$ 168,088 Median
Eastern MWD	Board Secretary		\$ 56.01	\$ 69.75	\$ 9,708	\$ 12,090	\$ 116,500	\$ 145,080	
Cucamonga Valley WD	Executive Services Administrator				\$ 9,098	\$ 11,827	\$ 109,176	\$ 141,924	
Executive Assistant - the current classification serves a wide variety of job functions, namely Board Secretary, assistant to General Manager/CEO, Administrative Office Manager.									
Current salary	Executive Assistant	Non-exempt	\$ 46.06	\$ 56.40	\$ 7,983	\$ 9,776	\$ 95,796	\$ 117,312	

**CDA EXECUTIVE ASSISTANT/OFFICE MANAGER
PROPOSED SALARY SCALE**

Step	BIWEEKLY	MONTHLY	YEARLY
1	4,813.50	9,627.01	115,524.10
2	5,066.85	10,133.69	121,604.31
3	5,320.21	10,640.42	127,685.08
4	5,586.25	11,172.49	134,069.90
5	5,865.58	11,731.17	140,774.00

**CDA ACCOUNTING SUPERVISOR
PROPOSED SALARY SCALE**

Step	BIWEEKLY	MONTHLY	YEARLY
1	4,271.73	9,255.42	111,065
2	4,485.31	9,718.17	116,618
3	4,709.58	10,204.08	122,449
4	4,945.04	10,714.25	128,572
5	5,192.31	11,250	135,000