



ADMINISTRATIVE SPECIALIST (Assistant Clerk of the Board)

Final Filing Date: August 4, 2021
www.vallejowastewater.org

DISASTER SERVICE WORKER

If you are the successful candidate for this position, you will be asked to take an Oath or Affirmation of Allegiance for Public Employees. All Vallejo Flood and Wastewater District employees are, by state and federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Assignment may require service at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact the direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker. Consequently, your personal contact information must be provided to the District.

OUR ORGANIZATION

Vallejo Flood and Wastewater District is an independent Special District created by the State of California to collect and treat wastewater, and protect the Vallejo community from flooding. Since 1952, the District has protected public health and the San Francisco Bay by collecting and treating the wastewater generated by residents of Vallejo and the surrounding area. In addition, the District helps save lives and protect property from storm water damage. Every day of the year, skilled, dedicated District employees protect our health and environment using advanced treatment methods.

OUR COMMUNITY

The city of Vallejo is a rapidly-changing, diverse community of more than 120,000 people. It is located in the I-80 corridor between San Francisco and Sacramento. Housing costs are among the lowest in the Bay Area. Within the past several years Vallejo has experienced intense growth, creating many new business and residential areas.

Highlights of the area include the decommissioned Mare Island Naval Shipyard, which is being developed with new housing, schools and businesses. Vallejo is home to the California Maritime Academy, a marine-oriented state university, and Touro University, an osteopathic medicine teaching facility. Also here is Six Flags Discovery Kingdom, among the state's top ten tourist destinations.

THE POSITION

The District is seeking an Administrative Specialist (Assistant Clerk of the Board) to perform a variety of professional and administrative duties in support of the Administration department and assist the Clerk of the Board in the preparation of agendas, documents and related correspondence in support of the Board of Trustees. This is a journey-level class in the administration series. Under limited supervision, incumbents are expected to perform the full range of assigned duties. The class differs from the lower-level of Senior Office Assistant in the skill level required and the complexity of assigned projects based on knowledge of District's policies, procedures and all related legal requirements. This classification may be temporarily upgraded to the position of Clerk of the Board as necessary. The classification is characterized by the responsibility for working independently and exercising independent judgement and decision-making.

The ideal candidate will possess the following attributes:

- Creates a positive work environment
- Has outstanding communication, interpersonal, and planning skills
- Is enthusiastic and energetic about customer service
- Respects and supports diversity and differences in coworkers and the public



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MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Organizational and coordination practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles, practices, and procedures related to public agency recordkeeping.
- Functions, authority, responsibilities, and limitations of an appointed Board of Trustees.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, Brown Act, Fair Political Practices Commission procedures and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Arithmetic, including addition, subtraction, multiplication, division, fractions, and percentages.
- Techniques for effectively representing the District in contacts with governmental agencies; community groups; various business, professional, educational, and regulatory organizations; and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Analyze and evaluate data, reach sound conclusions, and make recommendations to decision-makers.
- Provide administrative and professional support to the department and to District staff.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare a variety of written materials, including official minutes, resolutions, ordinances, reports, correspondence, policies, and procedures.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize work on a variety of projects and multiple tasks in order to meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate with individuals and groups, in person, over the telephone, and in writing.
- Make a variety of arithmetic computations involving addition, subtraction, multiplication, division, fractions, and percentages;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with colleagues, subordinates, and others contacted in the course of work.

EDUCATION/EXPERIENCE:

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

- Equivalent to an Associate's Degree from an accredited college or university.
- Minimum of three (3) years of administrative experience supporting a program with at least two (2) years of experience providing administrative support to a municipal Clerk of the Board, Clerk Secretary, Government Official, or other governing body.

LICENSES / CERTIFICATE:

A valid Certified Municipal Clerk certification is preferred, but not required. Possession of, or ability to obtain, a California Notary Public certification within six months of appointment is desirable.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)



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SELECTION PROCESS

The Vallejo Flood and Wastewater District application and supplemental questionnaire must be submitted online at www.calopps.org by the filing deadline of **August 4, 2021**. The most qualified candidate(s) will be invited to participate in the examination process.

The examination process (which includes a one year probationary period upon hiring) may include, but is not limited to, a written examination, practical examination, application screening, oral board, hiring interview and/or panel selection interview. One or more of these steps may be used and in any order.

An in-person panel selection interview has been tentatively scheduled for the week of August 16, 2021.

Candidates successful in the examination process will be placed on an eligibility list. The list may be valid for up to two years. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination process. Placement on the eligibility list is not a guarantee of a final hiring interview.

Successful candidates not currently employed in regular status by the District must pass a pre-employment physical to be considered for an appointment.

COMPENSATION

Monthly Salary: \$6,914 - \$7,622 Plus Excellent Benefits

Employees are required to contribute 8% (Classic) or 6.75% (New-FY 2020-2021), based on the applicable retirement formula, of their base reportable compensation as the employee contribution to the California Public Employees Retirement System on a tax-deferred basis. Employees also contribute 2% after-tax toward the OPEB retiree health fund. OPEB contributions are non-refundable. Employees do not participate in or pay into Social Security.

The District provides a generous benefits package which is outlined in this document, and can be found on the [District's website](#).

Vallejo Flood and Wastewater District is an Equal Opportunity Employer encouraging workforce diversity. All aspects of employment and promotion shall be without regard to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition.

If, because of a disability or for religious reasons, you would like to arrange for a reasonable accommodation in order to participate in the application and examination process, we encourage you to contact the Human Resources Department at 707-644-8949. You may also contact the Human Resources Department if you have questions regarding Affirmative Action/Equal Employment Opportunity at Vallejo Wastewater.

The District is committed to employing only American citizens and legal aliens authorized to work in the United States. If employed, you will be required to submit verification of your identity and legal right to work in the United States pursuant to the Immigration Reform Act of 1986.

CONTACT INFORMATION

For more information, please contact:
Tracey Gieffels, Human Resources Analyst
TGieffels@VallejoWastewater.org; 707-651-7135



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BENEFITS

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- The District provides CalPERS health insurance and pays up to the highest HMO rate for employee and eligible dependents
- Employees covered by another ACA qualifying group health insurance plan may be eligible for a cash in-lieu of health coverage monthly payment in the amount of half of the applicable CalPERS Kaiser rate
- Vision and dental coverage for employees and eligible dependents
- \$50,000 Life/\$50,000 AD&D insurance for non-management employees
- \$75,000 Life/\$75,000 AD&D insurance for management employees
- Private Short Term Disability Insurance for the employee
- Employee Assistance Program for employee and eligible dependents
- Education Assistance Program
- Computer Purchase Loan Program
- Wellness/Fitness Incentive Program
- Optional Flexible Spending Plan
- Optional Aflac Insurance Products
- Optional Pet Insurance

PAID LEAVE

- Vacation:
 - 10 working days = 0 – 3 years of service (non-management)
 - 15 working days = more than 3 – 10 years of service (non-management)
 - 15 working days = 0 – 10 years of service (management)
 - 20 working days = more than 10 – 20 years of service
 - 25 working days = more than 20 years of service
- Sick Leave: 12 days per calendar year (3.69 hours accrued per pay period)
- Bereavement: Up to 4 days for the death of an immediate family
- Holidays: 11 paid holidays per year plus 28.5 hours of floating holiday per year
(first year of employment floating holiday accrues based on hire date)

RETIREMENT PLAN – CalPERS 2.7% @ 55 Formula – CalPERS Classic Members.

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

RETIREMENT PLAN – CalPERS 2% @ 62 Formula – CalPERS New Members

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

DEFERRED COMPENSATION

Optional Deferred Compensation Plan with no employer contribution

RETIREE MEDICAL

The District offers contributions towards CalPERS retiree medical insurance premiums for qualified employees who retire from CalPERS within 120 days of separation of employment from Vallejo Wastewater. Under Vallejo Wastewater's retiree medical vesting plan, all retirees hired on or after 11/1/2013 must have a minimum of ten (10) years of service as a CalPERS member including a minimum of five (5) years of service at Vallejo Wastewater to qualify for a premium contribution. The maximum premium contribution is based on the CalPERS 100/90 formula and coverage level. The percentage of the CalPERS 100/90 amount contributed by Vallejo Wastewater is determined by full years of CalPERS service. This is per our current contract that is scheduled for renegotiation in 2023.