

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Notice of a Special Meeting Administrative Committee

March 31, 2021

at

4:30 p.m.

Due to Executive Order N-25-20 and N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 4).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/98865974415?pwd=d0pEd3d2T3ZqbktEcHN3MDAxK2tpZz09>

Meeting ID: 962 7879 7477

Passcode: 221579

Dial by your location

+1 669 900 9128 US (San Jose)

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+1 312 626 6799 US (Chicago)

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Find your local number: <https://zoom.us/u/aRnag5opX>

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC FORUM RESPONSE**  
None
4. **PUBLIC FORUM**

The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under "Public Forum Response."

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

6.A. Reclassification and Reorganization:

- Reclassify Administrative Assistant to Operations Administrative/Laboratory Assistant – to provide operations support and laboratory assistance
- Reclassify Management Analyst - add Board Secretary to title and duties. Transfer some duties from existing Administrative Assistant classification
- Reclassify Laboratory Analyst to Senior Laboratory Analyst – to reflect the professional level of the position and level of responsibility

7. **ADJOURNMENT**

*Kimberly Booth*

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**Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency**

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 Kimberly Booth, Administrative Assistant at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the 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.

Visit [www.bbarwa.org](http://www.bbarwa.org) to view and/or print the Agenda Package



## MEMO

**Meeting Date:** March 31, 2021  
**To:** Administrative Committee of the Governing Board  
**From:** David Lawrence, P.E., General Manager  
**Subject:** Meeting Material

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For consideration – reclassification and reorganization:

- Reclassify Administrative Assistant to Operations Administrative/Laboratory Assistant – to provide operations support and laboratory assistance
- Reclassify Management Analyst - add Board Secretary to title and duties. Transfer some duties from existing Administrative Assistant classification
- Reclassify Laboratory Analyst to Senior Laboratory Analyst – to reflect the professional level of the position and level of responsibility

Attachments:

- Administrative Assistant – current job description\*
- Operations Administrative/Laboratory Assistant – draft
- Management Analyst – current job description\*
- Duties – Transfer to Management Analyst
- Management Analyst/Board Secretary – draft
- Senior Laboratory Analyst – redline draft
- Proposed Reclassification changes to Pay Schedule
- Organizational Chart – draft

\*Redline copy available upon request



CURRENT  
**ADMINISTRATIVE ASSISTANT**

**DEFINITION**

Under general supervision, performs a wide variety of routine and complex office, clerical, and administrative support duties for management and other staff; provides administrative support to the Governing Board and Committees; provides general assistance to the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant performs the full range of office and administrative support duties including organization and coordination of workload and preparation of compliance reports. 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 Management Analyst.

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

Perform a wide variety of complex, responsible and confidential duties for the Governing Board and Agency management.

Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; independent preparation of correspondence; type from a rough draft or verbal instruction.

Screen calls, visitors and mail; respond to sensitive requests for information and assistance.

Participate in and assist in the administration of the Agency's Office; compile information to be used in special projects and reports.

Maintain calendar of activities, meetings, and various events for management staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines.

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

Job Description  
Administrative Assistant

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Prepare Board and committee agenda packages and staff reports; attend meetings of the Governing Body and record all official proceedings; prepare meeting minutes and other documents.

Oversee publication, mailing, and posting of legal and public notices; maintain ordinances and resolutions; prepare and publish ordinance summaries.

Serve as Secretary for the Agency's Safety Committee; maintain safety policies and procedures; coordinate and track safety training.

Submit accurate and complete compliance reports and Conflict of Interest Code reporting.

Coordinate setup and take-down of the board room for meetings and events.

Reconcile bank records; maintain petty cash and log all deposits for Board room rental.

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:

Advanced English usage, spelling, grammar and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

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

Principles and procedures of record keeping.

Robert's Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest.

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:

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

Perform work with accuracy and attention to detail.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information for management staff.

Work independently in the absence of supervision.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems 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 and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; 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 necessary for an Administrative Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade. An Associate of Arts degree in public administration, business administration or related field is desirable.

Experience and Training:

Four years of administrative and secretarial experience or the performance of related work supplemented by specialized training.

**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 at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, 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**



**DRAFT**

## **OPERATIONS ADMINISTRATIVE/LABORATORY ASSISTANT**

### **DEFINITION**

Under general supervision, performs a wide variety of routine and complex office, clerical, administrative operational support duties for management and staff; sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Operations Administrative/Laboratory Assistant performs the full range of office and administrative support duties including organization and coordination of workload and preparation of compliance reports, in addition to support operations such as laboratory and 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:**

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

Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; independently prepare correspondence; type from a rough draft or verbal instruction. Compile information to be used in special projects and reports.

Participate and assist in the administration of the Agency's operations and laboratory office.

Maintain calendar of activities, meetings, and various events for operations and laboratory staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines.

Distribute mail and material to operations staff. Deliver correspondence, receipts, logs, forms, and other material between operations and the administration office. Process mailing and shipping of items for operations and laboratory.

Screen visitors to the plant and coordinate plant tours. Respond to sensitive requests for information and assistance.



Job Description  
Operations Administrative/Laboratory Assistant

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Assist with laboratory tasks including sampling, routine testing, and the collection and compilation of laboratory data, under the direction of the Laboratory Analyst.

Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and timely. Monitor SWRCB and CWEA certifications and renewals for operator and laboratory staff.

Under the direction of management, submit accurate and complete compliance and regulatory reports.

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, in coordination with the Management Analyst.

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

Maintain SDRMA General Safety Specialist certification.

Coordinate and track safety training for Agency employees. Assist with coordination of annual employee testing to include, but not limited to, auditory, respiratory fit tests, etc.

Maintain safety policies and procedures; ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

Provide information to employees on training opportunities available through CWEA and other resources. Assist operators in researching available training courses and costs.

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.

Collaborate with Human Resources in planning and organizing employee activities, such as team-building events, annual safety incentive awards, holiday parties, and employee recognition. Assist with organizing BBARWA employee participation in community events, such as Tour de Big Bear, food drives, and holiday family sponsorships.

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

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Advanced English usage, spelling, grammar, and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

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

Principles and procedures of record keeping.

Robert's Rules of Order.

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:

Perform responsible and difficult 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.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Learn to collect samples and run routine laboratory tests.

Maintain confidential data and information for management staff.

Work independently in the absence of supervision. Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems 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 and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; 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 necessary for an Operations Administrative/Laboratory Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience and Training:

Four years of administrative and secretarial experience or the performance of related work supplemented by specialized training.

**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.

Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of appointment.

**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 at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, 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**



CURRENT  
**MANAGEMENT ANALYST**

**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; grant writing; public outreach and education; legislative monitoring and regulatory compliance; and to fulfill other administrative assignments as required.

**DISTINGUISHING CHARACTERISTICS**

The Management Analyst 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, and recommendations; 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, meetings and event planning.

Manage office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, and office equipment; coordinate with outside consultants and vendors to ensure the Agency's technology needs are met.

Prepare staff reports, agenda items, and resolutions as needed; oversee preparation of Governing Body agenda packets, resolutions, ordinances and public notices. Proofread copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Compose emails, general correspondence, memos, charts, business plans.

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

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

Job Description  
Management Analyst

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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.

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

Monitor new and pending legislation and regulations for their impact on Agency operations and ensure timely compliance with regulatory matters and reporting requirements.

Participate in the development and implementation of Agency strategic plans.

Prepare bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors.

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

Assist in coordinating human resources programs such as recruitment and selection, classification and compensation, and employee benefits.

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

Represent the Agency at various meetings; attend Governing Board meetings, as necessary.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of office organization, supervision and management.

Principles and techniques of project management.

Grant writing and application procedures.

General information technology systems.

State and Federal legislative and regulatory process.

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.

Job Description  
Management Analyst

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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.

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.

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Job Description  
Management Analyst

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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.

**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**

## Administrative Assistant Duties

### **Transfer to Management Analyst:**

- Provides administrative support to the Governing Board and Committees.
- Provides general assistance to the public by personally or directing information requests according to established procedures.
- Perform a wide variety of complex, responsible and confidential duties for the Governing Board.
- Maintain calendar of activities, meetings, and various events for management staff, arrange meetings, and make appointments.
- Prepare Board and Committee agenda packages and staff reports; attend meetings of the Governing Body and record all official proceedings; prepare meeting minutes and other documents.
- Oversee publication, mailing, and posting of legal and public notices; maintain ordinances and resolutions; prepare and public ordinance summaries.
- Conflict of Interest Code reporting. (Form 700)
- Coordinate setup and takedown of the board room for meetings and events.
- Mail
- Reconcile bank records, maintain petty cash and log all deposits for Board room rental.
- Website administration (this is currently a management analyst task; however, further clarification may be needed in regards to emails coming from the website contact page).
- Conduct periodic retention and purging of files in compliance with applicable guidelines.
- Processing of sewer permit applications.
- Processing of Board room rentals.





**DRAFT**

Big Bear Area Regional Wastewater Agency  
Job Description

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**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 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 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; publication of legal notices; 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.

Screen calls and visitors; provide general assistance to the public by personally or directing information requests according to established procedures.

Compose emails, general correspondence, memos, charts, business plans.

Collect and distribute mail; process outgoing mail.

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.

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

Coordinate setup and takedown of the board room for meetings and events.

Job Description  
Management Analyst/Board Secretary

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Manage office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, and office equipment; coordinate with outside consultants and vendors to ensure the Agency's technology needs are met.

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

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.

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 and Governing Board Handbook.

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Job Description  
Management Analyst/Board Secretary

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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 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.

Prepare 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.

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.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of office organization, supervision and management.

Principles and techniques of project management.

Grant writing and application procedures.

General information technology systems.

State and Federal legislative and regulatory process.

Job Description  
Management Analyst/Board Secretary

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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.

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.

### **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 LABORATORY ANALYST

### 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~~ and to maintain laboratory accreditation and track data and complete required reports.

### DISTINGUISHING CHARACTERISTICS

~~The Laboratory Analyst performs the full range of professional analytical duties related to the testing of samples. 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.~~ The Senior Laboratory Analyst is the most advanced professional level. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, the amount of time spent performing these duties requiring independent judgment and discretion, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including maintaining laboratory accreditation. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### 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; recommend changes to procedures, as appropriate.

~~Assist with~~ Provide training and guidance to operations staff in basic testing procedures and analyses and the safe and proper methods of working in a laboratory.

Participate in the development, maintenance and updating of standard operating procedures for laboratory analysis and quality assurance/quality control manual; maintain lab certification through ELAP.

## Job Description

### Senior Laboratory Analyst

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

Enter and download laboratory data for further analysis and reporting purposes; maintain laboratory records and prepare required reports and review all reports for accuracy; post analytical results, ensuring all local and state requirements are met for accreditation purposes.

Maintain inventory and reorder chemicals and supplies.

~~Assist~~ Participate in the ~~training~~ preparation and monitoring of the ~~safe and proper methods of working in a~~ budget for laboratory ~~operations; prepare cost estimates for budget recommendations.~~

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

Dispose of e-waste and waste chemical; inventory all chemicals in the plant and update ~~Material~~ Safety Data Sheets (~~MSDS~~ SDS); update and submit annual Business Plan.

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.

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.

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## Job Description

### Senior Laboratory Analyst

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Aseptic technique.

Chemical stoichiometry.

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:

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; 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.

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

Analyze testing data and draw sound conclusions.

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

Maintain accurate records and prepare complete and concise reports.

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:

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## Job Description

### Senior Laboratory Analyst

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#### Education:

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

#### Experience and Training:

~~Two~~Five years of increasingly responsible experience 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 ~~II~~ State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or the ability to obtain within ~~three (3)~~two (2) years of ~~employment~~appointment.

Possession of a Grade ~~II~~ Environmental Compliance Inspector Certificate and a Grade II Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of ~~employment~~appointment.

Possession of a ~~T1~~T2 Water Treatment Operator Certificate as issued by the State Water Resources Control Board Drinking Water Operator Certification Program, or the ability to obtain within two (2) years of date of ~~employment~~appointment.

### **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**

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DRAFT

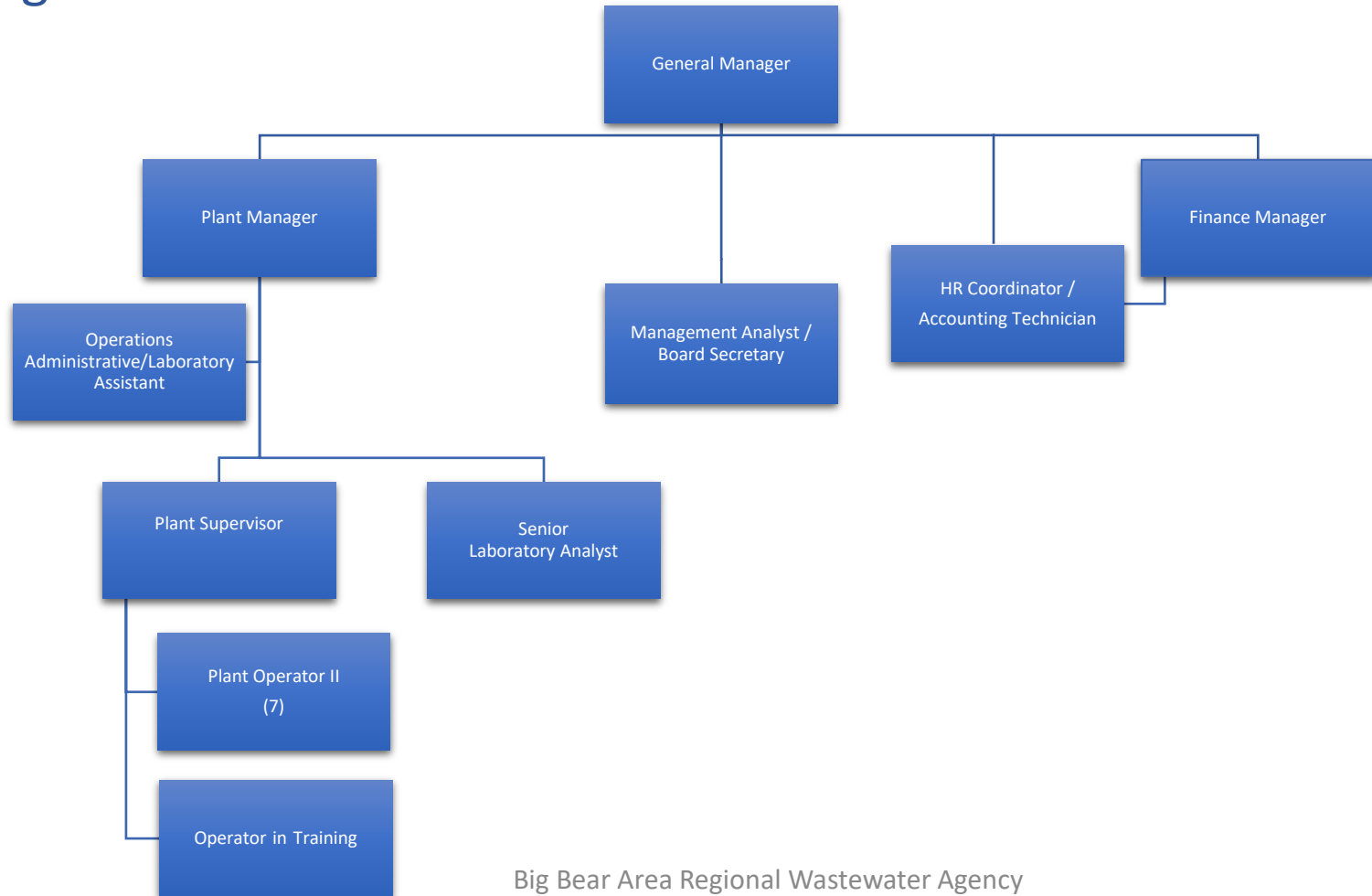
BIG BEAR AREA REGIONAL WASTEWATER AGENCY

PAY SCHEDULE

Current January 30, 2021 vs. Proposed Reclassification

Classification	Current Start	Current Top	New Start	New Top	% Change
Hourly Pay Rate:					
Administrative Assistant to Operations Administrative/Laboratory Assistant	\$25.05	\$33.82	\$26.30	\$35.51	5.0%
Management Analyst to Management Analyst/Board Secretary	\$31.48	\$42.51	\$31.48	\$42.51	-
Laboratory Analyst to Senior Laboratory Analyst	\$32.36	\$43.69	\$35.60	\$48.06	10.0%

# Organizational Chart



Big Bear Area Regional Wastewater Agency  
March 2021