CENTRAL BASIN MUNICIPAL WATER DISTRICT

WELCOMES YOUR INTEREST TO THE POSITION OF

GENERAL MANAGER
Central Basin Municipal Water District is a public agency, formed in 1952 by the vote of the people to provide a safe and reliable water supply for the region. Today, Central Basin serves the water needs of more than 2 million people living in its 24-city service area in southeast Los Angeles County.

Mission Statement
The mission of the Central Basin Municipal Water District is to deliver reliable and high-quality water, as well as recycled water services to its customers and communities through effective and collegial partnerships with its retailers and other wholesalers.

Our Vision
Central Basin Municipal Water District is an innovative, responsive, and effective steward of the water service and management responsibility entrusted to it.

Our Goals
- Water Reliability
- Financial Integrity
- Stewardship
- Communications

The Position
This position is the major appointed position that leads the Central Basin Municipal Water District enterprise in accordance with the eight member Board of Directors. The General Manager provides input and collaborates with Board to determine basic philosophies, policies, objectives and goals of the District and directs staff in accomplishing said goals and in following those policies; acts as the Chief Executive Officer of the District; is responsible for managing the overall operations of the District and controlling the financial operation of the Districts including income and expenditures, through the annual budget.

Education and Experience
- A Bachelor's degree in Business Management, Business Administration, Engineering or Public Administration; and
- A minimum of five years administrative/managerial experience in the public or private sector, including either departmental or overall responsibility for a business or organization is required.
- Preferred water experience of 10 years or greater, advanced degree is ideal and experience dealing with an elected Board. Experienced municipal manager is a major requirement for this role.
- Desirable Traits: Ability to work with a Board comprised of elected and appointed members, manage the staff creatively and develop a positive image and relationship with the 24 cities served. The Board deserves a candidate with excellent negotiator skills, financial and management experiences and provides leadership to both Board and Staff.
**Duties and Responsibilities**

The District is seeking a dynamic and proven leader as its new General Manager. The ideal candidate will be responsible for the following areas:

- Developing a well-designed and efficient organization with input from Board of Directors, District customers, member water agencies and other affected persons and groups;
- Maintain and periodically review District organization;
- Provide guidance and direction to department heads;
- Collaborate with Human Resources to develop training and staff development plans on an annual basis;
- Meet regularly with Board as a group and individually to discuss District and individual Director programs and evaluate existing projects and programs;
- Establish and maintain relations with other districts, member water agencies, municipalities within the District, water industry organizations, the media and federal, state and local elected and appointed representatives;
- Manage the District’s financial operations with the Finance Director to oversee investments and expenditure of District funds in conformity with Board-approved policies and budget and applicable laws;
- Forecast future operational and financial needs and prepare annual budget;
- Manage day-to-day and long-range financial operations to continually achieve proper debt ratio for District;
- Maintain District’s legislative advocacy operation, including regular communication with government affairs representatives, local elected officials and other elected representatives;
- Participate in General Manager meetings of the Metropolitan Water District of Southern California (MWDOSC) and advocate District positions at MWDOSC;
- and Attend conferences and industry-related meetings as necessary to provide up-to-date information to Board and staff.

**Knowledge of:**

- Brown Act requirements, District ordinances, state laws and other legal requirements applicable to the functions and operations of the Board Office;
- California water issues;
- Political processes on federal, state and local levels;
- Budgeting, organizational development and employee-management relations in the public or private sector.

**Ability to:**

- Communicate with public, press and government entities;
- Take initiative in developing both internal and external programs and policies;
- Delegate authority and responsibility while remaining accountable for the organization;
- Gather necessary information and make reasoned decisions;
- Evaluate financial operations of a public agency and develop effective policies; and

**Distinguishing Characteristics**

**How To Apply**

Send resume and cover letter (email preferred) to:

Central Basin Municipal Water District
6252 Telegraph Road
Commerce, CA 90040

Email: hr@centralbasin.org
Benefits Summary

CalPERS Participation

For “classic members” as defined by PEPRA Law: 2% at 55 Formula with Social Security

- Retirement formula is based on 2% of final compensation at age 55 times years of service. For retirement earlier than age 55, the percentage is reduced by each quarter year of age to 2% at age 50. Employees are eligible to retire at age 50 with five years of service credit.
- Employer Paid Member Contribution (EPMC) provides for the District to pay the employee’s retirement contribution.
- The EPMC is reported as additional compensation for retirement purposes.
- Final compensation for retirement formula is based on highest compensation for 12 consecutive months reduced by $133.33 (for Social Security).
- Post Retirement Survivor Allowance provides for 25% of the unmodified allowance to continue to an eligible survivor. The Post Retirement Survivor Allowance payable to a spouse continues if the spouse remarries.
- Military Service Credit provides for the purchase of up to four years of active continuous military service as service credit for retirement purposes.
- Continuation of Death Benefits provides for the death benefits paid to a spouse of a member who died prior to retirement to continue if the spouse remarries.

For “new members” as defined by PEPRA Law: 2% at 62 Formula with Social Security

- Retirement formula is based on 2% of final compensation at age 62 times years of service. For retirement earlier than age 62, the percentage is reduced by each quarter year of age to 2% at age 50. Employees are eligible to retire at age 50 with five years of service credit.
- Employee will pay Member Contribution (EPMC) contribution level set by CalPERS each fiscal year. Such contributions are pre-taxed.
- Final compensation for retirement formula is based on highest compensation for 36 consecutive months reduced by $133.33 (for Social Security). Maximum annual compensation contribution set by CalPERS each calendar year.
- Post Retirement Survivor Allowance provides for 25% of the unmodified allowance to continue to an eligible survivor. The Post Retirement Survivor Allowance payable to a spouse continues if the spouse remarries.
- Military Service Credit provides for the purchase of up to four years of active continuous military service as service credit for retirement purposes.
- Continuation of Death Benefits provides for the death benefits paid to a spouse of a member who died prior to retirement to continue if the spouse remarries.

Health Insurance

The District contributes 100 percent of the medical, dental, and vision premiums for employees and their eligible dependents. Employees may elect coverage in the following health plans:
• **Medical**: Choice of several plans offered through the Association of California Water Agencies (ACWA/JPIA) Health Benefits Program;

• **Dental**: Delta Dental PPO plan; and

• **Vision**: EyeMed Vision Care Insight Network.

**Health Reimbursement Arrangement (HRA)**

Employees may submit any eligible out-of-pocket health care expense (medical, dental, vision, or hearing) for themselves, or any eligible dependent. The District makes annual contributions at the beginning of each plan year, which runs concurrently with the District’s fiscal year (July 1 to June 30).

**Contribution Tiers:**
- Employee only - $4,000
- Employees with one dependent - $8,000
- Employees with family coverage - $12,000

**Life Insurance**

The District provides term life insurance equivalent to two times annual salary up to $150,000 including Accidental Death & Dismemberment (AD&D).

**Employee Assistance Program (EAP)**

The EAP provides professional counseling services for personal, family, legal, financial, or other problems that affect an employee’s life and work. Services are completely confidential and provided at no cost to the employee.

**Disability Insurance**

Premiums are paid by the District. Disability insurance for extended injuries and illness. Benefits are taxable and may be offset by CalPERS disability retirement allowances.

**Short-Term Disability:**
- Benefits paid for up to 180 days from date of disability.
- Employees must meet a 14-calendar day waiting period; benefit begins on the 15th day.
- Maximum benefit is 66 2/3% of salary up to $2,309 per week.

**Long-Term Disability:**
- Benefits paid after 180 days up to later of Age 65 or SSNRA.
- Maximum benefit is 66 2/3% of salary up to $10,000 per month.

**Tuition Reimbursement**

The District reimburses 90% of the costs of tuition, fees, required books, and other required expenses for up to 12 units of job-related coursework per quarter or semester for up to two classes each quarter or semester. The maximum limit for tuition reimbursement is $9,000 per fiscal year.

**Deferred Compensation**

The District offers a choice of two voluntary Section 457(b) deferred compensation plans:
- CalPERS Deferred Compensation Program; and
- Nationwide Deferred Compensation Program.
Employees can defer salary on a pre-tax and post-tax (Roth option) basis up to the limit determined by the IRS each calendar year.

Additional “catch-up” contributions are allowed for employees age 50 or older or within three years of retirement.

**Flexible Spending Accounts**

The District offers two voluntary Section 125 Flexible Spending Accounts:

- Health Care Spending Account; and
- Dependent Care Spending Account.

Employees can contribute pretax dollars from their paycheck, up to the limit determined by the IRS each calendar year, for reimbursement of eligible expenses incurred during the calendar year.

**Holidays**

Eligible for holiday pay for each observed holiday for the number of hours you would normally be scheduled to work on that day.

- New Year’s Day     January 1
- Birthday of Martin Luther King, Jr.  Third Monday in January
- Washington’s Birthday Third Monday in February
- Cesar Chavez Day Last Monday in March
- Memorial Day      Last Monday in May
- Independence Day   July 4
- Labor Day         First Monday in September
- Veterans Day      November 11
- Thanksgiving Day Fourth Thursday in November
- Day after Thanksgiving Friday after Thanksgiving
- Christmas Eve     December 24
- Christmas Day     December 25
- New Year’s Eve    December 31

**Vacation Leave**

For Senior Manager positions, vacation leave is earned each pay period at the following annual rates:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Number of Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>0 – 5</td>
<td>15</td>
<td>120</td>
</tr>
<tr>
<td>6 – 10</td>
<td>17</td>
<td>136</td>
</tr>
<tr>
<td>11 or more</td>
<td>20</td>
<td>160</td>
</tr>
</tbody>
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Accrued vacation hours in excess of 160 hours are paid out annually at the end of the fiscal year.

**Sick Leave**

Sick leave is accrued at a rate equivalent to eight hours per month up to a maximum of 12 days (96 hours) per year.

**Personal Leave**

Only full-time employees are eligible for personal leave. Personal leave shall accrue on January 1st of each calendar year. A new full-time employee will be credited with personal leave if the hire date is
between January 1 and June 30. Senior Managers will receive eighteen personal leave hours per year; while all other employees will receive nine personal leave hours per year. Employees on an extended leave of absence of more than four weeks will not continue to accrue personal leave hours. An employee leaving District employment will be paid for any accrued unused personal leave.

**Bereavement Leave**

The District provides five days of paid bereavement leave in the event of a death in the immediate family of the employee or employee’s spouse as defined in Part 3, Chapter 6 Article 12.19 of the Administrative Code.

**Jury Duty**

The District provides for up to 10 days of paid jury duty as defined in Part 3, Chapter 6 Article 12.23 of the Administrative Code.

**Other Leaves**

The District provides paid leave time for time served as a witness when subpoenaed, blood donation, and for active military service.

**Note:** Per Part 3, Chapter 6, Article 1 of the Administrative Code, the District, expressly reserves the right to alter the policies and benefits discussed herein as well as the general terms and conditions of employment with the District. This summary does not constitute an enforceable contract, and is subject to amendment, modification or deletion by the District at any time.