June 29, 2017

Board of Directors
Ventura Regional Sanitation District
Ventura, CA 93003

APPROVAL OF VRSD CONTRACT NO. 17-007 WITH ROBERT HALF INTERNATIONAL INC. / ACCOUNTEMPS FOR TEMPORARY STAFFING SERVICES

RECOMMENDATION

Approve, and authorize the Board Chair to sign, VRSD Contract No. 17-007 with Robert Half International Inc. / Accountemps in an amount not to exceed $118,000 through December 31, 2017.

FISCAL IMPACT

An appropriation (25-100-52090-100100) for temporary labor is included in the FY2018 Budget in the amount of $50,000. In addition, savings (25-100-51010 to 51224-100100) from the vacancies (salaries & employee benefits) will be used to cover the remaining $68,000.

BACKGROUND

The District went through a recruitment process in January 2017 to fill the Accountant vacancy but was unsuccessful in filling the position. In February 2017, the Finance Department hired a temporary worker through Robert Half International to temporarily fill the Accountant vacancy. This position is responsible for reconciling various financial accounts, updating multiple reports and worksheets, reviewing financial transactions and preparing necessary journal entries.

Staff is in the process of starting a second recruitment for the Accountant position, and based on the amount of time needed for the hiring process, it is necessary to continue the services of Robert Half International, Inc. / Accountemps. In addition, this contract will also serve as a vehicle to bring in temporary staff for any other unexpected vacancies or increases in workload.

This letter and the associated contract have been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4646 or via email at VickieDragan@VRSD.com.

Vickie Dragan
VICKIE DRAGAN, DIRECTOR OF FINANCE & ADMINISTRATION

APPROVED FOR JUNE 29, 2017 AGENDA: _____
Chris Theisen - General Manager

Attachment: VRSD Contract No. 17-007

VENTURA REGIONAL SANITATION DISTRICT
CONTRACT NO. 17-007

AGREEMENT FOR TEMPORARY SERVICES BETWEEN VENTURA REGIONAL SANITATION DISTRICT AND ROBERT HALF INTERNATIONAL INC. / ACCOUNTEMPS

This AGREEMENT is made and entered into on this 29th day of June 2017, by and between the VENTURA REGIONAL SANITATION DISTRICT, a public agency formed pursuant to California Health & Safety Code Section 4700 et seq. ("DISTRICT") and ROBERT HALF INTERNATIONAL INC., a Delaware corporation, doing business through its division Accountemps with offices located at 300 Esplanade Dr., Suite 1530, Oxnard, CA 93030-1248 ("AGENCY"), collectively referred to herein as "PARTIES." Nothing in this Agreement shall obligate any AGENCY branch office, other than AGENCY's Oxnard, California branch office located at the address listed above, unless otherwise agreed to by the PARTIES in writing.

RECITALS

A. DISTRICT has a need to engage the services of a temporary help agency to accommodate its temporary staffing needs.

B. DISTRICT's need for TEMPORARY WORKERS arises when its employees are absent or workloads exceed DISTRICT's capacity at its central administration or field offices.

C. AGENCY has the expertise and employee base to meet DISTRICT's temporary staffing needs.

D. DISTRICT temporary staffing needs are for positions described by the job descriptions attached to this AGREEMENT as Exhibit A.

E. TEMPORARY WORKERS possess the necessary skills and experience to complete those tasks necessary to support DISTRICT's operations during those times that DISTRICT employees are absent or their workloads exceed their capacity.

F. This Agreement sets forth the rights and obligations of the PARTIES.

AGREEMENT

ARTICLE 1: DEFINITIONS

A. **"AGENCY"** means the Oxnard, California branch office of the Accountemps Division of Robert Half International Inc.

B. **"DISTRICT"** means the Ventura Regional Sanitation District.

C. **"NOT-TO-EXCEED AMOUNT"** means the total amount of money DISTRICT authorizes under this Agreement before requiring additional authorization from the DISTRICT's Board of Directors.

D. **"TEMPORARY WORKER"** means an individual who is an AGENCY employee assigned to work for DISTRICT by AGENCY on a temporary, contract basis.

E. **"TERM"** means the effective duration of this Agreement.

ARTICLE 2: TERM

A. The TERM of this Agreement is from the date this Agreement is signed by the last party to sign until December 31, 2017.

B. DISTRICT may extend this Agreement for up to four (4) additional one (1) year terms. For such extension to be effective, DISTRICT must provide written notice and AGENCY must accept in writing. Additional terms will be subject to the terms and conditions of this Agreement.

C. DISTRICT may terminate AGENCY's services at any time during the TERM of this Agreement, with or without cause. Notice of such termination shall be provided in writing.

ARTICLE 3: AGENCY'S OBLIGATIONS

A. AGENCY shall designate a representative familiar with the terms and conditions of this Agreement and represent AGENCY and be its primary contact and agent in all transactions with DISTRICT during this Agreement. AGENCY's representative is Zach Allen. In the event Zach Allen becomes unavailable, AGENCY shall immediately designate another representative satisfactory to DISTRICT.

B. AGENCY shall make commercially reasonable efforts in providing its services to DISTRICT. AGENCY shall cooperate with DISTRICT in providing all available information and assistance in relation to DISTRICT's temporary help needs.

C. On DISTRICT's request for a TEMPORARY WORKER, the PARTIES shall agree on the specific temporary services to be provided. This includes any special requirements of the position; appropriate classification of the temporary worker to be provided; billing rate to be charged; as well as the date, time, and location at which TEMPORARY WORKER is to report. Whenever possible, AGENCY shall e-mail or fax confirmation of the aforementioned factors and TEMPORARY WORKER's name to DISTRICT at least 18 hours before AGENCY's employee reports to DISTRICT work site.

D. AGENCY has the sole right to set wages and benefits of TEMPORARY WORKERS and assumes sole responsibility for: paying of wages, withholding and payment of all required payroll taxes, maintaining any required level of workers' compensation insurance, and administering any benefits.

E. (i) *Background Checks.* To the extent permitted by law, AGENCY will have its third-party vendor complete a seven (7) year criminal background investigation for all felony convictions and misdemeanor convictions for crimes of dishonesty, both state and federal, for the employee's current county of residence as stated on his or her résumé.

(ii) *Drug Screening.* AGENCY will contract with a third-party vendor to conduct a 5-panel urine drug screen. Based on the results of said drug screen, no individual whose drug screen reveals a substance within these parameters will be sent to DISTRICT for placement.

(iii) *References.* AGENCY usually checks references only by asking specific questions to select past employers regarding skills and work history before placing an individual on his or her first assignment. Except as provided herein, AGENCY has not engaged in any verification process other than these reference checks.

(iv) *Eligibility to Work.* AGENCY agrees to comply with the Immigration Reform and Control Act of 1986. Agency agrees to verify the eligibility of TEMPORARY WORKERS to work in the United States in accordance with applicable law by review of each Employment Eligibility Verification Form (I-9).

F. AGENCY shall confirm the assignment of each TEMPORARY WORKER assigned to DISTRICT by sending DISTRICT an arrangement letter ("Arrangement Letter"). All such Arrangement Letters are incorporated in this Agreement and shall be added to Exhibit B. If there exists a conflict between this AGREEMENT and any Arrangement Letter, this AGREEMENT shall control.

G. AGENCY's employee shall arrive at the designated location in proper attire, ready and able to perform duties specific to the job classification.

H. AGENCY agrees it will not engage in, nor permit such subcontractors as it may employ to engage in, harassment of any kind; discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, disability, sexual orientation, marital status, religion or other category protected by law; or retaliation against persons who report such activities.

I. DISTRICT has the right to refuse the services of any TEMPORARY WORKER supplied by AGENCY. If DISTRICT determines any TEMPORARY WORKER supplied by AGENCY is unsatisfactory for DISTRICT's purposes, DISTRICT will notify AGENCY of its determination. Except in the event that Article 4-D below is applicable, DISTRICT will be responsible to pay for all hours worked by the TEMPORARY WORKER until the time that DISTRICT terminates the TEMPORARY WORKER's assignment. Additionally, after the effective time of such termination, DISTRICT will not be responsible for the compensation of the unsatisfactory TEMPRORARY WORKER beyond the hours worked even if that TEMPORARY WORKER worked less than the 4-hour minimum described in Article 4-D, below.

ARTICLE 4: DISTRICT'S OBLIGATIONS

A. DISTRICT will contact AGENCY's representative to discuss job requirements, the availability of TEMPORARY WORKERS, and the particular hourly rate to be billed for the available TEMPORARY WORKER. Whenever possible, DISTRICT will provide a minimum of 72 hours' notice of its need for TEMPORARY WORKERS. Notice will be provided via telephone, email, or fax to provide notice as early as possible.

B. DISTRICT will provide TEMPORARY WORKERS the necessary office equipment to perform their duties. This equipment includes but is not necessarily limited to a workstation, telephone, copier, fax, and any other necessary equipment.

C. DISTRICT shall notify AGENCY within the first 4 hours of the work assignment if a TEMPORARY WORKER provided by AGENCY is not acceptable to DISTRICT for any reason. Upon such notification, AGENCY shall immediately endeavor to provide DISTRICT with an acceptable replacement. AGENCY agrees DISTRICT shall not be billed for unacceptable work when such notification is timely given.

D. Unless DISTRICT advises AGENCY that a TEMPORARY WORKER is unacceptable within the first four (4) hours of the temporary assignment, DISTRICT shall compensate AGENCY for its services in accordance with Article 8, below.

E. DISTRICT shall endeavor to supply a safe and suitable workplace for AGENCY's employees by providing site-specific job training when necessary and complying with all applicable federal and state occupational safety and health laws and regulations. Should AGENCY's employee sustain any work-related injury, DISTRICT will attempt to notify AGENCY by telephone. If this effort is not successful, DISTRICT shall forward written

notification to AGENCY by e-mail or fax within 24 hours of employee's injury. A follow-up copy of said notice shall be provided to AGENCY in the manner described in Article 12, NOTICES.

F. DISTRICT shall not entrust AGENCY's employee with cash, checks, negotiable instruments or other valuables without AGENCY's prior written agreement, and then only under DISTRICT's direct supervision.

G. DISTRICT shall immediately notify AGENCY of the completion or termination of a TEMPORARY WORKER's assignment.

H. DISTRICT is responsible for supervising AGENCY's TEMPORARY WORKERS. DISTRICT will not permit or require any TEMPORARY WORKER (a) to perform services outside of the scope of his or her assignment; (b) to sign contracts or statements; (c) to make any management decisions; (d) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables; (e) to operate machinery (other than office machines) or automotive equipment; (e) to perform services remotely (e.g., on premises other than DISTRICT's premises); or (f) to use computers or other electronic devices, software or network equipment owned or licensed by the Temporary Worker.

I. AGENCY is not a professional accounting firm. Therefore, DISTRICT will not permit or require TEMPORARY WORKERS (a) to render an opinion on behalf of AGENCY or on DISTRICT's behalf regarding financial statements, (b) to sign the name of AGENCY on any document or (c) to sign their own names on financial statements or tax returns.

J. DISTRICT is not required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health, retirement or other "DISTRICT employee" benefits to AGENCY or AGENCY's employees or subcontractors.

K. DISTRICT agrees to hold in confidence the legally protected personal information of any TEMPORARY WORKER, and DISTRICT agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure. If DISTRICT requests a copy of the results of any of the screening conducted on TEMPORARY WORKERS, including those set forth in Section 3(E) above, DISTRICT agrees to keep such results strictly confidential and to use such results in accordance with applicable laws and solely for employment purposes.

ARTICLE 5: AGENCY SUBCONTRACTORS

A. AGENCY may retain Subcontractors to fulfill its obligations under this AGREEMENT.

B. Agreements between AGENCY and its Subcontractor to fulfill AGENCY's obligations under this AGREEMENT shall subject Subcontractor to the terms and conditions shall specify that Subcontractor is subject to the terms and conditions of this Agreement.

ARTICLE 6: INDEPENDENT CONTRACTOR RELATIONSHIP

A. AGENCY, pursuant to this AGREEMENT, is rendering temporary help services only and any payments made to it are compensation solely for services AGENCY renders for DISTRICT under this AGREEMENT.

B. It is expressly understood between the PARTIES that no employer-employee relationship is intended by this Agreement. The relationship AGENCY and its employees to DISTRICT is that of an independent contractor.

C. All DISTRICT employees are governed by a Personnel & Salary Ordinance and certain DISTRICT employees are covered by Memoranda of Understanding. TEMPORARY WORKERS are not subject to these documents.

D. This AGREEMENT does not confer any rights or benefits associated with being a DISTRICT employee on any TEMPORARY WORKER. Temporary help assignments are limited to a maximum of 6 months or 1,000 hours per individual per fiscal year, unless specifically extended by DISTRICT's Board of Directors. DISTRICT will either terminate a TEMPORARY WORKER's assignment or obtain approval of an extension from the DISTRICT's Board of Directors prior to attainment of the limit of 6 months or 1,000 hours per individual per fiscal year.

ARTICLE 7: DISTRICT EMPLOYEE RECRUITMENT

As a public agency, DISTRICT conducts formal competitive recruitment processes to fill vacant positions. Selection is based on testing, formal interview panel recommendations, or a combination of both. This process does not allow TEMPORARY WORKERS to become DISTRICT employees through "temp-to-perm" assignments. Any TEMPORARY WORKER seeking to become a DISTRICT employee is subject to the same competitive recruitment process as any other applicant. If an AGENCY TEMPORARY WORKER submits an application for a vacant position with the DISTRICT and is selected for the position as a result of DISTRICT's competitive recruitment process, DISTRICT will pay AGENCY a recruiting fee. The recruiting fee will be $500 if the TEMPORARY WORKER is hired by DISTRICT after the TEMPORARY WORKER has completed 800 hours of services on assignment to DISTRICT through AGENCY. If the TEMPORARY WORKER is hired by DISTRICT prior to the completion of 800 hours of services on assignment to DISTRICT through AGENCY, then the recruiting fee will be calculated as a percentage of the starting annual compensation offered by DISTRICT. The applicable percentage will be determined based on the number of hours of services performed by the TEMPORARY WORKER on assignment to DISTRICT through AGENCY, according to the following schedule:

Up to 160 hours:	35%
161-320 hours:	25%
321-480 hours:	20%
481-640 hours:	15%
641-800 hours:	10%
After 800 hours:	$500

ARTICLE 8: PAYMENT TO AGENCY

A. In consideration of AGENCY's services as described herein and evidenced by AGENCY time sheets duly approved by DISTRICT's representative, DISTRICT shall pay AGENCY fees for its services at the rate established between the PARTIES prior to commencement of the temporary assignment. The NOT-TO-EXCEED AMOUNT paid by DISTRICT to AGENCY under this Agreement is One Hundred Eighteen Thousand Dollars ($118,000) without prior approval of DISTRICT's Board of Directors. Notwithstanding anything to the contrary in this Agreement: (a) AGENCY may at any time, in its sole discretion, discontinue performance of the services once the NOT-TO-EXCEED AMOUNT has been attained (even if AGENCY continued to provide services after the NOT-TO-EXCEED AMOUNT was reached); (b) DISTRICT shall have sole responsibility for monitoring fees charged in relation to the Not-to-Exceed Amount; (c) DISTRICT will either terminate the assignment or increase the NOT-TO-EXCEED AMOUNT prior to attainment of the NOT-TO-EXCEED AMOUNT; and (d) DISTRICT shall be responsible for all charges (including charges in excess of the NOT-TO-EXCEED AMOUNT) in the event DISTRICT fails to notify AGENCY of termination of the assignment or fails to increase the Not-to-Exceed Amount.

B. The minimum billing amount for any TEMPORARY WORKER shall be four (4) hours.

C. On or prior to the tenth day of each calendar month after actual work is started, AGENCY shall submit

an invoice in sufficient detail to show the total amount of work done to the last day of the month preceding the one in which the invoice is submitted. Such invoice shall include this contract number; the name of the DISTRICT employee requesting temporary services; name and job classification of each person performing work; date, location and number of hours worked; and billing rate.

D. For every hour worked by a TEMPORARY WORKER that is overtime under California law, DISTRICT shall pay one and one-half (1½) times the normal billing rate for that TEMPORARY WORKER. For TEMPORARY WORKERS on a regular schedule, overtime means hours in excess of eight (8) hours per day, forty (40) hours per week, or work on the seventh consecutive day in a work week. For TEMPORARY WORKERS who have consented to an alternative work schedule, overtime means hours in excess of nine (9) hours per day, forty (40) hours per week, or work on the seventh consecutive day in a work week. If California law requires double time pay, the double time hours will be billed at two (2) times the normal billing rate.

E. DISTRICT shall review and approve AGENCY's invoice for accuracy and agree with AGENCY on any appropriate adjustments. Such approvals shall not be unreasonably withheld.

F. DISTRICT shall have the right to inspect and audit all records and other written materials used by AGENCY in preparing its statements to DISTRICT. DISTRICT shall pay AGENCY for all approved work within 30 days of agreement on the invoice amount.

G. In the event of a good faith disagreement with AGENCY on adjustments or disallowances, said amounts and disputes shall be withheld until resolved. Upon resolution of the disagreements, payment of the approved amount shall be made within 30 days after deducting therefrom all previous payments made under the terms of the AGREEMENT.

ARTICLE 9: INDEMNIFICATION AND HOLD HARMLESS

AGENCY agrees to defend, indemnify and hold harmless DISTRICT, and its officials, officers, employees, from and against any and all third party lawsuits, proceedings, actions, demands, liability, damages, costs, losses, claims and expenses of any nature or kind, including reasonable attorneys' fees, however caused, resulting directly or indirectly from or connected with, AGENCY's negligent performance of this Agreement (including, but not limited to such liability, cost, damage, loss, claim or expense arising from the death of or injury to, or damage to property of AGENCY, DISTRICT, or their respective employees or agents), regardless of the active or passive negligence of DISTRICT, except where such lawsuits, proceedings, actions, demands, liability, damages, costs, losses, claims or expenses are caused by the negligent or wrongful acts or omissions of DISTRICT or any of its agents or employees.

ARTICLE 10: INSURANCE

AGENCY shall provide and keep in effect during the term of this Agreement insurance as follows:

A. Workers' Compensation, Unemployment and Employer's Liability policies in accordance with applicable laws.

B. Commercial Liability policies with combined single limit coverage of $1,000,000 for any personal injury, death, or property damage.

C. Automobile Liability policies with combined single limit coverage of $1,000,000 for personal injury, death, or property damage.

AGENCY shall provide certificates of such insurance to DISTRICT prior to the start of work. Said certificates shall specifically provide that: (1) DISTRICT is an additional insured for the coverage in Items B and C above; (2)

any other insurance coverage applicable to the loss shall be deemed excess coverage and AGENCY's insurance shall be primary; and (3) such insurance shall not be terminated or canceled without 30 days' prior written notice having been given DISTRICT at its address set forth in this Agreement, except that 10 days' written notice shall be acceptable in the case of cancellation for non-payment. The cost of all such insurance provided shall be borne by AGENCY.

ARTICLE 11: FIDELITY BOND

Each of AGENCY's employees temporarily assigned to provide services to DISTRICT shall be covered by a $100,000 fidelity bond during the term of this Agreement. AGENCY shall provide DISTRICT an endorsement of said bond naming DISTRICT as covered while AGENCY's employee is assigned to provide temporary services for DISTRICT.

ARTICLE 12: NOTICES

All written notices to the PARTIES hereto shall be sent by United States mail, postage prepaid by first-class, registered or certified mail addressed as follows:

To AGENCY:
ACCOUNTEMPS
300 Esplanade Drive, Suite 1530
Oxnard, CA 93036
Attention: Regional Manager

With a copy to:
Robert Half International Inc.
2613 Camino Ramon
San Ramon, CA 94583-9128
Attn: Client Contracts Dept.

To VRSD:
VENTURA REGIONAL SANITATION DISTRICT
Finance & Administration
1001 Partridge Drive, Suite 150
Ventura, CA 93003-0704

or to such other address as either party may designate hereinafter in writing delivered to the other party. All notices shall be deemed to have been received 3 days after mailing.

ARTICLE 13: NO WAIVER

No failure or delay by DISTRICT in asserting any of DISTRICT's rights and remedies as to any default of AGENCY shall operate as a waiver of the default, of any subsequent or other default by AGENCY, or of any of DISTRICT's rights or remedies. No such delay shall deprive DISTRICT of its right to institute and maintain any action or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

ARTICLE 14: PARTIAL INVALIDITY

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

ARTICLE 15: MODIFICATION

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the PARTIES. No oral understanding or agreement not incorporated herein shall be binding on any of the PARTIES.

ARTICLE 16: INCORPORATION OF RECITALS

The foregoing recitals are incorporated herein as though fully set forth.

ARTICLE 17: CALIFORNIA LAW; VENUE

This Agreement shall be interpreted and construed pursuant to the laws of the State of California. The PARTIES agree that should litigation arising from this Agreement be commenced within California, such litigation shall occur within a court of competent jurisdiction within the County of Ventura.

ARTICLE 18: ASSIGNMENT

Neither party shall assign, transfer, convey or otherwise dispose of its interest in this Agreement without the written consent of the other.

ARTICLE 19: AUTHORITY TO EXECUTE AGREEMENT

Both DISTRICT and AGENCY do covenant that each individual executing this Agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

-- THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK --

IN WITNESS WHEREOF, the PARTIES hereto have caused this instrument to be executed the day and year first written above.

VENTURA REGIONAL
SANITATION DISTRICT

By _____
WILLIAM WEIRICK
Chairman, Board of Directors

ROBERT HALF INTERNATIONAL INC.[EOE] /
ACCOUNTEMPS

By _____
JENNIFER ELMORE
VP, Regional Manager

ATTEST

By _____
LISA McKINLEY
Acting Clerk of the Board

APPROVED AS TO FORM:
ARNOLD, LAROCHELLE,
MATHEWS, VANCONAS & ZIRBEL, LLP

By _____
ROBERT N. KWONG
Legal Counsel for District

APPROVED AS TO ADMINISTRATION:

By _____
CHRIS THEISEN
General Manager

VENTURA REGIONAL SANITATION DISTRICT
CONTRACT NO. 17-007

Exhibit A

JOB DESCRIPTIONS

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VENTURA REGIONAL SANITATION DISTRICT

ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, these positions perform professional accounting, analysis and maintenance of budget, expenditures, assets, liabilities and other financial records and verification of financial and accounting transactions, documents and records, and a variety of other tasks in support of the District's financials.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Accountant** is the professional class within the accounting series responsible for performing routine professional fiscal and accounting duties including the preparation and reconciliation of financial statements and accounting transactions, and applying the Generally Accepted Accounting Principles (GAAP). Incumbents assist with accounts receivable and payable, customer service accounts, reconciling activities with the District's financial system, and preparing financial reports and journal entries.

The **Accountant** is a journey-level class in the professional accounting series responsible for performing the full-range of professional accounting duties including the preparation, analyzation, and reconciliation of financial statements and accounting transactions, and applying the Generally Accepted Accounting Principles (GAAP). Incumbents are responsible for overseeing accounts receivable and payable, managing customer service accounts, reconciling activities with the District's financial system, resolving problems with customers or vendors, and preparing financial reports and journal entries.

Positions in this class series are flexibly staffed. Positions at the journey level are normally filled by advancement from the entry level, requiring two years of experience and successful performance.

This class is distinguished from the next higher classification of Senior Accountant in that the latter performs advanced journey level work requiring a high level of independence in the performance of their duties and performs complex and difficult finance and accounting duties that require specialized knowledge and skill.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated supervisor or manager.

SUPERVISION EXERCISED:

The Accountant may exercise supervision.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Perform professional, analytical, and administrative duties for assigned accounting activities and operations.
- Prepare and present written, oral, and visual reports to the Board of Directors, outside agencies and organizations, and/or community groups.
- Prepares a variety of fiscal statements and reports, verifies budget and budget adjustments and expenses, generates monthly and annual financial statements and investment reports by generating revenue and expense reports, verifying revenue and expenses, and providing statements to the Director of Finance and Executive Assistant/Clerk of the Board.
- Manages the payroll system; monthly account reconciliations, journal entries, reporting documentation, tax returns and payroll reporting documentation; confirms all state and federal reporting requirements.
- Manages contracts, purchasing cards, and purchase orders in compliance with purchasing policies.
- Audits accounts payable coding invoices, accounts receivable (reviewing receipts and billings), receipts, petty cash, and other accounting records and transactions.
- Prepares items and responds to requests related to the annual audit, conducts cash flow analyses, prepares monthly journal entries (e.g. income and expense accruals, interest, depreciation, and other adjustments), reviews and analyzes annual expenditures, and reviews and reconciles reports.
- Collects, compiles and analyzes information for budget development and preparation of appropriate financial reports; participate in preparing the Comprehensive Annual Financial Report (CAFR).
- Directs and coordinates interdepartmental projects, provides complex financial, operational and organizational consultation to District management, provides technical and/or functional direction to staff, and coordinates or manages assigned special projects.
- Assist with the development and implementation of new or revised accounting programs, policies, procedures, and methods of operation; assist with recommending and implementing enhancements to ensure effective systems and services are in place.
- Collect, compile, and analyze information from various sources on a variety of topics related to accounting programs, services, and activities; prepare technical records and reports to present and interpret data.
- Accountable for subordinate and personal compliance with all District safety rules, policies and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four (4) years increasingly responsible professional experience equivalent to an Assistant Accountant.

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the knowledge and abilities necessary to perform the essential duties of the position.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP).
- Applicable laws, forms, procedures, rules, and regulations for processing and recording financial transactions.
- Methods and techniques of fiscal analysis.
- Standard accounting practices and the sources of revenue and expenditure for typical local government.
- Practices and principles of budget development.
- Accounting structure and financial guidelines of the District.
- Fundamentals of automated accounting systems and related personal computer software applications.
- Research and reporting methods, techniques, and procedures.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform the full range of responsible and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Accurately manage payroll records, reports and files.
- Plan, organize, and carry out assigned work with minimal supervision and direction.
- Perform appropriate mathematical computations.
- Apply rules, regulations, policies and procedures involved in fiscal recordkeeping and accounting systems.
- Draw logical conclusions and make sound decisions and recommendations.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise correspondence and reports.
- Establish and maintain cooperative working relationships with those contacted in the course of business including other employees, managers and executives, vendors/consultants/contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data, and acute hearing is required when communicating. The need to lift, drag, and push files, computer reports, or other materials weighing up to 20 pounds also is required. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT

ADMINISTRATIVE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, the Administrative Assistant will perform a variety of administrative, technical and customer service duties in support of a Department; provide assistance with special projects; and provide technical and para-professional assistance to senior level staff.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Assistant** is a journey-level classification responsible for performing the full range of secretarial and administrative duties. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED:

This position receives general supervision from a supervisor or manager.

SUPERVISION EXERCISED:

The Administrative Assistant may exercise technical and functional supervision.

ESSENTIAL FUNCTIONS:
Duties may include, but are not limited to, the following examples.

- Perform technical and administrative duties in support of assigned department activities and operations.
- Perform clerical customer service support over the phone and through the mail; evaluating and responding to customer inquiries related to departmental services; preparing and distributing corresponding and notifications and explaining any forms or other written materials as required.
- Provide clerical support and administrative assistance to management and other employees; schedule meetings and appointments; process documents maintain general record keeping system and inventory management.
- Assist with the compilation, composition, preparation, and editing of reports, correspondence, statistical documents, forms, informal minutes or meeting notes, and other documents; gather information necessary for document development, meetings, and presentation; and assist in designing and producing informational materials.
- Receive and screen visitors and telephone calls; provide information and explain policies, procedures, and regulations; respond to inquiries from officials, customers, and the public; direct people or transfers calls to appropriate staff; arrange appointments, meetings, and conferences; determine the priority and ensures routing of incoming correspondence.
- Serve as a liaison between the Director/Manager and department staff, other departments, and agencies.

- Assist with the coordination of travel requests and travel expense reports for the Director/Manager and staff.
- Recommend improvements in work flow, procedures, and use of equipment and forms related to the secretarial and administrative support function in the area of assignment.
- Research, collect and compile information from various sources for a variety of District departmental areas; assist with interpreting and analyzing data and preparing technical records, reports, and summaries.
- Maintain a variety of hard copy and/or electronic documents and records.
- Provide assistance to co-workers, as well as Management and Directors.
- Comply with all District safety rules, policies, and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of increasingly responsible experience performing administrative or secretarial experience.

Education:

Equivalent to a high school diploma.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the knowledge, skills and abilities necessary to perform the essential duties of the position.

Knowledge of:

- Office administrative and management practices and procedures.
- Methods and techniques for manual and automated recordkeeping.
- Inventory control procedures.
- Basic principles of mathematics and fiscal recordkeeping.
- Proofreading skills and methods of quality control of documents.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform technical and administrative work.
- Interpret, explain, and apply rules, regulations, policies, and procedures.
- Organize the flow of a wide range of varied administrative support functions and develop effective procedures.
- Organize and prioritize assignments.
- Take and transcribe dictation and type accurately at a speed necessary to meet the requirements of the position.
- Maintain confidentiality of information.
- Follow safe work practices.
- Compile and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Read, understand, interpret, and explain services, policies, procedures, and technical terminology related to administrative functions, and apply them to specific situations.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose technical reports, summaries, and written materials.
- Update and maintain a variety of hard copy and/or electronic records.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze information, compose responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT

ASSISTANT ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direct supervision, these positions perform professional accounting, analysis and maintenance of budget, expenditures, assets, liabilities and other financial records and verification of financial and accounting transactions, documents and records, and a variety of other tasks in support of the District's financials.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Accountant** is the professional class within the Accounting series responsible for performing routine professional fiscal and accounting duties including the preparation and reconciliation of financial statements and accounting transactions, and applying the Generally Accepted Accounting Principles (GAAP). Incumbents assist with accounts receivable and payable, customer service accounts, reconciling activities with the District's financial system, and preparing financial reports and journal entries.

The **Accountant** is a journey-level class in the professional accounting series responsible for performing the full-range of professional accounting duties including the preparation, analyzation, and reconciliation of financial statements and accounting transactions, and applying the Generally Accepted Accounting Principles (GAAP). Incumbents are responsible for overseeing accounts receivable and payable, managing customer service accounts, reconciling activities with the District's financial system, resolving problems with customers or vendors, and preparing financial reports and journal entries.

Positions in this class series are flexibly staffed. Positions at the journey level are normally filled by advancement from the entry level, requiring two years of experience and successful performance.

This class is distinguished from the next higher classification of Senior Accountant in that the latter performs advanced journey level work requiring a high level of independence in the performance of their duties and performs complex and difficult finance and accounting duties that require specialized knowledge and skill.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated supervisor or manager.

SUPERVISION EXERCISED:

The Assistant Accountant may exercise supervision.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Perform professional, analytical, and administrative duties for assigned accounting activities and operations.

- Assists in the preparation and presenting of written, oral, and visual reports to the Board of Directors, outside agencies and organizations, and/or community groups.
- Support in the preparation of a variety of fiscal statements and reports, verify budget and budget adjustments and expenses, generating monthly and annual financial statements and investment reports by generating revenue and expense reports, verifying revenue and expenses, and providing statements to the Director of Finance and Executive Assistant/Clerk of the Board.
- Assists with managing the payroll system; monthly account reconciliations, journal entries, reporting documentation, tax returns and payroll reporting documentation; confirms all state and federal reporting requirements.
- Support contracts, purchasing cards, and purchase orders in compliance with purchasing policies; follow up on contract insurance, documentation and summary sheet; communicates with project managers, attends contract bid openings and encumbers funds for approved contracts.
- Assists in audits of accounts payable coding invoices, accounts receivable (reviewing receipts and billings), receipts, petty cash, and other accounting records and transactions.
- Assists prepare items and responds to requests related to the annual audit, conducts cash flow analyses, prepares monthly journal entries (e.g. income and expense accruals, interest, depreciation, and other adjustments), reviews and analyzes annual expenditures, and reviews and reconciles reports.
- Aids in the collection, compiling, and analyzing of information for budget development and preparation of appropriate financial reports; participate in preparing the Comprehensive Annual Financial Report (CAFR).
- Supports interdepartmental projects, provides complex financial, operational and organizational consultation to District management, provides technical and/or functional direction to staff, and coordinates or manages assigned special projects.
- Assist with the development and implementation of new or revised accounting programs, policies, procedures, and methods of operation; assist with recommending and implementing enhancements to ensure effective systems and services are in place.
- Aids in the collection, compiling, and analyzing of information from various sources on a variety of topics related to accounting programs, services, and activities; assists in the preparation of technical records and reports to present and interpret data.
- Accountable for subordinate and personal compliance with all District safety rules, policies and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of increasingly responsible finance and accounting experience.

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the knowledge, skills and abilities necessary to perform the essential duties of the position.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP).
- Applicable laws, forms, procedures, rules, and regulations for processing and recording financial transactions.
- Methods and techniques of fiscal analysis.
- Standard accounting practices and the sources of revenue and expenditure for typical local government.
- Practices and principles of budget development.
- Accounting structure and financial guidelines of the District.
- Fundamentals of automated accounting systems and related personal computer software applications.
- Research and reporting methods, techniques, and procedures.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform responsible and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Accurately maintain payroll records, reports and files.
- Plan, organize, and carry out assigned work with minimal supervision and direction.
- Perform appropriate mathematical computations.
- Apply rules, regulations, policies and procedures involved in fiscal recordkeeping and accounting systems.
- Draw logical conclusions and make sound decisions and recommendations.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise correspondence and reports.
- Establish and maintain cooperative working relationships with those contacted in the course of business including other employees, managers and executives, vendors/consultants/contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data, and acute hearing is required when communicating. The need to lift, drag, and push files, computer reports, or other materials weighing up to 20 pounds also is required. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT

ASSISTANT FISCAL ASSISTANT

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DEFINITION:

Under general supervision, the Assistant Fiscal Assistant will support in the performance of a wide variety of clerical accounting duties, including accounts payable, accounts receivable, the preparation, processing, and maintenance of financial and accounting transactions, documents and records, and a variety of other tasks in support of the assigned area of responsibility; and perform related duties, as required.

SUPERVISION RECEIVED:

The position receives general supervision from a supervisor or manager.

SUPERVISION EXERCISED:

The Assistant Fiscal Assistant exercises no supervision.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Assists with technical and administrative duties in support of financial activities and operations.
- Assist with posting financial transactions to automated accounting systems; adjust, balance, and reconcile accounts, bank statements, petty cash funds, deposits, financial reports, and customer files; edits daily operational reports for discrepancies or computer errors; prepare adjustment entries to reconcile with the master control accounts; encumber funds for approved contracts; initiate closing transactions for accruals or clearing accounts.
- Assists in the maintenance of the payroll system and employee pay records; posting and distributing time and attendance records, and audits time sheets; inputs payroll changes; transmits payroll information electronically; balances final payroll reports for each pay period.
- Helps prepare tax returns and payroll reporting documentation; balances year-end figures with quarterly tax returns; ensures all local, state and federal reporting requirements are met. Assists in maintaining and updating the employee and payroll database; helps prepare monthly account reconciliations and journal entries.
- Assists with contracts, purchasing cards, and purchase orders in compliance with purchasing policies; follow up on contract insurance, documentation and summary sheet; communicates with project managers, attends contract bid openings and encumbers funds for approved contracts.
- Assist with vendor and contractor invoices, packing slips, purchase orders, and check requests for accounts payable; ensure accuracy of invoice, proper coding, account classification, cost/fund distribution, and compliance with District guidelines and policies; process documents for payment, encumbrance, or credit.
- Assist with processing customer accounts receivable and payments; set up new accounts; process billing transactions; verify billing amounts; make account adjustments to correct or amend billings, as needed; provide follow-up with customers on payment discrepancies; suspend or close account, as necessary.

- Assist with maintenance of audit trail and supporting document files; review files to determine currency of supporting documents; inform appropriate managers or vendors when additional support documents are required.
- Assist with preparing periodic detail and summary reports on account status, as requested; prepare invoice register, payment approval, contract balance, check writer/warrant reports, and month-end reports; process daily bank deposit; maintain monthly postage and photocopy charge logs.
- Respond to questions and concerns from the public, District staff, and vendors; provide information, as appropriate, and resolve complaints.
- Research, collect, and compile information from various sources for a variety of accounting areas; assist with interpreting and analyzing data and preparing technical records, reports, and summaries.
- Maintain a variety of hard copy and/or electronic documents and records.
- Provide assistance to co-workers, as well as to management and directors.
- Comply with all District safety rules, policies, and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One (1) year of increasingly responsible experience in account maintenance or financial recordkeeping. Experience in a public agency is preferred

Education:

Equivalent to a high school diploma.

An Associate's degree in accounting, or a related field, may be substituted for one (1) year experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license, and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:

The following are a representative sample of the knowledge, skills and abilities necessary to perform the essential duties of the position.

Knowledge of:

- General principles and practices of accounting.
- Applicable laws, forms, procedures, rules, and regulations for processing and recording financial transactions.
- Accounting structure and financial guidelines of the District.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform technical and administrative work in areas such as fiscal recordkeeping and accounting systems.
- Perform appropriate mathematical computations.
- Apply accounting principles to the maintenance of general governmental financial and accounting transactions and to the audit of financial records.
- Interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to accounting programs and functions.
- Complete various statistical reports to meet federal and state reporting requirements.
- Compile and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Read, understand, interpret, and explain services, policies, procedures, and technical terminology related to accounting and apply them to specific situations.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose technical reports, summaries, and written materials.
- Update and maintain a variety of hard copy and/or electronic records.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze information, compose responses, interact with others, and present information and reports.

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VENTURA REGIONAL SANITATION DISTRICT

ASSISTANT MANAGEMENT ANALYST

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DEFINITION:

Under direct supervision, this position will perform a variety of analytical duties relating to administrative policies and planning, operations, and other management analyses in support of departmental or Districtwide activities, functions, and programs; will perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Management Analyst** is the professional class within the Management Analyst series and is responsible for performing routine professional duties which may include general administrative, contract administration, community information and marketing, legislative analysis, and/or serving in a generalist capacity. Positions at this level usually perform many of the duties required of the Management Analyst, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work usually is supervised while in progress and fits an established structure or pattern.

The **Management Analyst** is a journey-level class in the professional class within the Management Analyst series and is responsible for performing the full-range of duties which require the application of management theories, principles, and practices in the analysis and coordination of administrative and operational matters. Incumbents are expected to independently perform analytical duties and may have operational authority over an assigned area on matters related to general administrative, contract administration, community information and marketing, legislative analysis, and/or serving in a generalist capacity. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Positions in this class series are flexibly staffed. Positions at the journey level are normally filled by advancement from the entry level, requiring two years of experience and successful performance.

This class is distinguished from the next higher classification of Senior Management Analyst in that the latter performs advanced journey-level work, requiring a high level of independence, complex and difficult human resources duties that require specialized knowledge and skill.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated supervisor or manager.

SUPERVISION EXERCISED:

The Assistant Management Analyst may exercise supervision.

ESSENTIAL FUNCTIONS:
Duties may include, but are not limited to, the following examples.

- Perform professional, analytical, and administrative duties for assigned administrative activities and operations.
- Assists in the preparation of written, oral, and visual reports to the Board of Directors, outside agencies and organizations, and/or community groups.
- Assists in the oversight of assigned special projects, services, or administrative operations; maintain administrative data and records; supervise support staff; develop recommended policies and procedures; and prepare administrative reports.
- Coordinate and/or assists in the development and implementation of the annual budget; participate in developing the budget calendar, objectives, and goals; review financial history and project revenues and expenditures; determine District reserves; and receive, analyze, and make recommendations.
- Assist in budget meetings, monitor and prepare periodic reports on adopted budgets.
- Provide staff support to the District's management team and Board of Directors; conduct complex studies of organizational, administrative and operational issues; review and analyze processes, procedures, and work methods to simplify and streamline operations, improve results and economizes on District resources; analyze legislation.
- Assist in the coordination of interdepartmental projects; provide technical and/or functional direction to staff; monitor contracts; and coordinate or manages assigned special projects.
- Represent the District's management and/or Board of Directors in meetings with other governmental agencies, civic groups, legislators, contractors, vendors and the public; respond to inquiries and complaints; and prepare public information material.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Assist with the development and implementation of new or revised assigned department programs, policies, procedures, and methods of operation; assist with recommending and implementing enhancements to ensure effective systems and services are in place.
- Aids in the collection, compiling, and analyzing of information from various sources on a variety of topics related to assigned department programs, services, and activities; prepare technical records and reports to present and interpret data.
- Accountable for subordinate and personal compliance with all District safety rules, policies and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of increasingly responsible administrative, contract, or related experience.

Education:

A Bachelor's degree from an accredited college or university, with major course work in public administration, business administration, or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:

The following are a representative sample of the knowledge, skills and abilities necessary to perform the essential duties of the position.

Knowledge of:

- Federal, state, and local laws, codes, and regulations governing the assigned area of responsibility.
- Principles and practices of public administration.
- Practices and principles of budget development and implementation.
- Practices and principles of contract management
- Methods and techniques of organizational analysis.
- Structure and organization of public sector agencies.
- Principles of program administration, training, management consultation and program analysis.
- Standard accounting practices and the sources of revenue and expenditure typical of local government.
- Principles and practices of program administration, budgeting, and supervision.
- Research and reporting methods, techniques, and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform the full range of responsible and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Plan, organize, and carry out assigned work with minimal supervision and direction.
- Perform appropriate mathematical computations.
- Prepare clear and concise administrative documents and reports.
- Comply with laws, regulations and professional practices governing assigned area of responsibility; analyze and make sound recommendations on complex administrative and organizational issues.
- Consult effectively with District management and staff on a wide variety of issues.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise correspondence and reports.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks

under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT

EXECUTIVE ASSISTANT/CLERK OF THE BOARD

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DEFINITION:

Under general direction, the Executive Assistant/Clerk of the Board will perform a wide variety of responsible administrative, secretarial, and technical duties for the General Manager and the Boards of Directors; conduct special projects and administer limited programs; serve as Clerk of the Board and act as the first point of contact for the District and contract agency Boards of Directors, and other departments; provide information and assistance to the public and member agencies regarding District services, programs, policies, and procedures; and provide technical and para-professional assistance to senior level staff.

SUPERVISION RECEIVED:

The position receives general direction from the General Manager.

SUPERVISION EXERCISED:

The Executive Assistant/Clerk of the Board may provide direct supervision to technical and administrative support staff.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Perform technical and administrative duties in support of the General Manager and Board of Directors activities and operations.
- Provide administrative support to the General Manager and the VRSD and contracted Boards of Directors; assist with duties of an advanced, complex, sensitive, and confidential nature; represent the General Manager's office at meetings, as assigned; act as a liaison between the General Manager, staff, and the public; coordinate resolutions of issues and follow up with staff, when appropriate.
- Coordinate and maintain multiple calendars, and schedule meetings and appointments for the General Manager and the Boards of Directors; make travel arrangements, calculate travel reimbursements and forms as required.
- Compose, type, and edit a variety of documents, including detailed and often confidential correspondence, forms, memos, reports, invitations, presentations, graphic materials, and specialized documents for the General Manager and other management staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; proofread materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; input and retrieve data and text using a computer.
- Design and implement file, index, tracking, and recordkeeping systems; research records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries; organize and maintain various administrative, confidential, reference, and follow-up files and records for the General Manager and Boards of Directors.

- Serve as Clerk of the Board for the VRSD and contracted Boards of Directors and perform all operational duties related to the function, including the maintenance of administrative files, resolutions, ordinances, Prop 218 hearings, contracts, agreements, deeds, easements, annexations, and other official documents. Assist with planning for upcoming Board meetings.
- Prepare and publicly post the Boards of Directors meeting agendas; assemble and distribute agenda packets; arrange for proper Board chamber set-ups; attend meetings and perform Board Clerk functions during meetings, as required; prepare meeting minutes; prepare Board packets and approved resolutions, ordinances, Prop 218 hearings, and meeting minutes and audio recordings for archiving.
- Receive and screen visitors, telephone calls, emails, and regular mail; provide information to the public to ensure an understanding of departmental and District policies and procedures; listen to questions and explain procedures according to existing guidelines; refer visitors/callers to the appropriate department source: identify, and/or resolve complaints from the public and resolve other problems when appropriate.
- Plan, manage, and implement the District's records management program; set and ensure legal compliance with retention schedules for District records; develop and update records retention policies and procedures.
- Handle all aspects of Board elections, including preparing and distributing official notifications, providing information to candidates and campaign committees, and ensuring compliance with all laws, rules, and regulations.
- Distribute forms and monitor filing of Statements of Economic Interest as required under the Political Reform Act; file Conflict of Interest Statements (Form 700) and maintain and update VRSD's and contract Boards' Conflict of Interest Codes; coordinate biannual ethics training and maintain certifications for Boards.
- Research, collect, and compile information from various sources for a variety of administrative and secretarial areas; assist with interpreting and analyzing data and preparing technical records, reports, and summaries.
- Maintain a variety of hard copy and/or electronic documents and records.
- Provide assistance to co-workers, as well as to Management and Directors.
- Communicate and implement safety rules, policies, and procedures in support of the District's safety vision and goals; maintain accountability for safety performance of self and all subordinate employees.
- Perform bid openings; prepare legal advertising and public hearing notices/mailings; file recorded documents at County Clerk/Recorder offices.
- Manage Board payments and reimbursements; report meeting service to payroll.
- Receive and coordinate public records requests; responsible for all communication with requestor.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible administrative or secretarial experience. Experience working with a Board and in the Public Sector preferred.

Education:

Equivalent of an Associate of Arts degree with major course work in business/public administration, communications or a related field.

Bachelor's Degree is desirable

License/Certificate:

Possession of a valid California class C driver's license with satisfactory driving record acceptable for insurability.

Certified Municipal Clerk designation is desirable

Notary Public commission is desirable.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the knowledge, skills, and abilities necessary to perform the essential duties of the position.

Knowledge of:

- Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.
- Principles, practices, and procedures of public administration in a special district setting.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services, and administration.
- Regulatory requirements regarding proper documentation of meeting minutes and edits to agendas or reports for public meetings.
- Applicable federal, state, and local codes, regulations, and departmental policies, technical processes and procedures, and legislative processes, including the Brown Act.
- Public relations techniques.
- Recordkeeping principles and procedures.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct research, assess information, and/or prepare documentation.
- Records retention and destruction requirement and procedures.

Ability to:

- Perform technical and administrative work.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Interpret and implement policies, procedures, technical processes, and computer applications related to the General Manager's office and to the Board of Directors and their functions.
- Schedule and maintain calendars.
- Exercise independent judgment in determining the appropriate routing and level of reference appropriate for a variety of phone, in-person, and written contacts.
- Maintain confidentiality of privileged or sensitive information.
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
- Establish and maintain a records management system.

- Compile and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Read, understand, interpret, and explain services, policies, procedures, and technical terminology related to administrative and secretarial functions, and apply them to specific situations.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose technical reports, summaries, and written materials.
- Update and maintain a variety of hard copy and/or electronic records.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and lightweight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

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VENTURA REGIONAL SANITATION DISTRICT

FISCAL ASSISTANT

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DEFINITION:

Under general supervision, the Fiscal Assistant will perform a wide variety of clerical accounting duties, including accounts payable, accounts receivable, the preparation, processing, and maintenance of financial and accounting transactions, documents and records, and a variety of other tasks in support of the assigned area of responsibility; and perform related duties, as required.

SUPERVISION RECEIVED:

The position receives general supervision from a supervisor or manager.

SUPERVISION EXERCISED:

The Fiscal Assistant exercises no supervision.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Perform technical and administrative duties in support of financial activities and operations.
- Post financial transactions to automated accounting systems; adjust, balance, and reconcile accounts, bank statements, petty cash funds, deposits, financial reports, and customer files; edits daily operational reports for discrepancies or computer errors; prepare adjustment entries to reconcile with the master control accounts; encumber funds for approved contracts; initiate closing transactions for accruals or clearing accounts.
- Maintains the payroll system and employee pay records; posts and distributes time and attendance records, and audits time sheets; inputs payroll changes; transmits payroll information electronically; balances final payroll reports for each pay period.
- Prepares tax returns and payroll reporting documentation; balances year-end figures with quarterly tax returns; ensures all local, state and federal reporting requirements are met; maintains and updates employee and payroll database; prepares monthly account reconciliations and journal entries.
- Generate and Maintain contracts, purchasing cards, and purchase orders in compliance with purchasing policies; follow up on contract insurance, documentation and summary sheet; communicates with project managers, attends contract bid openings and encumbers funds for approved contracts.
- Process and maintain vendor and contractor invoices, packing slips, purchase orders, and check requests for accounts payable; ensure accuracy of invoice, proper coding, account classification, cost/fund distribution, and compliance with District guidelines and policies; process documents for payment, encumbrance, or credit.
- Process customer payments and accounts receivable; set up new accounts; process billing transactions; verify billing amounts; make account adjustments to correct or amend billings, as needed; provide follow-up with customers on payment discrepancies; suspend or close account, as necessary.

- Maintain audit trail and supporting document files; review files to determine accuracy of supporting documents; inform appropriate managers or vendors when additional support documents are required.
- Prepare periodic detail and summary reports on account status, as requested; prepare invoice register, payment approval, contract balance, check writer/warrant reports, and month-end reports; process daily bank deposit; maintain monthly postage and photocopy charge logs.
- Respond to questions and concerns from the public, District staff, and vendors; provide information, as appropriate, and resolve complaints.
- Research, collect, and compile information from various sources for a variety of accounting areas; assist with interpreting and analyzing data and preparing technical records, reports, and summaries.
- Maintain a variety of hard copy and/or electronic documents and records.
- Provide assistance to co-workers, as well as to management and directors.
- Comply with all District safety rules, policies, and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of increasingly responsible experience in account maintenance or financial recordkeeping. Experience in a public agency is preferred.

Education:

Equivalent to a high school diploma.

An Associate's degree in accounting, or a related field, may be substituted for two (2) years experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license, and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:

The following are a representative sample of the KSA necessary to perform the essential duties of the position.

Knowledge of:

- General principles and practices of accounting.
- Applicable laws, forms, procedures, rules, and regulations for processing and recording financial transactions.
- Accounting structure and financial guidelines of the District.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform technical and administrative work in areas such as fiscal recordkeeping and accounting systems.
- Accurately maintain payroll records, reports and files.
- Perform mathematical computations rapidly and accurately.
- Apply accounting principles to the maintenance of general governmental financial and accounting transactions and to the audit of financial records.
- Interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to accounting programs and functions.
- Complete various statistical reports to meet federal and state reporting requirements.
- Compile and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Read, understand, interpret, and explain services, policies, procedures, and technical terminology related to accounting and apply them to specific situations.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose technical reports, summaries, and written materials.
- Update and maintain a variety of hard copy and/or electronic records.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze information, compose responses, interact with others, and present information and reports.

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VENTURA REGIONAL SANITATION DISTRICT

MANAGEMENT ANALYST

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DEFINITION:

Under general supervision, this position will perform a variety of analytical duties relating to administrative policies and planning, operations, and other management analyses in support of departmental or Districtwide activities, functions, and programs; will perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Management Analyst** is the professional class within the Management Analyst series and is responsible for performing routine professional duties which may include general administrative, contract administration, community information and marketing, legislative analysis, and/or serving in a generalist capacity. Positions at this level usually perform many of the duties required of the Management Analyst, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work usually is supervised while in progress and fits an established structure or pattern.

The **Management Analyst** is a journey-level class in the professional class within the Management Analyst series and is responsible for performing the full-range of duties which require the application of management theories, principles, and practices in the analysis and coordination of administrative and operational matters. Incumbents are expected to independently perform analytical duties and may have operational authority over an assigned area on matters related to general administrative, contract administration, community information and marketing, legislative analysis, and/or serving in a generalist capacity. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Positions in this class series are flexibly staffed. Positions at the journey level are normally filled by advancement from the entry level, requiring two years of experience and successful performance.

This class is distinguished from the next higher classification of Senior Management Analyst in that the latter performs advanced journey-level work, requiring a high level of independence, complex and difficult human resources duties that require specialized knowledge and skill.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated supervisor or manager.

SUPERVISION EXERCISED:

The Management Analyst may exercise supervision.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Perform professional, analytical, and administrative duties for assigned administrative, financial and accounting activities and operations.
- Prepare and present written, oral, and visual reports to the Board of Directors, outside agencies and organizations, and/or community groups.
- Oversee assigned special projects, services, financial, accounting or administrative operations; maintain administrative data and records; supervise support staff; develop recommended policies and procedures; and prepare administrative reports.
- Participate in budget meetings; review progress and serve as a resource to District staff; monitor and prepare periodic reports on adopted budgets.
- Provide staff support to the District's management team and Board of Directors; conduct complex studies of organizational, administrative, financial, and operational issues; review and analyze processes, procedures, and work methods to simplify and streamline operations, improve results and economizes on District resources; analyze legislation; develop funding proposals, policy alternatives, and strategies; and prepare and present reports and recommendations.
- Direct and coordinate interdepartmental projects; provide complex operational and organizational consultation to District management; provide technical and/or functional direction to staff; negotiate and monitor contracts; and coordinate or manages assigned special projects.
- Represent the District's management and/or Board of Directors in meetings with other governmental agencies, civic groups, legislators, contractors, vendors and the public; respond to inquiries and complaints; and prepare public information material.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Assist with the development and implementation of new or revised assigned department programs, policies, procedures, and methods of operation; assist with recommending and implementing enhancements to ensure effective systems and services are in place.
- Collect, compile, and analyze information from various sources on a variety of topics related to assigned department programs, services, and activities; prepare technical records and reports to present and interpret data.
- Manages contracts, purchasing cards, and purchase orders in compliance with purchasing policies.
- Complies with all District safety rules, policies, and procedures.
- Perform related duties and responsibilities, as assigned.

QUALIFICATIONS:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four (4) years increasingly responsible professional administrative, contract, or related experience, equivalent to an Assistant Management Analyst.

Education:

A Bachelor's degree from an accredited college or university, with major course work in public administration, business administration, or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:

The following are a representative sample of the KSA necessary to perform the essential duties of the position.

Knowledge of:

- Principles and practices of the assigned administrative department.
- Federal, state, and local laws, codes, and regulations governing the assigned area of responsibility.
- Principles and practices of public administration.
- Principles and practices of accounting and financial management.
- Practices and principles of budget development and implementation.
- Practices and principles of contract management
- Methods and techniques of organizational analysis.
- Structure and organization of public sector agencies.
- Principles of program administration, training, management consultation and program analysis.
- Standard accounting practices and the sources of revenue and expenditure typical of local government.
- Principles and practices of program administration, budgeting, and supervision.
- Research and reporting methods, techniques, and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform the full range of responsible and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Plan, organize, and carry out assigned work with minimal supervision and direction.
- Perform appropriate mathematical computations
- Prepare clear and concise administrative documents and reports.
- Comply with laws, regulations and professional practices governing assigned area of responsibility; analyze and make sound recommendations on complex administrative and organizational issues.
- Consult effectively with District management and staff on a wide variety of issues.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise correspondence and reports.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and

twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

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VENTURA REGIONAL SANITATION DISTRICT

MANAGEMENT SPECIALIST

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DEFINITION:

Under direction, performs difficult and complex technical level administrative and fiscal support duties associated with departmental operations and administration.

DISTINGUISHING CHARACTERISTICS:

The **Management Specialist** is a journey level technical classification responsible for performing a variety of difficult and complex administrative and fiscal support duties including the preparation, processing, maintenance and verification of financial and accounting transactions, compiling and preparing reports, budget development proposals, contracts, documents and records and/or providing lead supervision to assigned clerical/accounting staff. Incumbents may be assigned to a specialized function (e.g., water utility customer service) and/or serve departmental operations. This class is distinguished from the Management Analyst classification by the latter's professional responsibilities requiring the application of theories, principles and practices on a regular and continuing basis.

SUPERVISION RECEIVED:

This position receives direct or general supervision from higher level professional and/or management staff

SUPERVISION EXERCISED:

Incumbents may provide supervision over lower level staff as assigned.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Compiles and prepares annual budget(s); calculates revenue, payroll, supply, and other costs based on prior years' experience and fixed forecasting formula; researches costs of materials, supplies, and assets of items to be requested; verifies program budget submissions prepared by others; compiles costs and extends totals; composes routine narrative description of department services, program activities and funding sources; and audits narratives prepared by others.

- Conducts directed structured research by conducting surveys, tabulating raw data locating technical reports/manuals/regulations; prepares routine reports of activities and findings; makes recommendations and provides input based on knowledge of operations and research findings.

- Responds to public inquiries regarding operations and procedures of assigned unit; explains procedures, regulations, programs and services; coordinates program operations with representatives of vendors and other agencies as well as interested members of the public.
- Administers routine administrative services, plans and conducts activities to ensure procedures and processes are completed within specified guidelines for technical sufficiency, budget time and administrative acceptability.

- Composes narrative reports on services, workload and program effectiveness; compiles statistical data; interviews others in the department to obtain information needed for report and/or funding proposal development; coordinates preparation and submission of department/program reports and/or funding proposals; prepares and maintains administrative policies and procedures; explains procedures and discrepancies in reports and records; corrects errors as appropriate.

- May participate in administrative studies to improve effectiveness and/or efficiency of time or staff operations; may lead the work of others engaged in administrative activities; may perform elementary computer programming or develop electronic filing systems to produce administrative reports or meet reporting requirements.

- May prepare bid specification packages, manage bid process, participate in bid analysis, and assist in the award of contracts. Manages contracts that are awarded through public bid process.

- Performs other related duties as requested.

EDUCATION AND/OR EXPERIENCE:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three (3) years technical experience in administrative support, customer service, account maintenance or financial record keeping in a public agency.

Education:

A High school diploma or equivalent required.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the knowledge and abilities necessary to perform the essential duties of the position.

Knowledge of:

- Applicable regulations, rules, policies and procedures governing program operations.
- Accounting structure and financial guidelines of the District.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic report preparation, writing and record keeping.
- Basic principles of supervision.
- Principles, practices and techniques of account maintenance and financial record keeping.
- Fundamentals of automated accounting systems and related personal computer software applications.
- Safe work practices.

Ability to:

- Apply regulations, rules, policies and procedures governing program operations.
- Perform complex mathematical computations rapidly and accurately.
- Develop and implement operation tracking and control procedures.
- Prepare budgets, funding proposals, and narrative and statistical reports.
- Identify and evaluate administrative problems and recommend operational changes.
- Collect and analyze data to establish/identify needs and evaluate program effectiveness.
- Research regulations, procedures and/or technical reference materials.
- Interpret administrative directions and incorporate into operational policy and procedure.
- Maintain accurate records and document actions taken.
- Proofread and/or edit for errors in spelling, grammar, punctuation and/or mathematical computations.
- Draw logical conclusions, make sound decisions and recommendations.
- Maintain confidentiality of information.
- Assign and oversee the work of others.
- Follow safe work practices.
- Communicate clearly and concisely, both orally and in writing.
- Organize and prioritize work assignments.
- Establish and maintain effective working relationships.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required. The nature of the work also requires the incumbent to use noise-producing equipment such as a folding machine.

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VENTURA REGIONAL SANITATION DISTRICT

OFFICE ASSISTANT

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DEFINITION:

Under general supervision, the Office Assistant performs a variety of office support and clerical tasks in the operation of a functional work unit or within a project, such as greeting the public, maintaining files, processing forms, distributing documents and reports; and performs related duties, as required.

SUPERVISION RECEIVED:

This position receives general supervision from a supervisor or manager.

SUPERVISION EXERCISED:

The Office Assistant Exercises no supervision.

ESSENTIAL FUNCTIONS:
Duties may include, but are not limited to, the following examples.

- Perform technical and administrative duties in support of assigned department activities and operations.
- Receive and screen callers; evaluate and respond to inquiries regarding departmental services or official notices; refer callers to appropriate individuals and/or offices; provide information to the public and employees; distribute and explain forms or written informational materials; take messages, requests, and/or schedules appointments, as appropriate.
- Receive, distribute, process, and route mail and other information, correspondence, service requests, and/or documents.
- Issue certificates, permits, and any related documents; determine, receive, record, and process fees or payables according to established procedures; process accounts receivable and make deposits.
- Establish and maintain general file and/or automated recordkeeping systems; assign alpha and/or numeric identification codes; sort and file information; purge files; post information to records and files to update information and document activity transactions; conduct file search to locate misplaced documents, compile data and/or research information.
- Type a variety of documents such as reports, letters, and contracts from handwritten, typed, or voice-recorded copy; proof and correct copy for grammar, spelling, punctuation, and conformance with established guidelines; collate and bind copies of documents produced; distribute documents.
- Assist in processing claims, and purchase orders/requisitions; maintain workload statistics, mileage records, supplies, and fixed assets.
- Maintain office equipment and facilities; request and follow up on building maintenance and custodial services; operate and perform routine preventative maintenance on office machines, including data/word processors, copiers, field dispatch equipment, etc.

- Maintain appointment calendar; schedule meetings and activities.
- Provide assistance to co-workers, as well as Management and Directors.
- Comply with all District safety rules, policies, and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a high school diploma.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the KSA necessary to perform the essential duties of the position.

Knowledge of:

- Office administrative and management practices and procedures.
- Methods and techniques for manual and automated recordkeeping.
- Inventory control procedures.
- Basic principles of mathematics and fiscal recordkeeping.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Interpret, explain, and apply rules, regulations, policies, and procedures.
- Organize and prioritize assignments.
- Take and transcribe dictation and type accurately at a speed necessary to meet the requirements of the position.
- Maintain confidentiality of information.
- Follow safe work practices.
- Compile and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Read, understand, interpret, and explain services, policies, procedures, and technical terminology related to administrative functions, and apply them to specific situations.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose technical reports, summaries, and written materials.
- Update and maintain a variety of hard copy and/or electronic records.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze information, compose responses, interact with others, and present information and reports.

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VENTURA REGIONAL SANITATION DISTRICT

SENIOR ACCOUNTANT

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DEFINITION:

Under direction, the Senior Accountant performs a wide variety of advanced level professional accounting duties, including analysis and maintenance of budget, expenditures, assets, liabilities and other financial records and verification of financial and accounting transactions, documents and records, and a variety of other tasks in support of the District's financials.

DISTINGUISHING CHARACTERISTICS:

The **Senior Accountant** is the advanced journey-level class in the professional accounting series responsible for performing the full-range of complex professional accounting duties including the preparation, analyzation, and reconciliation of financial statements and accounting transactions, and applying the Generally Accepted Accounting Principles (GAAP). Incumbents are responsible for overseeing accounts receivable and payable, managing customer service accounts, reconciling activities with the District's financial system, resolving problems with customers or vendors, and preparing financial reports and journal entries. Employees may also supervise professional, technical and clerical staff.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated manager or director.

SUPERVISION EXERCISED:

The Senior Accountant may provide direct supervision to professional, technical, and administrative support staff.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Perform and coordinate supervisory and advanced level professional, analytical, and administrative duties for assigned accounting activities and operations.
- Participate in the selection of accounting personnel; assign and review the work of professional, technical, and administrative support staff; establish employee performance expectations and evaluate performance; provide or coordinate employee training; work with employees to improve job-related skills and competencies; and implement discipline and performance improvement plans if necessary.
- Prepares a variety of complex fiscal statements and reports, verifies budget and budget adjustments and expenses; generates monthly and annual financial statements and investment reports, verifying revenue and expenses, and providing statements to the Director of Finance and Executive Assistant/Clerk of the Board.

- Directs and oversees payroll; monthly account reconciliations, journal entries, reporting documentation, tax returns and payroll reporting documentation; confirms all state and federal reporting requirements.
- Analyze, interpret, and apply existing and new legislation and regulations, including administrative guidelines, resolutions, and policies pertaining to revenues; prepare related detailed analysis, reports, statements, and other written documents.
- Responsible for the development and implementation of new or revised Finance and Accounting programs, policies, procedures, and methods of operation; monitor and evaluate various systems and processes, recommend and implement enhancements to ensure effective systems and services are in place.
- Research, collect, compile, and analyze information from various sources on a variety of complex Finance programs, services, and activities; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.
- Audits accounts payable (e.g. coding invoices), accounts receivable (reviewing receipts and billings), receipts, petty cash, and other accounting records and transactions.
- Prepares items and responds to requests related to the annual audit, conducts cash flow analyses, prepares monthly journal entries (e.g. income and expense accruals, interest, depreciation, and other adjustments), reviews and analyzes annual expenditures, and reviews and reconciles reports.
- Collects, compiles and analyzes information for budget development and preparation of appropriate financial reports; participate in preparing the Comprehensive Annual Financial Report (CAFR).
- Directs and coordinates interdepartmental projects, provides complex financial, operational and organizational consultation to District management, provides technical and/or functional direction to staff, and coordinates or manages assigned special projects. Oversees assigned special projects, services and financial operations, maintains financial data and records, supervises support staff, and assists Finance Director and team members with assigned tasks.
- Coordinate accounting activities with those of other departments and outside agencies and organizations, provide information and assistance regarding accounting programs and services, receive and respond to concerns and questions, and review issues and recommend corrective actions.
- Directs and oversees contracts, purchasing cards, and purchase orders in compliance with purchasing policies.
- Provide assistance to the Director of Finance.
- Make recommendations to Senior Management and presentations to the Board of Director's.
- Communicates and implements safety rules, policies and procedures in support of the District's safety vision and goals and maintains accountability for safety performance of all subordinate employees.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six (6) years increasingly responsible professional finance and accounting experience, including some lead or supervisory experience.

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Advanced principles and practices of finance, accounting, and budget development.
- Various federal, state, and local laws, codes, and regulations pertaining to finance, accounting and budget development.
- Generally Accepted Accounting Principles (GAAP).
- Applicable laws, forms, procedures, rules, and regulations for processing and recording financial transactions.
- Methods and techniques of fiscal analysis.
- Standard accounting practices and the sources of revenue and expenditure typical for local government.
- Accounting structure and financial guidelines of the District.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic report preparation, writing, and recordkeeping.
- Principles, practices, and techniques of account maintenance and financial recordkeeping.
- Fundamentals of automated accounting systems and related personal computer software applications.
- Safe work practices.

Ability to:

- Perform complex, responsible and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Perform appropriate mathematical computations.
- Maintain a clear, accurate, full-charge finance and accounting system, including the use of automated systems and spreadsheets.
- Evaluate operations including revenue and expenditure trends, financial commitments, and future revenue, collect and analyze financial information, and provide recommendations for efficient use of resources and procedures.
- Apply GASB procedures to a variety of finance and accounting transactions.

- Implement and maintain internal control procedures and transaction processing efficiency for applicable governmental and operational functions; continuously monitor the efficiency and effectiveness of accounting and finance methods and procedures.
- Apply rules, regulations, policies, and procedures involved in fiscal recordkeeping and accounting systems.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to accounting programs and functions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of accounting goals.
- Work in a fast-paced, professional office environment, and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise administrative and management reports.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including agencies, city and other government officials, community groups, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data, and acute hearing is required when communicating. The need to lift, drag, and push files, computer reports, or other materials weighing up to 20 pounds also is required. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT

SENIOR FISCAL ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, the Senior Fiscal Assistant will perform of a wide variety of clerical accounting duties, including accounts payable, accounts receivable, the preparation, processing, and maintenance of financial and accounting transactions, documents and records, and a variety of other tasks in support of the assigned area of responsibility; and perform related duties, as required.

SUPERVISION RECEIVED:

The position receives general supervision from a supervisor or manager.

SUPERVISION EXERCISED:

The Senior Fiscal Assistant exercises no supervision. May act in a lead capacity.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Performs technical and administrative duties in support of financial activities and operations.
- Posts financial transactions to automated accounting systems; adjust, balance, and reconcile accounts, bank statements, petty cash funds, deposits, financial reports, and customer files; edits daily operational reports for discrepancies or computer errors; prepare adjustment entries to reconcile with the master control accounts; encumber funds for approved contracts; initiate closing transactions for accruals or clearing accounts.
- Maintains the payroll system and employee pay records; posting and distributing time and attendance records, and audits time sheets; inputs payroll changes; transmits payroll information electronically; balances final payroll reports for each pay period.
- Prepares tax returns and payroll reporting documentation; balances year-end figures with quarterly tax returns; ensures all local, state and federal reporting requirements are met. Maintains and updating the employee and payroll database; prepares monthly account reconciliations and journal entries.
- Generate and maintain contracts, purchasing cards, and purchase orders in compliance with purchasing policies; follow up on contract insurance, documentation and summary sheet; communicates with project managers, attends contract bid openings and encumbers funds for approved contracts.
- Complete vendor and contractor invoices, packing slips, purchase orders, and check requests for accounts payable; ensure accuracy of invoice, proper coding, account classification, cost/fund distribution, and compliance with District guidelines and policies; process documents for payment, encumbrance, or credit.
- Process customer accounts receivable and payments; set up new accounts; process billing transactions; verify billing amounts; make account adjustments to correct or amend billings, as needed; provide follow-up with customers on payment discrepancies; suspend or close account, as necessary.
- Maintain audit trail and supporting document files; review files to determine currency of supporting documents; inform appropriate managers or vendors when additional support documents are required.

- Prepare periodic detail and summary reports on account status, as requested; prepare invoice register, payment approval, contract balance, check writer/warrant reports, and month-end reports; process daily bank deposit; maintain monthly postage and photocopy charge logs.
- Respond to questions and concerns from the public, District staff, and vendors; provide information, as appropriate, and resolve complaints.
- Research, collect, and compile information from various sources for a variety of accounting areas; assist with interpreting and analyzing data and preparing technical records, reports, and summaries.
- Maintain a variety of hard copy and/or electronic documents and records.
- Provide assistance to co-workers, as well as to management and directors.
- Comply with all District safety rules, policies, and procedures.
- Perform related duties and responsibilities, as assigned.

EDUCATION AND/OR EXPERIENCE:
Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in account maintenance or financial recordkeeping. Experience in a public agency is preferred

Education:

Equivalent to a high school diploma.

A Bachelor's degree in accounting, or a related field, may be substituted for two (2) years of experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license, and a driving record acceptable for insurability.

KNOWLEDGE AND ABILITIES:
The following are a representative sample of the KSA necessary to perform the essential duties of the position.

Knowledge of:

- General principles and practices of accounting.
- Applicable laws, forms, procedures, rules, and regulations for processing and recording financial transactions.
- Accounting structure and financial guidelines of the District.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.

- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Perform technical and administrative work in areas such as fiscal recordkeeping and accounting systems.
- Accurately maintain payroll records, reports and files
- Perform appropriate mathematical computations.
- Apply accounting principles to the maintenance of general governmental financial and accounting transactions and to the audit of financial records.
- Interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to accounting programs and functions.
- Complete various statistical reports to meet federal and state reporting requirements.
- Compile and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Read, understand, interpret, and explain services, policies, procedures, and technical terminology related to accounting and apply them to specific situations.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose technical reports, summaries, and written materials.
- Update and maintain a variety of hard copy and/or electronic records.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze information, compose responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT

SENIOR MANAGEMENT ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, the Senior Management Analyst will supervise, plan, coordinate, and participate in a wide variety of advanced-level professional, analytical, and administrative budget and financial analysis duties; oversee the District preparation of the annual budget; coordinate activities with other departments; and provide highly responsible and complex professional staff assistance.

DISTINGUISHING CHARACTERISTICS:

The **Senior Management Analyst** is an advanced journey-level position in the professional classification series, which requires highly-specialized skills, advanced technical knowledge, and subject matter expertise, typically in accounting, finance, and budgets. Employees exercise independent judgement in the performance of their duties.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated manager or director.

SUPERVISION EXERCISED:

The Senior Management Analyst may provide direct supervision to professional, technical, and administrative support staff.

ESSENTIAL FUNCTIONS:
Duties may include, but are not limited to, the following examples.

- Perform and coordinate supervisory and advanced-level professional, analytical, and administrative duties for assigned budget activities and operations.
- Participate in the selection of administrative personnel; assign and review the work of professional, technical, and administrative support staff; establish employee performance expectations and evaluate performance; provide or coordinate employee training; work with employees to improve job-related skills and competencies; implement discipline and performance improvement plans if necessary.
- Oversee and manage development and implementation of the District's annual budget; develop budget calendar, objectives and goals; review financial history and project revenues and expenditures; develop forecasts; determine District reserves; receive, analyze and make recommendations to Senior Management and presentations to the Board of Directors.
- Develop and recommend proposals for cost containment and revenue enhancement; lead budget meetings; review progress and serve as a resource for District staff; monitor and prepare periodic reports on adopted budgets.

- Prepare and present written, oral, and visual reports to the Board of Directors, Policy Advisory, and stakeholder committees, and outside agencies and organizations and/or community groups.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures as well as identify opportunities for improvement and implementation of budget changes. Streamline and clarify the budget process; update priorities of the Board of Directors and General Manager and integrate them into the budget planning process.
- Provide staff support to the District's management team and Board of Directors; conduct complex studies of organizational, administrative and operational issues; review and analyze processes, procedures, and work methods to simplify and streamline operations, improve results and economizes on District resources; analyze legislation; develop funding proposals, policy alternatives, and strategies; and prepare and present reports and recommendations.
- Direct and coordinate interdepartmental projects; provide complex operational and organizational consultation to District management; provide technical and/or functional direction to staff; negotiate and monitor contracts; and coordinate or manage assigned special projects.
- Represent the District's management and/or Board of Directors in meetings with other governmental agencies, civic groups, legislators, contractors, vendors and the public; respond to inquiries and complaints; and prepare public information material.
- Oversee external vendor contracts for information technology services and collaborate with employees to determine individual and organizational needs.
- Research, collect, compile and analyze information from various sources on a variety of complex Budget programs, services, and activities; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.
- Coordinate budget activities with those of other departments and outside agencies and organizations; provide information and assistance regarding budget programs and services; receive and respond to concerns and questions; review issues and recommend corrective actions.
- Provide assistance to the Director/Manager of an assigned department.
- Communicate and implement safety rules, policies and procedures in support of the Districts safety vision and goals; maintain accountability for safety performance to self and all subordinate employees
- Oversee assigned special projects, services, or administrative operations; maintain administrative data and records; supervise support staff; develop recommended policies and procedures; and prepare administrative reports.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Assist with the development and implementation of new or revised assigned department programs, policies, procedures, and methods of operation; assist with recommending and implementing enhancements to ensure effective systems and services are in place.
- Collect, compile, and analyze information from various sources on a variety of topics related to assigned department programs, services, and activities; prepare technical records and reports to present and interpret data.
- Perform related duties and responsibilities, as assigned.

QUALIFICATIONS

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six (6) years of progressively responsible professional finance, accounting or budget experience, including some lead or supervisory experience.

Education:

A Bachelor's degree from an accredited college or university, with major course work in public administration, business administration, or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and a driving record acceptable for insurability.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA necessary to perform the essential duties of the position.

Knowledge of:

- Advanced principles and practices of the assigned administrative department.
- Various federal, state, and local laws, codes, and regulations pertaining to the assigned administrative department.
- Operational characteristics, services, practices, and activities as they apply to a comprehensive finance and budget program.
- Organization and management practices as applied to the analysis and evaluation of budget policies and operational needs.
- Advanced principles and practices of large and complex budget preparation and administration.
- Advance principles and concepts of cash flow forecasting, net present value analysis, and economic analysis.
- Standard accounting practices and the sources of revenue and expenditure typical of local government.
- Principles and practices of public administration.
- Methods and techniques of fiscal and organizational analysis.
- Principles and practices of program administration, budgeting, and supervision.
- Research and reporting methods, techniques, and procedures.
- Various methods and techniques to reach mutually agreeable solutions and outcomes.
- Principles and practices of supervision, training and performance evaluation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation

Ability to:

- Perform complex, responsible and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Perform appropriate mathematical computations
- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively; evaluate performance in an objective and positive manner.
- Forecast revenue and expenditures
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to budget programs and functions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of budget goals.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise correspondence and reports.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS:

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

VENTURA REGIONAL SANITATION DISTRICT
CONTRACT NO. 17-007

Exhibit B

INVENTORY OF ARRANGEMENT LETTERS

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1. Michael Howell – Senior Accountant (Job Order 00360-00009029760 – 02-21-2017)	2

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Accountemps*. Our professional is assigned to you under the following General Conditions of Assignment and the enclosed Terms of Payment.

Scope of Assignment	Supervision of our professional's work is your responsibility. Our professional is only authorized to perform work within the scope of the assignment. You shall not permit our professional to perform services remotely (e.g., on premises other than your or your customer's premises), or using computers or other electronic devices, software or network equipment owned or licensed by our professional. Since *Accountemps* is not a professional accounting firm, it is expressly understood that our professionals are not authorized to render an opinion on behalf of *Accountemps* or on your behalf on financial statements, nor are our professionals authorized to sign the name of *Accountemps* on any document or to sign their own names on financial statements or tax returns.
Client's Responsibility	**It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures. Please notify us immediately if you require *Accountemps* to perform background checks or other placement screenings of our professional. We will conduct such checks or screenings only if they are described in a signed, written amendment to these General Conditions of Assignment.** Under no circumstances will you permit our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables. It is understood that you have full responsibility for providing safe working conditions, as required by law, including ensuring that safety plans exist for and safety related training is provided to our professional working on your premises. Under no circumstances will you permit our professional to have contact with minors or with adults with reduced mental capacity. If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional assigned to you. It is understood that we will not authorize our professional to operate machinery (other than office machines) or automotive equipment. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing. It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will *Accountemps* be responsible for any claim related to the assignment, including but not limited to work performed by our professional, unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.
Confidentiality	Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature. You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.
Limitation on Liability	We make no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or fitness for any purpose with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services performed, or software developed, for you. Under no circumstances are we liable for any special, incidental, exemplary, indirect damages, lost profits or consequential damages (including, but not limited to, lost business, revenue, goodwill, or anticipated savings), even if informed of the possibility. Our liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid by you to us for the services that are the subject of the claim, regardless of the basis on which you are entitled to claim damages from us (including, but not limited to, fundamental breach, negligence, misrepresentation, or other contract or tort claim).
Insurance	In addition to workers' compensation insurance, we also maintain commercial liability insurance.
No Contrary Agreements	These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.

Job Order: 00360-0009029760 Date: 02-21-2017

TERMS OF PAYMENT

Thank you for your confidence in *Accountemps*. Our professional for the assignment of a Sr. Accountant is Michael Howell. The assignment will start on 02-21-2017. As agreed or otherwise communicated, we will invoice your firm at the rate of $67.89 per hour. Should you wish to use our professional for other assignments, please let us know. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call *Accountemps* for any changes in the assignment. We request a minimum thirty (30) days notice prior to ending any assignment.

Our professional is assigned to you under the following Terms of Payment:

Guarantee	*Accountemps* guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the professional assigned to you, *Accountemps* will not charge for the first eight hours worked, provided that *Accountemps* replaces the individual assigned. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional assigned is satisfactory.
Time Sheet	Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our assigned professional is on a weekly basis, and you will be billed weekly for the total hours worked, including time spent completing, revising, and/or resubmitting a time sheet or electronic time record during business hours, and we ask that you respect those guidelines. Because *Accountemps* invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	After you evaluate the performance and potential of our professional on the job, you may wish to employ this person directly. Our professionals represent our inventory of skilled employees and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional assigned to you is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer. The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses. The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.
Employment Taxes and Withholdings	*Accountemps* will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.
General Conditions	*Accountemps* may increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the increase in our rates. Any increase in our rates will be prospective, starting as of the effective date *Accountemps* specifies. Our professional is also assigned to you under the General Conditions of Assignment, a copy of which has been provided. We reserve the right to re-assign our professional.

Job Order: 00360-0009029760 Date: 02-21-2017