



WEST VALLEY WATER DISTRICT
855 W. Base Line Road Rialto, CA

HUMAN RESOURCES COMMITTEE MEETING
AGENDA

MONDAY, JANUARY 29, 2018 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

- 1. CONVENE MEETING**
- 2. PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

- 3. DISCUSSION ITEMS**
 - a. Human Resources Audit Update
 - b. Human Resources Policies and Practices Manual Update
 - c. Consider Job Description for a New Assistant General Manager, Public Affairs Position.
 - d. Review update to Job Classifications Schedule with new Employment Position - Assistant General Manager, Public Affairs.
 - e. Reclassification of Administrative Assistant and Executive Assistant II Positions to Administrative Assistant (Confidential) and Executive Assistant II (Confidential).
- 4. ADJOURN**

DECLARATION OF POSTING:

I declare under penalty of perjury, that i am employed by the west valley water district and posted the foregoing human resources committee agenda at the district offices on January 25, 2018.

Crystal Escalera, Interim Board Secretary