

AGENDA
CASITAS MUNICIPAL WATER DISTRICT
PERSONNEL COMMITTEE
Brennan/Kaiser
August 11, 2020 - 4:30 p.m.

**The meeting will be held via teleconference
To attend the meeting please call toll free
(888) 788-0099 or (877) 853-5247
Enter Meeting ID 950 4149 3255#**

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Board of Directors Draft Welcome Coversheet
5. New Hire Benefits Packet
6. Park Services Manager Job Description Update
7. Water Quality Job Descriptions Update

Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. Not action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.

If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a).

Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6).

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: BOARD OF DIRECTORS DRAFT WELCOME COVERSHEET

DATE: AUGUST 11, 2020

RECOMMENDATION:

Review the Board of Directors Draft Welcome Coversheet for the Employee Handbook.

BACKGROUND AND DISCUSSION:

The Personnel Committee has requested a welcome coversheet from the Board of Directors be included in the Employee Handbook. Please review and provide feedback on the attached draft prior to requesting approval from the full Board.

BUDGET IMPACT:

No fiscal impact.

Attachment: Board of Directors Draft Welcome Coversheet



Welcome to the Casitas Municipal Water District!

As you join the ranks of the Casitas Municipal Water District's recreation and drinking water professionals, the Board of Directors would like to provide you with some background on the District along with information on its current mission.

Casitas was established in 1952 by a vote of the local population in the Ventura, Rincon and Ojai Valley areas. Casitas' first mandate was to engage the Federal Government in the financing and construction of the Ventura River Project. The Ventura River Project was completed in 1958 and included Casitas Dam, the Robles Diversion Facility, and an extensive treated water distribution system. Along with the construction of the Casitas Dam, the Lake Casitas Recreation Area was also created to provide recreational opportunities for the public.

Over the next several decades, the District's mission revolved around providing drinking water and recreation with each of these areas growing in size and complexity.

Currently, Casitas provides drinking water through nearly 6,000 water service connections and includes not only residential service but service to many farms, businesses, and other retail drinking water providers as well. This service is provided through the storage of water in Lake Casitas as well as local groundwater wells. The current population served drinking water by Casitas is approximately 65,000 to 70,000 people.

The Lake Casitas Recreation Area provides many typical recreational opportunities such as camping, fishing, and picnicking but also includes many miles of hiking trails and the operation of the Casitas Water Adventure during the summer months. The Lake Casitas Recreation Area has proven to be a popular destination for tourists as well as the local population with an annual visitation of more than 600,000 visitors.

In conclusion, the Board of Directors wishes you the greatest success in your career with the District and would like to present the current mission statement of Casitas:

The ongoing mission of the Casitas Municipal Water District is to provide its service area with safe and reliable locally and regionally developed water and recreational opportunities in an environmentally and economically responsible manner.

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: BENEFITS PACKET

DATE: AUGUST 11, 2020

RECOMMENDATION:

Review the Benefits Packet provided to all full-time new hires.

BACKGROUND AND DISCUSSION:

The Human Resources Manager typically meets with a new hire on their first day to go over onboarding paperwork and the benefits packet. A cover letter has not been created for the packet because it's verbally reviewed with the new hire. Since COVID-19 the packet has been emailed and details are included in the email specific to the employee and their Unit; whether they be Supervisory and Management or General and Recreation.

The General and Recreation groups are required to pay a small portion of the premium only if they select the Blue Cross PPO Plan. This is based on their Memorandum of Understanding (MOU) and can change annually on January 1st dependent on the premiums provided to Casitas from ACWAJPIA. The deductions are included in the attached packet. If this packet were going to a new Supervisor or Manager the deduction sheet would not be included.

The CalPERS booklet is not included in the packet because what they receive is dependent on whether they are a Classic or PEPRA member. I typically go online and print out the appropriate CalPERS booklet for their membership.

BUDGET IMPACT:

No fiscal impact.

Attachment: General and Recreation Units New Hire Benefits Packet



Employee Benefits Enrollment/Change Form

(800) 736-2292 ~ PO Box 619082 Roseville CA 95661 ~ Fax to **(916) 786-0906** or click **Secure Email** at www.acwajpia.com

Employer: Casitas Municipal Water District

Effective Date: _____ Qualifying Event Date: _____ SSN: _____
(Date of Hire, Term, Marriage, etc.)

<p>Reason for ENROLLMENT in coverage:</p> <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Marriage/Domestic Partnership <input type="checkbox"/> Birth/Adoption/Legal Guardianship <input type="checkbox"/> Loss of other group coverage <input type="checkbox"/> Surviving Spouse Benefits (if offered by employer) <input type="checkbox"/> Open Enrollment (COBRA Elections – use COBRA form)	<p>Reason for TERMINATION of coverage:</p> <input type="checkbox"/> Employment termination <input type="checkbox"/> Divorce <input type="checkbox"/> Coverage dependent <input type="checkbox"/> Enrolled in other group coverage <input type="checkbox"/> Death <input type="checkbox"/> Open Enrollment	<p>Reason for CHANGE:</p> <input type="checkbox"/> Active to Retired <input type="checkbox"/> Retired, new Medicare enrollment <input type="checkbox"/> Address Change <input type="checkbox"/> Name Change <input type="checkbox"/> Open Enrollment (changing plans, same dependents) <input type="checkbox"/> Other _____
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Marital Status:

Single
 Married
 Registered Domestic Partners
 Legally Separated
 Divorced
 Widowed

Date of Marital Status: _____

Enrollee Name: _____ Date of Hire: _____ Date of Birth: _____
LAST, FIRST MI

Mailing Address: _____

Phone #: () _____ Status (circle one): Active / Retired / Director Management (circle): Yes / No Union (circle): Yes / No

Notes regarding this enrollment change (if any):										Anthem HMO enrollees, indicate Primary Care Physician ID# from Anthem.com (OB/Peds OK)	DeltaCare HMO enrollees, indicate Network Facility Number	Anthem Classic PPO	Anthem Advantage PPO	Anthem Cal-Care HMO	Anthem CDHP	Anthem Value HMO	Kaiser HMO	Kaiser HMO / Ontical	Kaiser CDHP	Kaiser Value HMO	Kaiser Sr. Advantage	Delta Dental PPO	DeltaCare DHMO	Vision Service Plan	Life Insurance*	Employee Assist. Prog.
Enroll	Term	Relationship	Last	First	MI	SSN (required)	Gender	Date of Birth	Disabled Child																	
		Member				See above																				
		Spouse/RDP																								
		Child																								
		Child																								
		Child																								
		Child																								

You must return this completed form and required documents to your employer within 31 days of the benefits effective date or the mid-year qualifying event. Otherwise, you will have to wait until Open Enrollment to make benefit elections. Open Enrollment elections must be submitted during the annual Open Enrollment timeframe set by your employer. Dependent verification documents, i.e. marriage/birth certificates, are required to enroll dependents. Documentation must be provided to substantiate mid-year changes. See your HR Department for more information.

***Separate enrollment form required for life insurance.**

All Plans: I agree to comply with the terms of the group contract. All of the information on this form is correct and true. I understand that it is the basis on which coverage may be issued under the plan. Any misstatements or omissions may result in future claims being denied. In the case deliberate fraud, my coverage may be retroactively terminated, resulting in my financial responsibility for claims paid. I have read and understand the provisions outlined on this form. I understand that at hire (or initial benefits eligibility), at Open Enrollment, and when experiencing a qualifying life event (such as birth, marriage or gain/loss of other coverage) I have the opportunity to make changes to my benefits enrollment. I must initiate a change within 31 days of the qualifying life event or wait until the following Open Enrollment. I cannot terminate my coverage mid-year without a qualifying life event justifying such a change in coverage.

Deduction Agreement: If applicable, I authorize my employer to deduct the required premiums from my wages.

Dental and Vision Plans: I agree to continue membership in the programs in which the employer covers all employees, or all employees and dependents, during employment and while the program is in force.

Anthem Blue Cross plans:

Arbitration Agreement – I understand any dispute between myself (and/or any enrolled family member) and Anthem Blue Cross of California/CaliforniaCare Health Plans/WellPoint must be resolved by binding arbitration, if the amount in dispute exceeds the jurisdictional limit of the Small Claims Court, and not by law suit or resort to court process, except as California law provides for judicial review of arbitration proceedings. Under this coverage, both the Member and Anthem Blue Cross of California/CaliforniaCare Health Plans/WellPoint are giving up the right to have any dispute decided in a court of law before a jury.

Non-Participating Provider – I understand that I am responsible for a greater portion of my medical costs when I use a non-participating provider.

Declining Coverage – If I am permitted to decline coverage for myself and/or my dependents, I will complete & attach a Health Declination Form and provide proof of other coverage.

Authorization to Obtain or Release Medical Information – Anthem Blue Cross is authorized to obtain and release information in compliance with the Insurance & Privacy Protection Act, Section 56.10 et. Sequence of the California Civil Code. I hereby authorize any physician, health care practitioner, hospital, clinic, or other medical or medically related facility to furnish an agent, designee, or representative of Anthem Blue Cross of California any and all records pertaining to medical history, services rendered, or treatment given to anyone enrolled here under or added here after for purposes of review, investigation, or evaluation of an application, or evaluation of an application or a claim. I also authorize Anthem Blue Cross of California and its affiliates, or its agents, designees or representatives to disclose to a hospital or health care service plan, self-insurer, or insurer any such medical information obtained if such disclosure is necessary to allow the processing of any claim. If my coverage is under a Group Master Agreement held by my employer, an association, trust fund, union or similar entity, this authorization also permits disclosure to them for purposes of utilization review or financial audit. This authorization shall become effective immediately and shall remain in effect as long as necessary to enable Anthem Blue Cross of California and its affiliates to process claims. A photocopy of this authorization shall be as valid as the original.

Kaiser Foundation Health Plan Arbitration Agreement

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure or the ERISA claims procedure regulation, and any other claims that cannot be subject to binding arbitration under governing law) any dispute between myself, my heirs, relatives, or other associated parties on the one hand and Kaiser Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the *Evidence of Coverage*.

X

Signature Required for Kaiser Permanente Plan

Date

Signature required for enrollment in ALL Plans

Date

Form revised: 07/2016

**2020 per pay period deductions for General and Recreation
Unit Employees electing Classic PPO**

	Single	Two-Party	Family
Classic PPO	\$22.18	\$44.35	\$58.77

This Box for ACWA JPIA Use Only		
Loc. No.:	Eff. Date:	Group No.: 649298
Plan Code No.:	Entered:	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete

I. SELECTED COVERAGE

Benefit Level:	Director: (Maximum – \$10,000) <input type="checkbox"/> Yes <input type="checkbox"/> No	Dependent Coverage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Coverage: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete "Medical History Statement" form and submit for approval.
Do you have any dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No				

II. PERSONAL INFORMATION

Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Employee's Last Name:	First Name:	M.I.:
Birth Date: (Mo/Day/Yr)	Street Address:		
City:	State:	Zip:	Annual Salary:
Social Security No.:	Date Hired:	Employer: ACWA Joint Powers Insurance Authority	

Complete for Life, AD&D, and Additional Life coverages only. Give full name, address, and relationship of your beneficiary.

Examples:

- A. One Beneficiary Dorothy Q. Smith, 777 America St., Anytown, USA 77777, Wife (not Mrs. John Smith)
- B. Two Beneficiaries Peter Smith, Father, and Anna Smith, Mother, equally or the survivor
- C. Two Beneficiaries in Unequal Shares Peter Smith, Father, three-fourths (3/4), and Anna Smith, Mother, one-fourth (1/4), or the survivor
- D. One Primary and One Contingent Beneficiary Dorothy Q. Smith, Wife, if living; otherwise Quincy Smith, Son
- E. One Primary and Two Contingent Beneficiaries Dorothy Q. Smith, Wife, if living; otherwise Quincy Smith, Son, and Mary Smith, Daughter, equally, or the survivor.
- F. Trustee Dorothy Q. Smith, Trustee under trust agreement dated _____.
- G. Insured's Estate My Estate

Do you know that if death occurs and a minor (a person not of legal age) or the insured's estate is the beneficiary, it may be necessary to have a guardian or a legal representative appointed before any death benefit can be paid? This means legal expenses for the beneficiary and delay in the payment of the insurance. Please take this into consideration when naming your beneficiary.

Beneficiary – Complete for Life and AD&D Insurance
Full Name, Address and Social Security #

Relationship

_____	_____
_____	_____
_____	_____

I apply for Insurance under the Group Insurance Plan. I authorize deductions from my wages to cover my contribution, if required, toward the cost of my insurance.

X _____ Date: _____

Note: Beneficiary designation is not valid unless this card is signed and dated.

Benefit Summary

128742 & 35995 ACWA JPIA

**Principal Benefits for
Kaiser Permanente Traditional HMO Plan (1/1/20—12/31/20)****Accumulation Period**

The Accumulation Period for this plan is January 1 through December 31.

Out-of-Pocket Maximum(s) and Deductible(s)

For Services that apply to the Plan Out-of-Pocket Maximum, you will not pay any more Cost Share for the rest of the Accumulation Period once you have reached the amounts listed below.

Amounts Per Accumulation Period	Self-Only Coverage (a Family of one Member)	Family Coverage Each Member in a Family of two or more Members	Family Coverage Entire Family of two or more Members
Plan Out-of-Pocket Maximum	\$1,500	\$1,500	\$3,000
Plan Deductible	None	None	None
Drug Deductible	None	None	None

Professional Services (Plan Provider office visits)

	You Pay
Most Primary Care Visits and most Non-Physician Specialist Visits	\$10 per visit
Most Physician Specialist Visits.....	\$10 per visit
Routine physical maintenance exams, including well-woman exams	No charge
Well-child preventive exams (through age 23 months).....	No charge
Family planning counseling and consultations.....	No charge
Scheduled prenatal care exams	No charge
Routine eye exams with a Plan Optometrist	No charge
Urgent care consultations, evaluations, and treatment	\$10 per visit
Most physical, occupational, and speech therapy.....	\$10 per visit

Outpatient Services

	You Pay
Outpatient surgery and certain other outpatient procedures	\$10 per procedure
Allergy injections (including allergy serum)	\$3 per visit
Most immunizations (including the vaccine)	No charge
Most X-rays and laboratory tests.....	No charge

Hospitalization Services

	You Pay
Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs.....	No charge

Emergency Health Coverage

	You Pay
Emergency Department visits.....	\$50 per visit

Note: This Cost Share does not apply if you are admitted directly to the hospital as an inpatient for covered Services (see "Hospitalization Services" for inpatient Cost Share).

Ambulance Services

	You Pay
Ambulance Services.....	\$50 per trip

Prescription Drug Coverage

Covered outpatient items in accord with our drug formulary guidelines:

	You Pay
Most generic items at a Plan Pharmacy or through our mail-order service.....	\$5 for up to a 100-day supply
Most brand-name items at a Plan Pharmacy or through our mail-order service.....	\$15 for up to a 100-day supply
Most specialty items at a Plan Pharmacy.....	\$15 for up to a 30-day supply

Durable Medical Equipment (DME)

	You Pay
DME items as described in the EOC.....	20% Coinsurance

Mental Health Services

	You Pay
Inpatient psychiatric hospitalization.....	No charge
Individual outpatient mental health evaluation and treatment	\$10 per visit
Group outpatient mental health treatment	\$5 per visit

Substance Use Disorder Treatment

	You Pay
Inpatient detoxification	No charge
Individual outpatient substance use disorder evaluation and treatment.....	\$10 per visit
Group outpatient substance use disorder treatment.....	\$5 per visit

Proposed Benefit Summary*(continued)*

Home Health Services	You Pay
Home health care (up to 100 visits per Accumulation Period)	No charge
Other	You Pay
Skilled nursing facility care (up to 100 days per benefit period).....	No charge
Prosthetic and orthotic devices as described in the <i>EOC</i>	No charge
Services to diagnose or treat infertility and artificial insemination (such as outpatient procedures or laboratory tests) as described in the <i>EOC</i>	see <i>EOC</i> for Cost Share
Assisted reproductive technology ("ART") Services.....	Not covered
Hospice care	No charge
Chiropractic	\$10 per visit up to 30 visits

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the *EOC*. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Your Kaiser Permanente **CHIROPRACTIC** benefits

When you need chiropractic care, follow these simple steps:

1. Find an ASH Plans Participating Provider near you:
 - Go to ashlink.com/ash/kp, or
 - Call **1-800-678-9133** (TTY **711**), Monday through Friday, from 5 a.m. to 6 p.m. Pacific time
2. Schedule an appointment.
3. Pay for your office visit when you arrive for your appointment.

(See the reverse for more details.)

YOUR KAISER PERMANENTE CHIROPRACTIC BENEFIT

Services	Cost Sharing and Office Visit Maximums
<p>Chiropractic Services are covered when provided by a Participating Provider and medically necessary to treat or diagnose Neuromusculoskeletal Disorders. You can obtain services from any ASH Plans Participating Provider without a referral from a Plan Physician.</p>	<p>Office visit cost share: \$10 copay per visit Office visit limit: 30 visits per year Chiropractic appliance benefit: If the amount of the appliance in the ASH Plans fee schedule exceeds \$50, you will pay the amount in excess of \$50, and that payment will not apply toward any applicable deductible or out-of-pocket maximum. Covered chiropractic appliances are limited to: elbow supports, back supports, cervical collars, cervical pillows, heel lifts, hot or cold packs, lumbar braces and supports, lumbar cushions, orthotics, wrist supports, rib belts, home traction units, ankle braces, knee braces, rib supports, and wrist braces.</p>

Office visits: Covered Services are limited to Medically Necessary Chiropractic Services authorized and provided by ASH Plans Participating Providers except for Emergency Chiropractic Services and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered care. Each office visit counts toward any visit limit, if applicable, even if an adjustment is not provided during the visit.

X-rays and laboratory tests: Medically necessary X-rays and laboratory tests are covered at no charge when prescribed as part of covered chiropractic care and a Participating Provider provides the Services or refers you to another licensed provider with which ASH contracts for the Services.

Participating Providers

ASH Plans contracts with Participating Providers and other licensed providers to provide covered Chiropractic Services, including laboratory tests, X-rays, and chiropractic appliances. You must receive covered services from a Participating Provider or another licensed provider with which ASH contracts, except for Emergency Chiropractic Services, Urgent Chiropractic Services, and services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered Services that are authorized in advance by ASH Plans. The list of Participating Providers is available on the ASH Plans website at ashlink.com/ash/kp or from the ASH Plans Customer Service Department toll free at **1-800-678-9133** (TTY users call **711**), weekdays from 5 a.m. to 6 p.m. The list of Participating Providers is subject to change at any time without notice.

How to obtain services

To obtain covered services, call a Participating Provider to schedule an initial examination. If additional services are required, verification that the Services are Medically Necessary may be required. Your Participating Provider will request any medical necessity determinations. An ASH Plans clinician in the same or similar specialty as the provider of Services under review will decide whether the Services are or were Medically Necessary Services. ASH Plans will disclose to you, upon request, the process that it uses to authorize, modify, delay, or deny a request for authorization. If you have questions or concerns, please contact the ASH Plans Customer Service Department.

Second Opinions

You may request a second opinion in regard to covered Services by contacting another Participating Provider. A Participating Provider may also request a second opinion in regard to covered Services by referring you to another Participating Provider in the same or similar specialty.

Your Costs

When you receive covered Services, you must pay your Cost Share amount as described in the *Chiropractic Services Amendment* of your Health Plan *Evidence of Coverage*. The Cost Share does not apply toward the Plan Out-of-Pocket Maximum described in the Health Plan *Evidence of Coverage*.

Emergency and Urgent Chiropractic Services

We cover Emergency Chiropractic Services and Urgent Chiropractic Services provided by both Participating Providers and Non-Participating Providers. We do not cover follow-up or continuing care from a Non-Participating Provider unless ASH Plans has authorized the services in advance. Also, we do not cover services from a Non-Participating Provider that ASH Plans determines are not Emergency Chiropractic Services or Urgent Chiropractic Services.

Getting Assistance

If you have a question or concern regarding the services you received from an ASH Plans Participating Provider or another licensed provider with which ASH contracts, you may call ASH Plans Customer Service Department toll free at **1-800-678-9133** (TTY users call **711**), weekdays from 5 a.m. to 6 p.m. Pacific time.

Grievances

You can file a grievance with Kaiser Permanente regarding any issue. Your grievance must explain your issue, such as the reasons why you believe a decision was in error or why you are dissatisfied with Services you received. You may submit your grievance orally or in writing to Kaiser Permanente as described in your Health Plan *Evidence of Coverage*.

Exclusions and Limitations

- Services for asthma or addiction, such as nicotine addiction
- Hypnotherapy, behavior training, sleep therapy, and weight programs
- Thermography
- Experimental or investigational services
- CT scans, MRIs, PET scans, bone scans, nuclear medicine, and any other types of diagnostic imaging or radiology other than X-rays covered under the "Covered Services" section of your *Chiropractic Services Amendment*
- Ambulance and other transportation
- Education programs, nonmedical self-care or self-help, any self-help physical exercise training, and any related diagnostic testing
- Services for pre-employment physicals or vocational rehabilitation
- Air conditioners, air purifiers, therapeutic mattresses, chiropractic appliances, durable medical equipment, supplies, devices, appliances, and any other item except those listed as covered in your *Chiropractic Services Amendment*
- Drugs and medicines, including non-legend or proprietary drugs and medicines
- Services you receive outside the state of California except for Emergency Chiropractic Services and Urgent Chiropractic Services
- Hospital services, anesthesia, manipulation under anesthesia, and related services
- For Chiropractic Services, adjunctive therapy not associated with spinal, muscle, or joint manipulations
- Dietary and nutritional supplements, such as vitamins, minerals, herbs, herbal products, injectable supplements, and similar products
- Massage therapy
- Services provided by a chiropractor that are not within the scope of licensure for a chiropractor licensed in California
- Maintenance care (services provided to members whose treatment records indicate that they have reached maximum therapeutic benefit)

Definitions

ASH Plans: American Specialty Health Plans of California, Inc., a California corporation.

Chiropractic Services: Services provided or prescribed by a chiropractor (including laboratory tests, X-rays, and chiropractic appliances) for the treatment of your Neuromusculoskeletal Disorder.

Emergency Chiropractic Services: Covered Chiropractic Services provided for the treatment of a Neuromusculoskeletal Disorder which manifests itself by acute symptoms of sufficient severity (including severe pain) such that a reasonable person could expect the absence of immediate Chiropractic Services to result in serious jeopardy to your health or body functions or organs.

Neuromusculoskeletal Disorders: Conditions with associated signs and symptoms related to the nervous, muscular, or skeletal systems. Neuromusculoskeletal Disorders are conditions typically categorized as structural, degenerative, or inflammatory disorders, or biomechanical dysfunction of the joints of the body or related components of the motor unit (muscles, tendons, fascia, nerves, ligaments/capsules, discs, and synovial structures), and related neurological manifestations or conditions.

Participating Provider: A chiropractor who is licensed to provide chiropractic services in California and who has a contract with ASH Plans to provide Medically Necessary Chiropractic Services to you.

Urgent Chiropractic Services: Chiropractic Services that meet all of the following requirements:

- They are necessary to prevent serious deterioration of your health, resulting from an unforeseen illness, injury, or complication of an existing condition, including pregnancy.
- They cannot be delayed until you return to the Service Area.

This is only a summary and is intended to highlight only the most frequently asked questions about the benefit, including cost shares. Please refer to the *Chiropractic Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for a detailed description of the chiropractic benefits, including exclusions and limitations, Emergency Chiropractic Services, and Urgent Chiropractic Services.

Kaiser Foundation Health Plan, Inc. (Health Plan), contracts with American Specialty Health Plans of California, Inc. (ASH Plans), to make the ASH Plans network of Participating Providers available to you. You can obtain covered Services from any Participating Provider without a referral from a Plan Physician. Your Cost Share is due when you receive covered Services. Please see the definitions section of your *Chiropractic Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for terms you should know.

Your summary of benefits



Anthem Blue Cross

ACWA JPIA – C00361

Your Plan: 2020 **HMO Plan** (2940)

Your Network: California Care HMO

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

Anthem Blue Cross HMO benefits are covered only when services are provided or coordinated by the primary care physician and authorized by the participating medical group or independent practice association (IPA); except OB/GYN services received within the member's medical group/ IPA, and services for mental and nervous disorders and substance abuse. Benefits are subject to all terms, conditions, limitations, and exclusions of the EOC.

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
Overall Deductible <i>See notes section to understand how your deductible works. Your plan may also have a separate Prescription Drug Deductible. See Prescription Drug Coverage section.</i>	\$0	N/A
Out-of-Pocket Limit <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. See notes section for additional information regarding your out of pocket maximum.</i>	\$500 single / \$1,500 family	N/A
Preventive care/screening/immunization <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
Primary care visit to treat an injury or illness	\$10 copay per visit	Not covered
Specialist care visit	\$10 copay per visit	Not covered
Prenatal and Post-natal Care	\$10 copay per visit	Not covered
Other practitioner visits: Retail health clinic Preferred On-line Visit <i>Includes Mental/ Behavioral Health and Substance Abuse.</i>	\$10 copay per visit No charge	Not covered Not covered

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
<p>Chiropractor services <i>Coverage for In-Network Provider is limited to 60 visits per illness or injury. Limit is combined with Physical Therapy, Physical Medicine, and Occupational Therapy.</i></p> <p><i>Chiropractic care benefits also available through the American Specialty Health Plans Chiropractic network. Limited to 30 visits per year. Appliances limited to \$50 per year.</i></p> <p>Acupuncture</p>	<p>\$10 copay per visit</p> <p>\$10 copay per visit</p> <p>\$10 copay per visit</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p>Other services in an office:</p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Hemodialysis</p> <p>Prescription drugs <i>For the drug itself, dispensed in an office through infusion/injection</i></p>	<p>\$10 copay per visit</p> <p>\$10 copay per visit</p> <p>\$10 copay per visit</p> <p>20% coinsurance up to \$100 per visit</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p>Diagnostic Services</p> <p>Lab:</p> <p>Office</p> <p>Freestanding Lab</p> <p>Outpatient Hospital</p>	<p>No charge</p> <p>No charge</p> <p>No charge</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p>X-ray:</p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>No charge</p> <p>No charge</p> <p>No charge</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>No charge</p> <p>No charge</p> <p>No charge</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
Emergency and Urgent Care Emergency room facility services <i>This is for the hospital/facility charge only. The ER physician charge may be separate. Copay waived if admitted.</i> Emergency room doctor and other services	\$50 copay per visit No charge	Covered as In-Network Covered as In-Network
Ambulance (air and ground)	\$50 copay per trip for ground and air	Covered as In-Network
Urgent Care (office setting)	\$10 copay per visit	(Out of service area) Covered as In-Network
Outpatient Mental/Behavioral Health and Substance Abuse Doctor office visit Facility visit: Facility fees	\$10 copay per visit No charge	Not covered Not covered
Outpatient Surgery Facility fees: Hospital Freestanding Surgical Center Doctor and other services	No charge No charge No charge	Not covered Not covered Not covered
Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse) Facility fees (for example, room & board) Doctor and other services	No charge No charge	Not covered Not covered
Recovery & Rehabilitation Home health care	No charge	Not covered

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
<p>Rehabilitation services (for example, physical/speech/occupational therapy):</p> <p>Office <i>Coverage for In-Network Provider is limited to 60 consecutive days per illness or injury for Physical, Occupational and Speech Therapy combined. Limit is combined with 60 Chiropractic visit limit.</i></p> <p>Outpatient hospital <i>Coverage for In-Network Provider is limited to 60 consecutive days per illness or injury for Physical, Occupational and Speech Therapy combined. Limit is combined with 60 Chiropractic visit limit.</i></p> <p>Habilitation services <i>Habilitation and Rehabilitation visits count towards your Rehabilitation limit.</i></p> <p>Office</p> <p>Outpatient hospital</p>	<p>\$10 copay per visit</p> <p>No charge</p> <p>\$10 copay per visit</p> <p>No charge</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p>Cardiac rehabilitation</p> <p>Office</p> <p>Outpatient hospital</p>	<p>\$10 copay per visit</p> <p>No charge</p>	<p>Not covered</p> <p>Not covered</p>
<p>Skilled nursing care (in a facility) <i>Coverage for In-Network Provider is limited to 100 day limit per benefit period.</i></p>	<p>No charge</p>	<p>Not covered</p>
<p>Hospice</p>	<p>No charge</p>	<p>Not covered</p>
<p>Durable Medical Equipment</p>	<p>No charge</p>	<p>Not covered</p>
<p>Prosthetic Devices</p>	<p>No charge</p>	<p>Not covered</p>

Your summary of benefits

Covered Prescription Drug Benefits	Your cost if you use an In-Network Pharmacy	Your cost if you use a Non-Network Pharmacy
Pharmacy Deductible	\$0	\$0
Pharmacy Out of Pocket	\$6,100 member / \$11,700 family	None
Prescription Drug Coverage <i>This plan uses a National Drug List. Drugs not on the list are not covered. You pay additional copays or coinsurance on all tiers for retail fills that exceed 30 days.</i>		
Preventive Pharmacy Preventive Immunization Female oral contraceptive <i>Generic and Single Source brand</i>	\$0 copay (retail only) \$0 copay	50% coinsurance up to \$250 per prescription (retail only) 50% coinsurance up to \$250 per prescription (retail only)
Generic Drugs <i>Member pays the retail pharmacy copay plus 50% for out of network. Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i>	\$5 copay per prescription (retail only) and \$10 copay per prescription (home delivery only)	50% coinsurance up to \$250 per prescription (retail only)
Brand Name Formulary Drugs <i>Member pays the retail pharmacy copay plus 50% for out of network. Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i>	\$20 copay per prescription (retail only) and \$40 copay per prescription (home delivery only)	50% coinsurance up to \$250 per prescription (retail only)
Brand Name Non-Formulary Drugs <i>Certain drugs require preauthorization approval to obtain coverage. Member pays the retail pharmacy copay plus 50% for out of network. Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i>	\$50 copay per prescription (retail only) and \$100 copay per prescription (home delivery only)	50% coinsurance up to \$250 per prescription (retail only)

Your summary of benefits

Covered Prescription Drug Benefits	Your cost if you use an In-Network Pharmacy	Your cost if you use a Non-Network Pharmacy
<p>Self-Administered injectable Drugs (except insulin) <i>Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i></p>	<p>20% coinsurance up to \$100 per prescription (retail only) and 20% coinsurance up to \$200 per prescription (home delivery only)</p>	<p>50% coinsurance up to \$250 per prescription (retail only)</p>
<p>Specialty Pharmacy Program <i>Certain specialty pharmacy drugs may be obtained through the specialty pharmacy program. Limited to a 30-day supply. Please contact the customer service number on the back of your ID card to see if your drug is on the specialty pharmacy program or obtain a list at anthem.com/ca.</i></p>	<p>Applicable copay applies</p>	<p>Not covered</p>

Your summary of benefits

Notes:

- This Summary of Benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits. This Summary of Benefits, as updated, is subject to the approval of the California Department of Insurance and the California Department of Managed Health Care (as applicable).
- In addition to the benefits described in this summary, coverage may include additional benefits, depending upon the member's home state. The benefits provided in this summary are subject to federal and California laws. There are some states that require more generous benefits be provided to their residents, even if the master policy was not issued in their state. If the member's state has such requirements, we will adjust the benefits to meet the requirements.
- Your plan requires a selection of a Primary Care Physician. Your plan requires a referral from your Primary Care Physician for select covered services.
- Preventive Care Services includes physical exam, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunization, health education, intervention services, HIV testing) and additional preventive care for women provided for in the guidance supported by Health Resources and Service Administration.
- For Medical Emergency care rendered by a Non-Participating Provider or Non-Contracting Hospital, reimbursement is based on the reasonable and customary value. Members may be responsible for any amount in excess of the reasonable and customary value.
- If your plan includes an emergency room facility copay and you are directly admitted to a hospital, your emergency room facility copay is waived.
- Certain services are subject to the utilization review program. Before scheduling services, the member must make sure utilization review is obtained. If utilization review is not obtained, benefits may be reduced or not paid, according to the plan.
- Additional visits may be authorized if medically necessary. Pre-service review must be obtained prior to receiving the additional services.
- Skilled Nursing Facility day limit does not apply to mental health and substance abuse.
- Respite Care limited to five consecutive days per admission.
- Freestanding Lab and Radiology Center is defined as services received in a non-hospital based facility.
- Infertility services are not included in the out of pocket amount.
- Coordination of Benefits: The benefits of this plan may be reduced if the member has any other group health or dental coverage so that the services received from all group coverage do not exceed 100% of the covered expense
- When using non-network pharmacy, members are responsible for in-network pharmacy copay plus 50% of the remaining prescription drug maximum allowed amount & costs in excess of the prescription drug maximum allowed amount. Members will pay upfront and submit a claim form.
- Preferred Generic Program: If a member requests a brand name drug when a generic drug version exists, the member pays the generic drug copay plus the difference in cost between the prescription drug maximum allowed amount for the generic drug and the brand name drug dispensed, but not more than 50% of our average cost of that type of prescription drug. The Preferred Generic Program does not apply when the physician has specified "dispense as written" (DAW) or when it has been determined that the brand name drug is medically necessary for the member. In such case, the applicable copay for the dispensed drug will apply.
- Certain drugs require pre-authorization approval to obtain coverage.

Your summary of benefits

- Supply limits for certain drugs may be different, go to Anthem website or call customer service.
- For additional information on limitations and exclusions and other disclosure items that apply to this plan, go to https://le.anthem.com/pdf?x=CA_LG_HMO
- For additional information on this plan, please visit www.acwajpia.com to obtain a Summary of Benefit Coverage.

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Questions: (800) 227-3641 or visit us at www.anthem.com/ca

CA/L/F/HMO/ACWA JPIA 2020 HMO 2940 (printed 08/19/2019)

Your summary of benefits



Anthem Blue Cross

ACWA JPIA – C00361

Your Plan: 2020 Classic **PPO Plan** (1122 and ZOJZ)

Your Network: Prudent Buyer PPO

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
Overall Deductible <i>See notes section to understand how your deductible works. Prescription drugs are not included in the deductible. In-Network Providers and Non-Network Providers deductibles are combined. Satisfying one helps satisfy the other.</i>	\$200 single / \$600 family	\$200 single / \$600 family
Out-of-Pocket Limit <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. See notes section for additional information regarding your out of pocket maximum.</i>	\$2,000 single / \$4,000 family	\$2,000 per person
Preventive care/screening/immunization <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	20% coinsurance
Primary care visit to treat an injury or illness <i>Deductible does not apply to In-Network providers.</i>	\$15 copay per visit	20% coinsurance
Specialist care visit <i>Deductible does not apply to In-Network providers.</i>	\$15 copay per visit	20% coinsurance
Prenatal and Post-natal Care	20% coinsurance	20% coinsurance
Other practitioner visits: Retail health clinic <i>Deductible does not apply to In-Network providers.</i> Preferred On-line Visit <i>Includes Mental/ Behavioral Health and Substance Abuse. Deductible does not apply to In-Network providers.</i>	\$15 copay per visit No charge	20% coinsurance Not covered

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
<p>Chiropractor services <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 30 visits per calendar year. Limit is combined with Physical Therapy, Physical Medicine, and Occupational Therapy.</i></p> <p>Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visits per calendar year.</i></p>	<p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>40% coinsurance</p>
<p>Other services in an office:</p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Prescription drugs <i>For the drug itself, dispensed in an office through infusion/injection</i></p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>
<p>Diagnostic Services</p> <p>Lab:</p> <p>Office</p> <p>Freestanding Lab <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Outpatient Hospital <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>
<p>X-ray:</p> <p>Office</p> <p>Freestanding Radiology Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Outpatient Hospital <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
<p>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</p> <ul style="list-style-type: none"> Office 20% coinsurance Freestanding Radiology Center 20% coinsurance <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i> Outpatient Hospital 20% coinsurance <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i> 		
<p>Emergency and Urgent Care</p> <p>Emergency room facility services <i>Copay waived if admitted. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p>Emergency room doctor and other services</p>	<p>\$50 copay per visit and then 20% coinsurance</p> <p>20% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p>Ambulance (air and ground)</p>	20% coinsurance	Covered as In-Network
<p>Urgent Care (office setting) <i>Deductible does not apply to In-Network providers.</i></p>	\$15 copay per visit	20% coinsurance
<p>Outpatient Mental/Behavioral Health and Substance Abuse</p> <p>Doctor office visit <i>Deductible does not apply to In-Network providers.</i></p> <p>Facility visit:</p> <ul style="list-style-type: none"> Facility fees 	<p>\$15 copay per visit</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>
<p>Outpatient Surgery</p> <p>Facility fees:</p> <ul style="list-style-type: none"> Hospital <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i> Freestanding Surgical Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i> <p>Doctor and other services</p>	<p>10% coinsurance</p> <p>10% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
<p>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</p> <p>Facility fees (for example, room & board) <i>Additional 10% coinsurance applies if you do not receive preauthorization. Coverage is limited to \$600 maximum per day for Out-of-Network Provider. Applies to non-emergency admission.</i></p> <p>Doctor and other services</p>	<p>10% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>
<p>Recovery & Rehabilitation</p> <p>Home health care <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per benefit period.</i></p>	<p>10% coinsurance</p>	<p>20% coinsurance</p>
<p>Rehabilitation services (for example, physical/speech/occupational therapy):</p> <p>Office <i>Coverage for In-Network Provider and Non-Network Provider combined for Physical Therapy, Physical Medicine, Occupational Therapy, and Chiropractor Services is limited to 30 visits per calendar year (additional visits may be authorized).</i></p> <p>Outpatient hospital <i>Coverage for In-Network Provider and Non-Network Provider combined for Physical Therapy, Physical Medicine, Occupational Therapy, and Chiropractor Services is limited to 30 visits per calendar year (additional visits may be authorized).</i></p> <p>Habilitation services <i>Habilitation visits count towards your Rehabilitation limit.</i> Office and Outpatient hospital</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p> <p>20% coinsurance</p>
<p>Cardiac rehabilitation</p> <p>Office</p> <p>Outpatient hospital</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>	<p>20% coinsurance</p> <p>20% coinsurance</p>
<p>Skilled nursing care (in a facility) <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per benefit period.</i></p>	<p>10% coinsurance</p>	<p>20% coinsurance</p>

Your summary of benefits

Covered Medical Benefits	Your cost if you use an In-Network Provider	Your cost if you use a Non-Network Provider
Hospice	10% coinsurance	10% coinsurance
Durable Medical Equipment <i>Hearing aids benefit limited to 1 per ear every 3 years (digital hearing aids are included).</i>	20% coinsurance	20% coinsurance
Prosthetic Devices	20% coinsurance	20% coinsurance
Hemodialysis Outpatient hospital <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	20% coinsurance	20% coinsurance
Freestanding hemodialysis center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	20% coinsurance	20% coinsurance

Your summary of benefits



Covered Prescription Drug Benefits	Your cost if you use an In-Network Pharmacy	Your cost if you use a Non-Network Pharmacy
Pharmacy Deductible	\$0	\$0
Pharmacy Out of Pocket	\$5,350 member / \$10,200 family	None
Prescription Drug Coverage <i>Maintenance medications are subject to mandatory home delivery services after two retail fills have been dispensed at a retail pharmacy. You pay additional copays or coinsurance on all tiers for retail fills that exceed 30 days.</i>		
Preventive Pharmacy ACA preventive drugs	\$0 copay per prescription	50% coinsurance up to \$250 per prescription (retail only), plus costs in excess of the maximum allowed amount
Generic Drugs <i>Covers up to a 30 day supply (retail pharmacy) Covers up to a 90 day supply (home delivery program)</i>	\$5 copay per prescription (retail only) and \$10 copay per prescription (home delivery only)	\$5 copay + 50% coinsurance up to \$250 per prescription (retail only), plus costs in excess of the maximum allowed amount
Brand Name Formulary Drugs <i>Covers up to a 30 day supply (retail pharmacy) Covers up to a 90 day supply (home delivery program)</i>	\$20 copay per prescription (retail only) and \$40 copay per prescription (home delivery only)	\$20 copay + 50% coinsurance up to \$250 per prescription (retail only), plus costs in excess of the maximum allowed amount

Your summary of benefits

Covered Prescription Drug Benefits	Your cost if you use an In-Network Pharmacy	Your cost if you use a Non-Network Pharmacy
<p>Brand Name Non-Formulary Drugs <i>Covers up to a 30 day supply (retail pharmacy) Covers up to a 90 day supply (home delivery program)</i></p>	<p>\$50 copay per prescription (retail only) and \$100 copay per prescription (home delivery only)</p>	<p>\$50 copay + 50% coinsurance up to \$250 per prescription (retail only), plus costs in excess of the maximum allowed amount</p>
<p>Specialty Drugs <i>Covers up to a 30 day supply. Specialty home delivery program required.</i></p>	<p>Generic Specialty: \$5 copay per prescription Brand Specialty: 20% coinsurance up to \$100 per prescription</p>	<p>Not Covered</p>

Your summary of benefits

Notes:

- This Summary of Benefits has been updated to comply with federal requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits.
- The family deductible and out-of-pocket maximum are embedded meaning the cost shares of one family member will be applied to the individual deductible and individual out-of-pocket maximum; in addition, amounts for all family members apply to the family deductible and family out-of-pocket maximum. No one member will pay more than the individual deductible and individual out-of-pocket maximum.
- All medical services subject to a coinsurance are also subject to the annual medical deductible.
- Annual Out-of-Pocket Maximums include deductible, copays and coinsurance.
- In network and out of network out of pocket maximum are exclusive of each other.
- For plans with an office visit copay, the copay applies to the actual office visit and additional cost shares may apply for any other service performed in the office (i.e., X-ray, lab, surgery), after any applicable deductible.
- Preventive Care Services includes physical exam, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunization, health education, intervention services, HIV testing) and additional preventive care for women provided for in the guidance supported by Health Resources and Service Administration.
- If your plan includes an emergency room facility copay and you are directly admitted to a hospital, your emergency room facility copay is waived.
- If your plan includes out of network benefit and you use a non-network provider, you are responsible for any difference between the covered expense and the actual non-participating providers charge.
- Non-emergency, out-of-network air ambulance services are limited to Anthem maximum payment of \$50,000 per trip.
- Certain services are subject to the utilization review program. Before scheduling services, the member must make sure utilization review is obtained. If utilization review is not obtained, benefits may be reduced or not paid, according to the plan.
- Certain types of physicians may not be represented in the PPO network in the state where the member receives services. If such physician is not available in the service area, the member's copay is the same as for PPO (with and without pre-notification, if applicable). Member is responsible for applicable copays, deductibles and charges which exceed covered expense.
- Additional visits maybe authorized if medically necessary. Pre-service review must be obtained prior to receiving the additional services.
- If your plan includes out of network benefits, all services with calendar/plan year limits are combined both in and out of network.
- Transplants covered only when performed at Centers of Medical Excellence or Blue Distinction Centers.
- Bariatric Surgery covered only when performed at Blue Distinction Center for Specialty Care for Bariatric Surgery.
- Certain surgeries, including knee replacement, hip replacement, lumbar fusion, cardiac bypass, and bariatric surgery, may be covered at no cost through Carrum Health. Call 1-888-855-7806 or visit my.carrumhealth.com/acwajpia to learn more.
- Skilled Nursing Facility day limit does not apply to mental health and substance abuse.
- Respite Care limited to five consecutive days per admission.
- Freestanding Lab and Radiology Center is defined as services received in a non-hospital based facility.
- Coordination of Benefits: The benefits of this plan may be reduced if the member has any other group health or dental coverage so that the services received from all group coverage do not exceed 100% of the covered expense.

Your summary of benefits

- When using non-network pharmacy; members are responsible for the in-network pharmacy copay plus 50% of the remaining prescription drug maximum allowed amount up to \$250 per prescription, and costs in excess of the prescription drug maximum allowed amount. Members will pay upfront and submit a claim form.
- Preferred Generics: If a member requests a brand name drug when a generic drug version exists, the member pays the generic drug copay plus the difference in cost between the prescription drug maximum allowed amount for the generic drug and the brand name drug dispensed. This does not apply when the physician has specified "dispense as written" (DAW) or when it has been determined that the brand name drug is medically necessary for the member. In such case, the applicable copay for the dispensed drug will apply.
- Certain drugs require pre-authorization approval to obtain coverage.
- Supply limits for certain drugs may be different
- Maintenance medications are subject to mandatory home delivery services after two retail fills have been dispensed at a retail pharmacy.
- For additional information on limitations and exclusions and other disclosure items that apply to this plan, go to https://le.anthem.com/pdf?x=CA_LG_PPO
- For prescription drug coverage information on this plan, please call 1-888-728-5056 or visit www.medimpact.com/jpia
- For additional information on this plan, please visit www.acwajpia.com/member-agency-benefits to obtain a Summary of Benefit Coverage.

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Andre Hamil
We help our MHN members get the support they need.

Your Employee Assistance Program

How can we help?

Life can be complicated. With MHN, getting help is easy.

Your EAP is here to help with life's many challenges. MHN provides the following services, paid for by your employer.

Problem-solving support

Call us for help with life's ups and downs. We're here 24/7 to connect or refer you to a professional who can help with:

- Marriage, family and relationship issues.
- Problems in the workplace.
- Stress, anxiety and sadness.
- Grief, loss or responses to traumatic events.
- Concerns about your use of alcohol or drugs.

When you call, you can make an appointment that works for you:

- **Face-to-face sessions** – Meet with a provider from our network (for example, a counselor, marriage and family therapist, or psychologist) in his or her office. We can provide a referral when you call us. You can also search for a provider on our member website.
- **Phone or web-video consultations** – Easily accessed support provided by a network provider or MHN consultant.

Remember that EAP services are not medical care or mental health treatment of any kind. If, in the course of a consultation, clinical problems are suspected, including drug or alcohol problems, we will offer a referral to appropriate medical or mental health services.

Work and life services

Our experts can help you balance your work with your life!¹ Call us for:

- **Childcare and eldercare assistance** – We'll find out what kind of help you need caring for children or elders in your life. Then we'll give you names and numbers of providers in your area with confirmed openings.
- **Financial services** – Talk to an advisor over the phone about:
 - Budgeting
 - Credit and financial questions (investment advice, loans and bill payments not included)
 - Retirement planning
- **Legal services** – Talk to a lawyer over the phone or face to face about:
 - Civil, consumer and criminal law
 - Personal and family law, including adoption, divorce and custody issues



(continued)

¹Please contact us for details, including limitations and exclusions.

- Financial or tax matters. (Business matters are excluded. Also excluded are any disputes or actions between members and their employer, business partners, MHN, Health Net, or their affiliates.)
- Real estate
- Estate planning

- **Identity theft recovery services** – Speak with a certified consumer credit counselor who can learn more about your situation and help you create a plan. If there is a potential of ID theft, we'll connect you to an identity recovery specialist.
- **Daily living services** – Need help with errands? Planning an event or a vacation? We'll track down businesses and consultants for you. (MHN does not cover the cost nor guarantee delivery of vendors' services.)



Our member website can help with:

- Childcare and eldercare directories.
- Tips, tools and calculators to help you with finances, legal issues and retirement planning.

Health and wellness resources

Take charge of your well-being! MHN can help. Just register on our member website to:



- Assess your health and get tips for living better.
- Track progress toward your wellness goals.
- Take advantage of interactive e-learning programs.
- Find articles and videos about health topics.

Call your EAP number to learn more about our wellness coaching services – personalized support to help you set and reach your wellness goals.

This is just a summary. For details about services and eligibility, please contact MHN or your employer, or check your plan documents (such as an *Evidence of Coverage* booklet or *Summary Plan Description*).

Your privacy

EAP services are confidential. Your privacy is important to us, and it is protected by state and federal laws.

Need help?

Call toll-free, 24 hours a day, seven days a week: 1-800-535-4985

TTY users call 711.

Or visit us at: mhn.advantageengagement.com

and register with the company code:

MHN Members are entitled to 6 face-to-face sessions or telephonic or web-video consultations for problem-solving support per incident, per calendar year.

Separate limits apply for work-life consultations.

We speak your language!

When you call MHN, free interpretation services are available in over 170 languages. We also contract with a vendor who can physically attend appointments with you, at no cost, if you need help communicating with doctors or other providers.

¡Hablamos su mismo idioma!

Cuando llame a MHN, podrá usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a las citas con usted, sin cargo alguno, en caso de que necesite ayuda para comunicarse con los médicos u otros proveedores.

我們說您的語言

您致電 MHN 時，我們可提供 170 多種語言的免費傳譯服務。我們還聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加約診，該服務為免費提供。

Casitas Municipal Water District Offers Voluntary Enrollment:



AFLAC programs are designed to enhance, not change any of your current benefits. AFLAC pays YOU directly, when you become sick or injured. AFLAC programs are Portable. You can continue coverage at group discount if you leave work for any reason.

AFLAC is designed to:

- **PROTECT YOUR INCOME**
 - No medical insurance will replace your loss of income when you miss work. Since, AFLAC pays you CASH directly; you can use that money to supplement your loss of income.
- **HELP WITH EXPENSES**
 - Coverage's pay you for : Doctor Visits, Hospital Stays, Surgery Costs, Annual Exams and other services to help with the cost of Deductible, Co-Payments and Out-of-Pocket Expenses.
 - You can use the cash benefits where you see fit. Rent, Automobile, Utilities, Household Expenses, etc.
- **ALLOWS FOR FREEDOM OF CHOICE**
 - You receive 100% of all AFLAC Benefits regardless of the Physician, Dentist, Clinic or Hospital you choose.
 - The money you receive from AFLAC may allow you to seek treatment or second opinions from a specialist outside of you network
 -

Accident - Hospital - Cancer - Critical Illness - Life – Vision - Dental

Mike Nolan – (805)432-3384
Michael_Nolan@us.aflac.com

A LOOK AT YOUR VSP VISION COVERAGE



SEE HEALTHY AND LIVE HAPPY WITH HELP FROM ACWA JPIA AND VSP.



As a VSP® member, you get personalized care from a VSP network doctor at low out-of-pocket costs.

VALUE AND SAVINGS YOU LOVE.



Save on eyewear and eye care when you see a VSP network doctor. Plus, take advantage of Exclusive Member Extras for additional savings.

PROVIDER CHOICES YOU WANT.



With an average of five VSP network doctors within six miles of you, it's easy to find a nearby in-network doctor or retail chain. Plus, maximize your coverage with bonus offers and additional savings that are exclusive to Premier Program locations.

Prefer to shop online? Use your vision benefits on Eyeconic®—the VSP preferred online retailer.

QUALITY VISION CARE YOU NEED.



You'll get great care from a VSP network doctor, including a WellVision Exam®—a comprehensive exam designed to detect eye and health conditions.

Choose Your Perfect Pair

VSP members get an extra \$20 to spend on featured frame brands. Plus, save up to 40% on lens enhancements.*

GET YOUR PERFECT PAIR

EXTRA \$20

TO SPEND ON
FEATURED FRAME BRANDS*

bebe CALVIN KLEIN COLE HAAN FLEXON
LACOSTE   NINE WEST

SEE MORE BRANDS AT [VSP.COM/OFFERS](https://www.vsp.com/offers).

UP TO 40%

SAVINGS ON LENS
ENHANCEMENTS



Contact us: **800.877.7195** or [vsp.com](https://www.vsp.com)

YOUR VSP VISION BENEFITS SUMMARY

ACWA JPIA and VSP provide you with an affordable vision plan.

PROVIDER NETWORK:

VSP Signature

EFFECTIVE DATE:

01/01/2020



Benefit	Description	Copay	Frequency
Your Coverage with a VSP Provider			
WellVision Exam	<ul style="list-style-type: none"> Focuses on your eyes and overall wellness 	\$10 for exam and glasses	Every 12 months
PRESCRIPTION GLASSES			
Frame	<ul style="list-style-type: none"> \$150 allowance for a wide selection of frames \$170 allowance for featured frame brands 20% savings on the amount over your allowance \$80 Costco® frame allowance 	Combined with exam	Every 24 months
Lenses	<ul style="list-style-type: none"> Single vision, lined bifocal, and lined trifocal lenses Polycarbonate lenses for dependent children 	Combined with exam	Every 12 months
Lens Enhancements	<ul style="list-style-type: none"> Standard progressive lenses Premium progressive lenses Custom progressive lenses Average savings of 35-40% on other lens enhancements 	\$0 \$80 - \$90 \$120 - \$160	Every 12 months
Contacts (instead of glasses)	<ul style="list-style-type: none"> \$120 allowance for contacts and contact lens exam (fitting and evaluation) 15% savings on a contact lens exam (fitting and evaluation) 	\$0	Every 12 months
DIABETIC EYECARE PLUS PROGRAM	<ul style="list-style-type: none"> Services related to diabetic eye disease, glaucoma and age-related macular degeneration (AMD). Retinal screening for eligible members with diabetes. Limitations and coordination with medical coverage may apply. Ask your VSP doctor for details. 	\$20	As needed
EXTRA SAVINGS	Glasses and Sunglasses		
	<ul style="list-style-type: none"> Extra \$20 to spend on featured frame brands. Go to vsp.com/offers for details. 30% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam. Or get 20% from any VSP provider within 12 months of your last WellVision Exam. 		
	Retinal Screening		
	<ul style="list-style-type: none"> No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam 		
	Laser Vision Correction		
	<ul style="list-style-type: none"> Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor 		

YOUR COVERAGE WITH OUT-OF-NETWORK PROVIDERS

Get the most out of your benefits and greater savings with a VSP network doctor. Call Member Services for out-of-network plan details.

Exam	up to \$50	Lined Bifocal Lenses	up to \$75	Progressive Lenses	up to \$75
Frame	up to \$70	Lined Trifocal Lenses	up to \$100	Contacts	up to \$120
Single Vision Lenses	up to \$50				

Coverage with a retail chain may be different or not apply. Once your benefit is effective, visit vsp.com for details. VSP guarantees coverage from VSP network providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.

*Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change. Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Ask your VSP network doctor for more details.

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VSP, VSP Vision Care for life, Eyeconic, and WellVision Exam are registered trademarks, VSP Diabetic Eyecare Plus Program is servicemark of Vision Service Plan. Flexon is a registered trademark of Marchon Eyewear, Inc. All other brands or marks are the property of their respective owners.

Keep Smiling

Delta Dental PPO™



Save with PPO

Visit a dentist in the PPO¹ network to maximize your savings.² These dentists have agreed to reduced fees, and you won't get charged more than your expected share of the bill.³ Find a PPO dentist at deltadentalins.com.

Set up an online account

Get information about your plan anytime, anywhere by signing up for an online account at deltadentalins.com. This useful service, available once your coverage kicks in, lets you check benefits and eligibility information, find a network dentist and more.

Check in without an ID card

You don't need a Delta Dental ID card when you visit the dentist. Just provide your name, birth date and enrollee ID or Social Security number. If your family members are covered under your

plan, they will need your information. Prefer to take a paper or electronic ID card with you? Simply log in to your account, where you can view or print your card with the click of a button.

Coordinate dual coverage

If you're covered under two plans, ask your dental office to include information about both plans with your claim, and we'll handle the rest.

Understand transition of care

Did you start on a dental treatment plan before your PPO coverage kicked in? Generally, multi-stage procedures are only covered under your current plan if treatment began after your plan's effective date of coverage.⁴ You can find this date by logging in to your online account.

Newly covered?

Visit deltadentalins.com/welcome.

Save with a PPO dentist



¹ In Texas, Delta Dental Insurance Company provides a dental provider organization (DPO) plan.

² You can still visit any licensed dentist, but your out-of-pocket costs may be higher if you choose a non-PPO dentist. Network dentists are paid contracted fees.

³ You are responsible for any applicable deductibles, coinsurance, amounts over annual or lifetime maximums and charges for non-covered services. Out-of-network dentists may bill the difference between their usual fee and Delta Dental's maximum contract allowance.

⁴ Applies only to procedures covered under your plan. If you began treatment prior to your effective date of coverage, you or your prior carrier is responsible for any costs. Group- and state-specific exceptions may apply. If you are currently undergoing active orthodontic treatment, you may be eligible to continue treatment under Delta Dental PPO. Review your Evidence of Coverage, Summary Plan Description or Group Dental Service Contract for specific details about your plan.

Plan Benefit Highlights for: ACWA Joint Powers Insurance Authority

Group No: 00399 – 01012, 01312,
09612 & 09312

Effective Date: 01/01/2020

DELTA DENTAL PPOSM

BENEFIT HIGHLIGHTS

Eligibility	Primary enrollee, spouse (includes domestic partner) and eligible dependent children to the end of the month dependent turns age 26		
Deductibles	\$25 per person / \$50 per family each calendar year		
Deductibles waived for Diagnostic & Preventive (D & P)?	Yes		
Maximums	\$1,500 per person each calendar year		
D & P counts toward maximum?	Yes		
Waiting Period(s)	Basic Benefits None	Major Benefits None	Prosthodontics 12 Months

Benefits and Covered Services*	Delta Dental PPO dentists**	Non-Delta Dental PPO dentists**
Diagnostic & Preventive Services (D & P) Exams, cleanings and x-rays	85 %	80 %
Basic Services Fillings, posterior composites and sealants	80 %	80 %
Endodontics (root canals) Covered Under Basic Services	80 %	80 %
Periodontics (gum treatment) Covered Under Basic Services	80 %	80 %
Oral Surgery Covered Under Basic Services	80 %	80 %
Major Services Crowns, inlays, onlays and cast restorations	50 %	50 %
Prosthodontics Bridges, dentures and implants	50 %	50 %

* Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental maximum contract allowances and not necessarily each dentist's submitted fees.

** Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for non-Delta Dental dentists.

Delta Dental of California 560 Mission St., Suite 1300 San Francisco, CA 94105	Customer Service 888-335-8227	Claims Address P.O. Box 997330 Sacramento, CA 95899-7330
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deltadentalins.com

This benefit information is not intended or designed to replace or serve as the plan's Evidence of Coverage or Summary Plan Description. If you have specific questions regarding the benefits, limitations or exclusions for your plan, please consult your company's benefits representative.

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: PARK SERVICES MANAGER JOB DESCRIPTION UPDATE

DATE: AUGUST 11, 2020

RECOMMENDATION:

Approve the Park Services Manager updated job descriptions.

BACKGROUND AND DISCUSSION:

The Park Services Manager will be retiring in August. Prior to recruitment the job description has been updated to more accurately reflect the position. On July 14th the Personnel Committee reviewed the job description and made some changes that have been incorporated. After reviewing the initial job description changes I realized the first two Education and Experience items had been deleted and I did not incorporate that change.

The decision was made to leave a part of it in with the inclusion of the Park Services Officer and three years of experience because the Park Ranger program has not been in place for four years. This would have eliminated the possibility of promotional opportunities for what will be a very difficult position to recruit for due to the desirability of a California Peace Officer and Parks background.

BUDGET IMPACT:

No fiscal impact.

Attachment: Park Services Manager Job Description with Mark Ups

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Services Manager
FLSA DESIGNATION: Exempt
CLASSIFICATION: Management, At-will
REPORTS TO: General Manager
DATE: July 2020

Definition:

Under the direction of the General Manager, the Park Services Manager oversees the operations, maintenance and protection of the Lake Casitas Recreation Area, herein referred to as "LCRA", including business planning and operations, marketing, budgeting, staffing, supervision, and public relations.

The position of the Park Services Manager is at-will. That means that either you or Casitas Municipal Water District "District" are free to end the employment relationship at any time, with or without notice or cause. Nothing in this job description or District policies or procedures, either now or in the future, are intended to change the at-will nature of the position

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Responsible for the day to day oversight and management of the LCRA, the Open Space and the Ventura River Project also referenced as Park Ranger Jurisdiction "Jurisdiction".
- Work cooperatively with the Bureau of Reclamation in the management of the Federal Lands managed by the Bureau of Reclamation, achieving the goals of the District in protecting the water quality of Lake Casitas.
- Maximize revenues and manage expenses in such a way as to create a positive and growing financial enterprise over the long run, including the development of reserves and capital improvements. Ability to use market base economics and analysis of LCRA activities and planning to enhance revenues and reduce costs.
- Plan, direct, coordinate and review the work plan for the LCRA; meet with staff regularly to identify and resolve problems; assign work activities, projects and programs; review and evaluate work products, methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes as necessary.

- Interview, select, train, motivate and evaluate employees involved in the maintenance and public use recreational services at the LCRA and the non-public lands of the jurisdiction.
- Demonstrate leadership and objective management of LCRA.
- Utilize proactive, prospective insight as well as goal setting.
- Performs timely, accurate and thorough performance reviews for supervisory employees. Provides the General Manager justified recommendations for promotion of employees, when deemed appropriate.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Responsible for the provision of a safe work environment and coordinates safety training for employees with Safety Officer and Human Resources; adequately and appropriately addresses safety concerns of employees.
- Organizes and supervises park personnel in implementing LCRA, District and Casitas Park Ranger policies and the enforcement of rules and regulations governing the LCRA/Jurisdiction.
- Coordinate the enforcement of park rules and regulations with other public law enforcement agencies in handling park violations, evictions and investigations.
- Develops and administers the LCRA revenue and cost projections for fiscal year's budget; develops the forecast of funds needed for staffing, equipment, materials and supplies, replacement and capital projects; performs cost control measures, requisition preparation, justification and approvals, and cash reconciliation.
- Aggressively pursue grant funding for park improvements, including the writing of grants, representation during grant application processes, development of applicable grant projects that improve and enhance recreation at Lake Casitas and to protect and monitor for non-public Jurisdiction areas.
- Maintain a balance between management of the LCRA and being an ambassador for the LCRA/Jurisdiction, culturing business relationships with the Bureau of Reclamation, Department of Fish and Game, Department of Boating and Waterways, concessionaires, recreation organizations and event sponsors, and other District sections.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in recreation and parks; incorporates new developments as appropriate.
- Listens to and resolves customer complaints regarding service, product and personnel.
- Promotes, plans, and schedules special events, group sales, and special uses of the park.
- Administers District approved agreement conditions with park concessionaires, including communication, issue resolution, coordination, collection of franchise fees, and concessionaire compliance with agreement terms.

- Organizes, supervises and administers District approved construction and maintenance contracts for campground facilities, water-oriented facilities, picnic grounds, hiking trails, buildings, and roads.
- Responsible for managing others in the care, preservation and protection of District assets that are a part of or within the LCRA/Jurisdiction, including but not limited to vehicles, heavy equipment, boats, docks, buildings and structures, roads, and landscape.
- Manages Division Officer of the Park Services Officers and Park Rangers (California Peace Officers).

Knowledge and Abilities:

Thorough knowledge of park and recreation administration and utilization; methods, materials, tools, and equipment used in operations and maintenance of an outdoor recreation area and in protecting and preserving natural lands; safety practices relating to boating, camping, public aquatic facility, and maintenance activities; professional rescue duties, protection methods and protocols from invasive species.

Ability to supervise the work of personnel; effectively and proactively problem-solve situations and bring solutions to the General Manager; prepare reports, contract documents, and budgets; lead rationally in emergencies involving injuries or disturbances, natural and national disasters; establish and maintain effective relationships with District employees, others from outside agencies, businesses, and one-on-one encounters.

Education and Experience:

Any combination of education and experience that has led to the acquisition of the knowledge and abilities as indicated above. A typical way to obtain the requisite knowledge and abilities would be:

- ~~Experience: Eight years of experience performing duties equivalent to the class of Park Ranger IV with Casitas Municipal Water District;~~

OR

- Experience: ~~Three~~ ~~Four~~ years of experience performing duties equivalent to the class of Park Services Officer III or Park Ranger IV-III with Casitas Municipal Water District.
- Training: A bachelor's degree in Parks and Recreation, Public Administration, Business, or closely related field

OR

- ~~Experience and education commensurate with these requirements that are deemed qualifying. Experience: Five years of experience in park operations that include management and direct supervisory experience.~~
- ~~Training: A bachelor's degree in Parks and Recreation Administration, Public Administration, Business, or closely related field.~~

Certificates and License Requirements:

- Possession of a valid California Driver's License.
- Must have upon hire or be able to obtain Pool Operator Certification within one year of hire.
- Must have upon hire or be able to obtain American Red Cross Lifeguard within one year of hire.
- Must have upon hire or be able to obtain American Red Cross certification in professional level first aid, CPR/AED.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; hearing and vision within normal ranges.

Operation of Tools and Equipment: District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Working Conditions:

Incumbent must be available to LCRA personnel for assistance with LCRA operations and emergencies, particularly during the busy spring through summer periods in which there is a high customer demand; regular and timely attendance at the LCRA is required; vacations are limited during the period from Memorial Day through Labor Day; may be required to work extended hours including Saturday, Sunday, and holidays and occasional evenings, in order to observe and address park issues that may occur during these times.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Date: _____

Employee Signature

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: WATER QUALITY JOB DESCRIPTIONS UPDATE

DATE: AUGUST 11, 2020

RECOMMENDATION:

Approve the Water Quality Technician, Water Quality Specialist and Water Quality Supervisor updated job descriptions.

BACKGROUND AND DISCUSSION:

Operations and Maintenance Supervisor Michael Shields worked together with his Operations and Maintenance Specialist and Water Quality team to update the current job descriptions. I have reviewed the descriptions and agree with the changes suggested.

BUDGET IMPACT:

No fiscal impact.

Attachments: Water Quality Technician Job Description with Mark Ups
Water Quality Technician Job Description Accepted Changes
Water Quality Specialist Job Description with Mark Ups
Water Quality Specialist Job Description Accepted Changes
Water Quality Supervisor Job Description with Mark Ups
Water Quality Supervisor Job Description Accepted Changes

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality ~~Laboratory~~ Technician
REPORTS TO: Water Quality Supervisor
SALARY LEVEL Range: ~~38.5~~ E-18
DATE: ~~July 13, 2007~~ August 2020

*E-18 is currently listed step for
"lab tech" in general unit
salary scale.*

Definition

Under the ~~general~~ direction and supervision ~~of~~ from the Water Quality Supervisor, ~~acts as~~ Principal Analyst of the water quality laboratory, performs a wide variety of technical laboratory and field analysis ~~tests, performs analyses relative to water quality,~~ collects samples in the lake, watershed, treatment plant and distribution system, implements the District's distribution system flushing program, assists with regulatory compliance and reporting ~~collection and disposal of hazardous materials,~~ and performs other related work as required and assigned.

Examples of Duties: Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Acts as Principal Analyst for California Environmental Accreditation Program (CA ELAP) certified laboratory; assists with annual performance evaluation sample analyses and maintaining compliance with ~~Environmental Laboratory Accreditation Program~~(CA ELAP) for laboratory certification.
- Performs quality assurance analyses as outlined in Casitas' quality assurance program for the Water Quality Laboratory, and assists with preparation and maintenance of SOP and QA documentation to maintain laboratory certification. ~~which is required by the Department of Health Services;~~
- ~~Assists in obtaining and maintaining the State of California Department of Health Services certification for the Water Quality Laboratory;~~
- Maintains records and documentation required for lab certification including daily, monthly, quarterly, and annual logbooks (and more as required).
- Collects and analyzes raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed. ~~Performs laboratory and field analyses relative to determining~~

- ~~the physical and chemical parameters, bacteriological and biological content, and other related characteristics of quality of the water in the distribution system, lake, watershed and groundwater;~~
- Responsible for collection ~~Collects~~ and analysis ~~analyzes water~~ of watershed and lake samples in accordance with standard procedures ~~to identify phytoplankton, zooplankton~~ for the analysis of algae, coliform, ~~fecal coliform~~ E. coli, and related microbiological populations ~~and species~~, H₂S, manganese, filtration profiles, ~~a variety of~~ chemical parameters such as dissolved oxygen, and physical characteristics such as ~~odor, color~~, temperature and turbidity to help water treatment plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.
 - Operates and maintains sophisticated laboratory and field analytical instruments, ~~and~~ equipment and computers.
 - Records and reports results of tests and analyses.
 - Maintains records of sampling and analysis procedures in accordance with regulatory ~~State and Federal~~ requirements.
 - Reports results of analyses to ~~the Water Quality Supervisor or other~~ appropriate personnel, as necessary, and assists in carrying out re-sampling and planning corrective actions when water quality problems are noted.
 - Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
 - Maintains water quality in the distribution system through monitoring and flushing; including programming and maintenance of automatic flushing devices. ~~Operates and maintains district fire hydrants and distribution lines as part of the water quality flushing program.~~
 - Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
 - Maintains files and records; enters information into computerized databases and spreadsheets, generates graphs and charts.
 - Assists with monitoring to maintain compliance with State and Federal regulations.
 - Assists in maintenance of equipment, chemical and supply inventories and preparation of requisitions for materials.
 - Assists with planning and coordinating outsourced laboratory analysis.
 - Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
 - Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
 - ~~Coordinates~~ Assists with and carries out Laboratory Safety Program.
 - ~~Assists with Hazardous Materials and Hazardous waste product disposals for the overall district.~~

- Assists with environmental program monitoring related to water quality mandated by SWRCB and ensures compliance with program requirements.
- Assists with the ~~preparation of~~ compilation of data requisite for special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, Consumer Confidence Report and the Watershed Sanitary Survey.
- Assist treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.
- Assist with evaluation of resources and preparation of water quality laboratory budget to undertake the above in the most economical, cost-effective manner to maximize the cost benefit to District customers.

Employment Standards: **Knowledge, Skills, and Abilities**

~~Knowledge and ability: Knowledge of: The principles of water quality laboratory chemical, physical, biological and microbiological techniques. Knowledge of related safety procedures of the District. Knowledge of computers and programs such as Microsoft Word and Excel.~~

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)
Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and analyze complex data and information and

recommend actions; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

A Bachelor's degree from an accredited college or university is **preferred desirable** with major course work in science such as environmental science, chemistry, biology, microbiology, sanitary, or public health plus two years laboratory or field experience. Training and experience substantially equivalent to a four-year degree can be substituted.

Licenses: Certificates, Licenses, and Registrations

Possession of **the following**:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within ~~six months~~ **one year** after date of **employment** assuming position.
- ~~Possession of a valid water treatment operator's certificate issued by the State Department of Health in at least a Grade II~~ **Grade I Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.**
- **Grade I Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.**
- **California Class C driver's license.**
- **CPR/First Aid certificate or ability to obtain within six months after assuming position.**

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Activities: Physical Requirements:

~~Communicates orally with District Management, co-workers, and the public in face-to-face, one-to-one, and group settings, regularly uses a telephone for communications, uses office equipment such as computer terminals, copiers and FAX machines, uses chemical laboratory equipment perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals, may work outside during adverse weather conditions, may lift equipment weighing up to 50 pounds, stands and sits for extended time period, may walk on uneven terrain, may work on water quality~~

~~boat on lake with unsteady footing, operates District vehicles, hearing and vision within normal ranges, use of both hands essential.~~

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing and operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

Signed _____ Date _____

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Technician
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-18
DATE: August 2020

Definition

Under the general direction and supervision from the Water Quality Supervisor, acts as Principal Analyst of the water quality laboratory, performs a wide variety of technical laboratory and field analysis, collects samples in the lake, watershed, treatment plant and distribution system, implements the District's distribution system flushing program, assists with regulatory compliance and reporting and performs other related work as required and assigned.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Acts as Principal Analyst for California Environmental Accreditation Program (CA ELAP) certified laboratory; assists with annual performance evaluation sample analyses and maintaining compliance with CA ELAP for laboratory certification.
- Performs quality assurance analyses as outlined in Casitas' quality assurance program for the Water Quality Laboratory, and assists with preparation and maintenance of SOP and QA documentation to maintain laboratory certification.
- Maintains records and documentation required for lab certification including daily, monthly, quarterly, and annual logbooks (and more as required).
- Collects and analyzes raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed.
- Responsible for collection and analysis of watershed and lake samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment

plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.

- Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers.
- Records and reports results of tests and analyses.
- Maintains records of sampling and analysis procedures in accordance with regulatory requirements.
- Reports results of analyses to appropriate personnel, as necessary, and assists in carrying out re-sampling and planning corrective actions when water quality problems are noted.
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Maintains water quality in the distribution system through monitoring and flushing; including programming and maintenance of automatic flushing devices.
- Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Maintains files and records; enters information into computerized databases and spreadsheets, generates graphs and charts.
- Assists with monitoring to maintain compliance with State and Federal regulations.
- Assists in maintenance of equipment, chemical and supply inventories and preparation of requisitions for materials.
- Assists with planning and coordinating outsourced laboratory analysis.
- Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
- Assists with and carries out Laboratory Safety Program.
- Assists with environmental program monitoring related to water quality mandated by SWRCB and ensures compliance with program requirements.
- Assists with the compilation of data requisite for special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- Assist treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.

- Assist with evaluation of resources and preparation of water quality laboratory budget to undertake the above in the most economical, cost-effective manner to maximize the cost benefit to District customers.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and analyze complex data and information and recommend actions; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

Bachelor's degree from an accredited college or university is desirable with major course work in science such as environmental science, chemistry, biology, microbiology, sanitary, or public health plus two years laboratory or field experience. Training and experience substantially equivalent to a four-year degree can be substituted.

Certificates, Licenses, and Registrations

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year after date of assuming position.
- Grade I Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.

- Grade I Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- California Class C driver's license.
- CPR/First Aid certificate or ability to obtain within six months after assuming position.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing and operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Specialist
CLASSIFICATION: Non Exempt
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-30
DATE: ~~12/15/2017~~ August 2020

Definition

Under general direction from the Water Quality Supervisor, plans and coordinates the ~~responsible~~ technical activities ~~as~~ related to water quality operations, designing and implementsing water quality monitoring and reporting strategies, ~~for being knowledgeable about the~~ ensures effectiveness of laboratory operations and ~~able to~~ interprets the data into meaningful, pro-active plans to assist the District with its water quality strategies, ~~and to do~~ and performs related work as required. Coordinates assigned activities with other departments, divisions, outside agencies and the general public; ~~and to~~ Provides highly responsible and complex staff assistance to the Water Quality section; ~~Supervisor~~. serves as the Water Quality Supervisor in their absence.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

~~Primary duties include but are not limited to the following:~~

- Coordinate activities with ~~others~~ District staff and outside agencies, ~~and~~ provide technical support to the Water Quality Supervisor, assist other Operations and Maintenance sections as necessary.
- ~~Monitor and analyze source water including the~~ Responsible for collection and analysis of lake, watershed and groundwater samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant staff to maximize influent water quality in order to maintain compliance with State and Federal regulations.
- Assist Water Quality Supervisor with all aspects of monitoring, analysis and control planning including supervision of contractors in relation to invasive species. ~~(i.e. Quagga mussels, algae, etc.)~~
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.

- Assesses water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance or identification of water quality problems; respond to emerging public health issues.
- Assist the Water Quality Supervisor with the CA Environmental Laboratory Accreditation Program (CA-ELAP) and help maintain compliance with ELAP ~~for~~ ~~continued~~ laboratory certification. Conduct annual performance evaluation sample analyses as required, for the purpose of maintaining certification of the laboratory with the ELAP program.
- Assist in the preparation of routine and special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, and the Watershed Sanitary Survey.
- Track development and implementation of regulations at the local, state and federal levels. ~~may participate with regulatory and legislative bodies in regard to developing regulations.~~
- ~~Responsible for providing assistance to~~ Assist the Water Quality Supervisor in development of the annual Consumer Confidence Report.
- Assist with management of environmental programs related to water quality and related lake treatment mandated by SWRCB and compliance with program requirements including permitting; prepare applicable NPDES and MS4 ~~other~~ ~~applicable~~ reports as assigned.
- Assist with the assessment of the impact of human activity, weather, and other factors on the current and future health of the source water supplies.
- ~~Assist water treatment staff in maintaining compliance with State and Federal regulations.~~
- Assist with the maintenance of the lake monitoring program and data analysis program that maximizes influent water quality and results optimal water quality in the distribution system.
- Assist treatment plant ~~staff section~~ in the efficient and effective operation of the lake hypolimnetic oxygenation ~~and bubbler~~ systems.
- As assigned, provide technical review or evaluation on projects for the Operations ~~and Maintenance~~, Engineering and Recreation departments that ~~may potentially~~ influence water quality.
- ~~When As~~ assigned, supervise ~~laboratory~~ ~~Water Quality~~ Technician including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; reviews work for completeness, compliance and accuracy and compliance.
- ~~Maintain SWRCB potable water hauler certification.~~ Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- ~~Provide~~ Assists with customer service ~~and the investigation of water quality complaints or inquiries, such as by~~ responding to ~~customer complaints~~ and investigating ~~the situation; respond to~~ taste and odor events.
- Respond to emergency events, as assigned, which may include the disbursement

- of public notifications and additional flushing and sampling.
- Plan and coordinate out-sourced laboratory analysis.
- ~~Work with other retail agencies to advance the interests of the agency.~~
- Implementation of Laboratory Safety Program and provision of safety training as directed by the Water Quality Supervisor.
- ~~Providing as-needed assistance with the hazardous materials programs.~~
- Working with outside consultants or other parties as assigned.

~~Secondary duties to assist with include but are not limited to the following, as assigned:~~

- Attend and participate in professional group meetings: stay abreast of new trends and innovations in the field of potable water treatment.
- Assists with the preparation of special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- May resolve complex technical problems related to plant operations; evaluate work process, techniques, and operational data to develop recommendation to improve water quality standards, plant effectiveness and efficiencies, ~~and energy management.~~
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.
- Evaluate resources and assist the preparation of the water quality laboratory budget. ~~To~~ Undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- ~~Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.~~
- Perform essential functions and duties of the Water Quality Technician position as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. ~~Thorough~~ Knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles and methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal

regulations pertinent to the environment and water treatment; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality. ~~Modern office procedures, methods and computer equipment, including software applications such as word processing, spreadsheets, and MMS.~~

Skilled with ~~science-related~~ modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) ~~and maintenance of data in an extensive computer database; maintaining a safe & reliable water supply for customers;~~ Skilled with using hand tools; reading equipment specifications and instructions.

Ability to ~~effectively analyze data and interpret results; deal tactfully and effectively with the public;~~ establish and maintain ~~effective collaborative~~ working relationships with ~~others;~~ communicate effectively verbally and in writing; ~~interpret and apply departmental policies and procedures;~~ prepare clear and concise reports, budgets, ~~and contract documents;~~ ~~accurately read, interpret and record data from gauges and meters;~~ ~~read and interpret technical manuals, drawings, schematics and diagrams;~~ compile, evaluate and analyze complex data and information and recommend actions; ~~drive operate~~ a boat and work in remote locations; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

A bachelor's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is required along with three years of increasingly responsible experience working for a potable water agency in an applicable job position.

Certificates, Licenses, Registrations

Possession and continued maintenance of the following:

- Grade I AWWA Water Quality Analyst Certificate or the ability to obtain same within ~~six (6)~~ ~~twelve (12)~~ months ~~after date~~ of employment.
- Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Grade ~~II~~ I Water Distribution Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Valid Class C California driver's license.
- CPR/First Aid certificate (or ability to obtain within six months of employment).

Work Environment or Environmental Elements

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous ~~physical~~ chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ~~ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment.~~ The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. ~~Hearing within normal range.~~ Ability to communicate in person and over the telephone or radio. ~~Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals.~~ ~~The job~~ Involves fieldwork requiring frequent walking in operational areas, ~~stands and sits for extended periods of time.~~ May walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates District vehicles. ~~The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. and various laboratory equipment. Positions in this classification bend, stoop, kneel, reach, climb or balance and taste or smell to perform work. The employee must occasionally climb ladders or stairs to the top of reservoirs or other high structures.~~ Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.

- Participation in job training or professional development programs.

Working Conditions

~~Ability to work weekends, holidays, on-call, etc.~~

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions. ~~Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.~~

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Specialist
CLASSIFICATION: Non Exempt
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-30
DATE: August 2020

Definition

Under general direction from the Water Quality Supervisor, plans and coordinates the technical activities related to water quality operations, design and implement water quality monitoring and reporting strategies, ensures effectiveness of laboratory operations and interprets data into meaningful, pro-active plans to assist the District with its water quality strategies, and performs related work as required. Coordinates assigned activities with other departments, outside agencies and the general public. Provides highly responsible and complex staff assistance to the Water Quality section; serves as the Water Quality Supervisor in their absence.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Coordinate activities with District staff and outside agencies, provide technical support to the Water Quality Supervisor, assist other Operations and Maintenance sections as necessary.
- Responsible for collection and analysis of lake, watershed and groundwater samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant staff to maximize influent water quality in order to maintain compliance with State and Federal regulations.
- Assist Water Quality Supervisor with all aspects of monitoring, analysis and control planning including supervision of contractors in relation to invasive species.
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Assess water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance or identification of water quality problems; respond to emerging public health issues.

- Assist the Water Quality Supervisor with the CA Environmental Laboratory Accreditation Program (CA-ELAP) and help maintain compliance with laboratory certification. Conduct annual performance evaluation sample analyses as required, for the purpose of maintaining certification of the laboratory with the ELAP program.
- Assist in the preparation of routine and special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, and the Watershed Sanitary Survey.
- Track development and implementation of regulations at the local, state and federal levels.
- Assist the Water Quality Supervisor in development of the annual Consumer Confidence Report.
- Assist with management of environmental programs related to water quality and related lake treatment mandated by SWRCB and compliance with program requirements including permitting; prepare applicable NPDES and other applicable reports as assigned.
- Assist with the assessment of the impact of human activity, weather, and other factors on the current and future health of the source water supplies.
- Assist with the maintenance of the lake monitoring program and data analysis program that maximizes influent water quality and results optimal water quality in the distribution system.
- Assist treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- As assigned, provide technical review or evaluation on projects for the Operations and Maintenance, Engineering and Recreation departments that potentially influence water quality.
- As assigned, supervise Water Quality Technician including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; reviews work for completeness, compliance and accuracy and compliance.
- Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to and investigating taste and odor events.
- Respond to emergency events, as assigned, which may include the disbursement of public notifications and additional flushing and sampling.
- Plan and coordinate out-sourced laboratory analysis.
- Implementation of Laboratory Safety Program and provision of safety training as directed by the Water Quality Supervisor.
- Work with outside consultants or other parties as assigned.

- Attend and participate in professional group meetings: stay abreast of new trends and innovations in the field of potable water treatment.
- Assists with the preparation of special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- May resolve complex technical problems related to plant operations; evaluate work process, techniques, and operational data to develop recommendation to improve water quality standards, plant effectiveness and efficiencies.
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.
- Evaluate resources and assist the preparation of the water quality laboratory budget. Undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform essential functions and duties of the Water Quality Technician position as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles and methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; prepare clear and concise reports,

budgets; compile, evaluate and analyze complex data and information and recommend actions; operate a boat and work in remote locations; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

A bachelor's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is required along with three years of increasingly responsible experience working for a potable water agency in an applicable job position.

Certificates, Licenses, Registrations

Possession and continued maintenance of the following:

- Grade I AWWA Water Quality Analyst Certificate or the ability to obtain same within twelve (12) months of employment.
- Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Grade I Water Distribution Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Valid Class C California driver's license.
- CPR/First Aid certificate (or ability to obtain within six months of employment).

Work Environment or Environmental Elements

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance

vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Supervisor
CLASSIFICATION: Non-Exempt
REPORTS TO: O&M General Manager
SALARY LEVEL: S 25 32 ←
DATE: ~~October 2005~~ August 2020

Note: The S32 Salary Classification was implemented in May 2019; no concurrent job description revisions were made at this time

Definition

~~Position reports to the General Manager; responsible for supervising and performing responsible technical activities as related to water quality operations, designing and implementing water quality monitoring and reporting strategies, the hazardous materials programs, for being knowledgeable about the laboratory operations and able to interpret the data into meaningful, pre-active plans to assist the District with its water quality strategies, and to do related work as required. This position supervises Part-time Laboratory Workers.~~

Under general direction from the O&M Manager, directs water quality compliance including monitoring, analysis and reporting, coordinates with regulatory agencies to ensure compliance with state and federal regulations; acts as the Laboratory Director; manages the monitoring of source waters including the lake, watershed and groundwater; assesses water quality regulatory changes and provides notification and recommendations regarding compliance; manages and provides reports for applicable environmental permits; coordinates and outsources the district's cross connection control program; provides direct supervision to the Water Quality Specialist, Water Quality Technician, and part time employee(s).

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- ~~Casitas' water quality strategies adopted by the Board of Directors include:~~
- ~~1. To be proactive in identifying water quality problems early and resolving those problems before they become problems of our customers.~~
 - ~~2. To be proactive in providing water quality information to the customers of the District.~~
 - ~~3. To exceed the expectations of customers on the basis of quality.~~

4. ~~To be proactive in the development and implementation of regulations at the local, state and federal levels.~~
5. ~~To be proactive in improving our working relationships with the other District staff, customers, Department of Health Services, the Regional Water Quality Control Board, and Fish and Game over water quality issues related to Lake Casitas and its watershed, water treatment and distribution.~~
6. ~~To undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.~~

Examples of this would be:

- ~~Responsible for maintaining compliance with DOHS Requirements.~~
- ~~Responsible for water quality flushing program and maintenance of water quality throughout system.~~
- ~~Assist water treatment staff in maintaining compliance with State Surface Water Treatment Rule and Domestic Water Permit.~~
- ~~Responsible for lake monitoring.~~

Specific Duties:

- Plan, supervise, ~~s~~ and direct the activities related to water quality operations, ~~including lake and distribution system sampling, analyses and reporting.~~ Coordinate activities with district staff and outside agencies, provide technical support to the Operations & Maintenance department. Assist water treatment staff in maintaining compliance with State and Federal regulations.
- Responsible for the preparation of routine and special reports to regulatory agencies such as the State Water Resources Control Board (SWRCB) Monthly Report, Electronic Annual Report, Watershed Sanitary Survey Report, Annual Consumer Confidence Report, and other reports as required.
- Communicate with regulatory agency representatives and staff regarding district projects and emergency notifications. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement district goals and objectives to ensure water quality and emergency response needs are fulfilled.
- Supervises quality assurance analyses. ~~as outlined in Casitas' "Quality Assurance Program for Water Quality Laboratory", which is required by the California State Department of Health Services.~~ Serves as the Laboratory Director of the California ~~Responsible for maintaining compliance with~~ Environmental Laboratory Accreditation Program (CA-ELAP) for laboratory certification. Maintain compliance with CA-ELAP regulations for continued laboratory certification.
- Provide technical review or evaluation on District projects which may influence water quality. Work with outside consultants or other parties to manage water quality related projects including review of bids and contracts, and review of proposals and the technical aspects of projects as required.

- Communicate with regulatory agency representatives and staff including notification of district projects and emergency situations. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement district goals and objectives to ensure water quality and emergency response needs are fulfilled.
- Assess water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance, or identification of water quality problems; respond to emerging public health issues.
- Coordinate with district staff and serve as main point of contact for outsourced Backflow Prevention Program.
- Supervise annual performance evaluation sample analyses, as required, for the purpose of maintaining certification of the laboratory with the Environmental Laboratory Accreditation Program (CA-ELAP) program.
- Track development and implementation of regulations at the local, state and federal levels; may participate with regulatory and legislative bodies in regard to developing regulations.
- Manage environmental permits related to water quality mandated by SWRCB and ensure compliance with program requirements; prepare applicable National Pollution Discharge Elimination System (NPDES) Reports.
- Collaborate with treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Maintain water quality throughout the distribution system through monitoring including sampling and analysis of compliance and supplemental samples; responsible for routine water quality flushing.
- ~~Assists~~ Directs and carries ~~in-carrying~~ out re-sampling and planning corrective actions when water quality problems are noted.
- ~~Directs staff in carrying out analysis procedure development and adaption as appropriate.~~
- ~~Prepares water quality laboratory budget.~~ Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Supervise assigned personnel for tasks including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; review work for completeness, compliance and accuracy.
- Operates and maintains laboratory ~~and~~ field ~~instruments~~ and monitoring equipment, and trains others in use of such equipment.
- Responsible for specified chemical, physical and microbiological analyses of water samples in accordance with standard procedures. ~~and determination of whether the samples should be analyzed in-house or more cost effectively by an outside laboratory.~~ Plan and coordinate outsourced laboratory analysis accordingly.

- Oversees sample collection and conducts cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Assess the impact of human activity, weather, and other factors on the current and future quality of the source water supplies.
- Respond to customer inquiries and provide resolution to water quality complaints; conduct field investigations when necessary.
- Overall responsibility for maintaining records of sampling and analysis procedures in accordance with State and Federal requirements.
- Provide support for invasive species prevention and response policies including sampling and analysis of source waters, and permitting related to environmental compliance. ~~Reports results of analyses to appropriate personnel, State and Federal agencies~~
- Direct ~~sectional~~ staff in maintaining equipment, chemical and supply inventories ~~and preparing requisitions for materials~~. Prepare requisitions and other procurement methods for material, supplies and equipment.
- ~~Directs staff in the instruction and training of other personnel in routine sampling and analysis procedures~~. Interview, select, train, and motivate water quality staff; perform employee evaluations; work with personnel to correct deficiencies; implement disciplinary procedures.
- ~~Supervises periodic tests and analyses, as required, on samples furnished by the California State Department of Health Services for the purpose of obtaining and maintaining proper certification of the water quality laboratory.~~
- ~~Responsible for lake monitoring and achieving a balance between supplying the highest quality source water to the treatment plant and the distribution system.~~ Develop and maintain a lake monitoring program and data analysis program that maximizes influent water quality by managing and monitoring potentially detrimental aquatic organisms. Responsible for the preparation of special reports to regulatory agencies such as the aquatic pesticide application plan and monitoring plan.
- ~~Coordinates and carries out Laboratory Safety Program~~. Implement Laboratory Safety Program and safety training as directed. Provide instruction to assigned personnel; ensure working conditions are safe and employees are trained and follow safe work practices and procedures.
- ~~Coordinates Hazardous Materials and Hazardous waste product disposals for the overall district.~~
- ~~Responsible for publishing consumer confidence report to State DOHS-ODW and all customers.~~
- ~~Responsible for monthly summary reports to State DOHS-ODW relative to all bacteriological quality in the District, turbidity monitoring of raw water, etc.~~
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Monitor and analyze source water including the lake, watershed and groundwater.
- ~~Responsible for monthly report to the General Manager.~~

- ~~Assisting with the watershed sanitary survey.~~
- ~~Responsible for maintaining system for supplying emergency potable water to customers (water buffaloes).~~ Maintain CA Department of Public Health (CDPH) certification and adequate operating condition of the potable water haulers. Coordinate delivery as needed.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested.
- May be required to perform essential functions and duties of the Water Quality Technician and Water Quality Specialist positions as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical and microbiological techniques; ~~principles of reservoir limnology and watershed management, microbiological techniques, domestic water quality regulatory requirement, related safety procedures of the District.~~ “Standard Methods for the Examination of Water and Wastewater”; state and federal drinking water regulations and statutes; reporting and public notification requirements; watershed management including limnology (the scientific study of fresh water), watershed management, aquatic ecosystems, phytoplankton identification, aquatic pesticides; water treatment and pressure filtration and how it relates to the work of the laboratory; budgeting procedures and methods; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality.

Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; operate a boat and work in remote conditions; communicate both orally and in writing on technical topics with both scientific and non-technical audiences; prepare concise and clear reports; follow oral and written instructions both for job functions and safety requirements of the district; to provide training in all of the essential functions of water quality ~~perform water analysis by standard methods, ability to operate and maintain a variety of laboratory and field equipment and electronic measuring instruments related to water quality tests and analyses, ability to maintain and interpret data in an extensive computer database relative to compliance with various regulatory agencies, knowledge of computer equipment and ability to train others in the use~~

~~and understanding of such equipment. Also must have a working knowledge of or ability to learn the pressure filtration principal and how it relates to the work of the laboratory. Knowledge of principles of reservoir limnology and watershed management.~~ Ability to establish and maintain effective relations with others.

~~Employment Standards:~~

Education and Experience:

~~Consistent with Title 22 guidelines Article 9, section 64817, bachelor's degree in chemistry, biochemistry biology, microbiology, environmental, sanitary, or public health engineering, natural or physical science or consistent with performance of analyses required under Section 4025 of the Health and Safety Code or possession of a Laboratory Analyst/Water Quality Analyst Certificate from the California Nevada Section of the American Water Works Assn., minimum Grade I.~~ A bachelor's degree in biology, chemistry, biochemistry, microbiology, environmental, sanitary, public health engineering, or a natural or physical science is required, along with five years of increasingly responsible experience working for a potable water agency in a related job position

Certificates, Licenses, and Registrations:

~~Possession of a valid water treatment operator's certificate issued by the State Department of Health in at least a Grade III, and Grade I AWWA Water Quality Analyst Certificate or ability to obtain same within six (6) months after date of employment and possession of a valid California drivers' license.~~

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year of assuming position.
- Grade II Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- Grade II Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- California Class C driver's license
- CPR/First Aid certificate (or ability to obtain within 6 months)

Work Environment or Environmental Elements:

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with

upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Activities Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision, hearing within normal range. Ability to communicate in person and over the telephone or radio. ~~Communicates orally with District Management, co-workers, and the public in face-to-face, one-to-one, and group settings, regularly uses a telephone for communications, uses office equipment such as computer terminals, copiers and FAX machines,~~ Uses chemical laboratory equipment perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, ~~may work outside during adverse weather conditions,~~ stands and sits for extended ~~time periods of time,~~ may walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates district vehicles, ~~hearing and vision within normal ranges, use of both hands essential.~~ Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be

required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Signed _____ Date _____

Employee Signature

Date

DRAFT

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Supervisor
CLASSIFICATION: Non-Exempt
REPORTS TO: O&M Manager
SALARY LEVEL: S 32
DATE: August 2020

Definition

Under general direction from the O&M Manager, directs water quality compliance including monitoring, analysis and reporting, coordinates with regulatory agencies to ensure compliance with state and federal regulations; acts as the Laboratory Director; manages the monitoring of source waters including the lake, watershed and groundwater; assesses water quality regulatory changes and provides notification and recommendations regarding compliance; manages and provides reports for applicable environmental permits; coordinates and outsources the District's cross connection control program; provides direct supervision to the Water Quality Specialist, Water Quality Technician, and part time employee(s).

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, supervise and direct the activities related to water quality operations, coordinate activities with District staff and outside agencies, provide technical support to the Operations & Maintenance department. Assist water treatment staff in maintaining compliance with State and Federal regulations.
- Responsible for the preparation of routine and special reports to regulatory agencies such as the State Water Resources Control Board (SWRCB) Monthly Report, Electronic Annual Report, Watershed Sanitary Survey Report, Annual Consumer Confidence Report, and other reports as required.
- Communicate with regulatory agency representatives and staff regarding District projects and emergency notifications. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement District goals and objectives to ensure water quality and emergency response needs are fulfilled.

- Supervises quality assurance analyses. Serve as the Laboratory Director of the California Environmental Laboratory Accreditation Program (CA-ELAP) Maintain compliance with CA-ELAP regulations for continued laboratory certification.
- Provide technical review or evaluation on District projects which may influence water quality. Work with outside consultants or other parties to manage water quality related projects including review of bids and contracts, and review of proposals and the technical aspects of projects as required.
- Communicate with regulatory agency representatives and staff including notification of District projects and emergency situations. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement District goals and objectives to ensure water quality and emergency response needs are fulfilled.
- Assess water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance, or identification of water quality problems; respond to emerging public health issues.
- Coordinate with District staff and serve as main point of contact for outsourced Backflow Prevention Program.
- Supervise annual performance evaluation sample analyses, as required, for the purpose of maintaining certification of the laboratory with the Environmental Laboratory Accreditation Program (CA-ELAP) program.
- Track development and implementation of regulations at the local, state and federal levels; may participate with regulatory and legislative bodies in regard to developing regulations.
- Manage environmental permits related to water quality mandated by SWRCB and ensure compliance with program requirements; prepare applicable National Pollution Discharge Elimination System (NPDES) Reports.
- Collaborate with treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Maintain water quality throughout the distribution system through monitoring including sampling and analysis of compliance and supplemental samples; responsible for routine water quality flushing.
- Directs and carries out re-sampling and planning corrective actions when water quality problems are noted.
- Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Supervise assigned personnel for tasks including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; review work for completeness, compliance and accuracy.

- Operates and maintains laboratory field and monitoring equipment, and trains others in use of such equipment.
- Responsible for specified chemical, physical and microbiological analyses of water samples in accordance with standard procedures. Plan and coordinate outsourced laboratory analysis accordingly.
- Oversees sample collection and conducts cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Assess the impact of human activity, weather, and other factors on the current and future quality of the source water supplies.
- Respond to customer inquiries and provide resolution to water quality complaints; conduct field investigations when necessary.
- Overall responsibility for maintaining records of sampling and analysis procedures in accordance with State and Federal requirements.
- Provide support for invasive species prevention and response policies including sampling and analysis of source waters, and permitting related to environmental compliance.
- Direct sectional staff in maintaining equipment, chemical and supply inventories. Prepare requisitions and other procurement methods for material, supplies and equipment.
- Interview, select, train, and motivate water quality staff; perform employee evaluations; work with personnel to correct deficiencies; implement disciplinary procedures.
- Develop and maintain a lake monitoring program and data analysis program that maximizes influent water quality by managing and monitoring potentially detrimental aquatic organisms. Responsible for the preparation of special reports to regulatory agencies such as the aquatic pesticide application plan and monitoring plan.
- Implement Laboratory Safety Program and safety training as directed. Provide instruction to assigned personnel; ensure working conditions are safe and employees are trained and follow safe work practices and procedures.
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Monitor and analyze source water including the lake, watershed and groundwater.
- Maintain CA Department of Public Health (CDPH) certification and adequate operating condition of the potable water haulers. Coordinate delivery as needed.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested.
- May be required to perform essential functions and duties of the Water Quality Technician and Water Quality Specialist positions as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical and microbiological techniques; “Standard Methods for the Examination of Water and Wastewater”; state and federal drinking water regulations and statutes; reporting and public notification requirements; watershed management including limnology, watershed management, aquatic ecosystems, phytoplankton identification, aquatic pesticides; water treatment and pressure filtration and how it relates to the work of the laboratory; budgeting procedures and methods; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality.

Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; operate a boat and work in remote conditions; communicate both orally and in writing on technical topics with both scientific and non-technical audiences; prepare concise and clear reports; follow oral and written instructions both for job functions and safety requirements of the District; to provide training in all of the essential functions of water quality. Ability to establish and maintain effective relations with others.

Education and Experience

A bachelor’s degree in biology, chemistry, biochemistry, microbiology, environmental, sanitary, public health engineering, or a natural or physical science is required, along with five years of increasingly responsible experience working for a potable water agency in a related job position

Certificates, Licenses, and Registrations

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year of assuming position.
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Work Environment or Environmental Elements

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision, hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time, may walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

DRAFT