

**Agency Report of:
New Positions****A Public Document**California
Form **804****1. Agency Name** (Also include, Division, Department, or Region (if applicable)) Amendment

Agency Contact

Date of Original Filing:

(month, day, year)

Phone Number

Email

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
				Start <u> </u> / <u> </u> / <u> </u> <u>m</u> / <u>d</u> / <u>yr</u>
				Start <u> </u> / <u> </u> / <u> </u> <u>m</u> / <u>d</u> / <u>yr</u>
				Start <u> </u> / <u> </u> / <u> </u> <u>m</u> / <u>d</u> / <u>yr</u>
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				Start <u> </u> / <u> </u> / <u> </u> <u>m</u> / <u>d</u> / <u>yr</u>

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Signature

Name

Title

(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Agency Report of: New Positions

A Public Document

California Form 804

State and local government agencies may use this form to identify new positions that will make or participate in making governmental decisions on behalf of the agency. An individual in a newly created position must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in new positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict of interest code. For more information, refer to the FPPC website www.fppc.ca.gov and Regulations 18700.3 and 18734.

Disclosure Requirements

- Disclosure requirements should conform to the range of duties.
- Alternatively, the agency must require an individual to file under the broadest disclosure category in the agency's conflict of interest code or, if the agency does not have a conflict of interest code, full disclosure.

Full disclosure includes reporting all investments, business positions, and interests in real property held on the date of assuming office and income received during the 12 months immediately preceding assuming office.

When a new position is added, in addition to completing this form, the agency should begin the process to amend the conflict of interest code.

Examples:

An agency added a new data processing manager position. The individual will be assigned the same disclosure category that the agency's other IT staff are assigned.

An agency implemented a new licensing program and a new manager position was added. Because this was a new program, the agency provided a written description of the individual's disclosure requirements which included sources subject to the licensing procedures.

An agency reorganized and changed the duties of several positions listed in the conflict of interest code. This form is not required as positions are not new. The agency should begin to amend its conflict of interest code if the range of authority and types of decisions changed.

An agency changed the titles but not the duties and responsibilities of several positions. This form is not required. The agency must file an amendment to update the conflict of interest code.

Instructions

Part 1

Identify the agency, contact information, and provide the amendment explanation in the comment section when applicable.

Part 2

Identify the new position(s) and describe the position's duties. Identify the disclosure by:

- Assigning an existing category(s) in the agency's code, or
- Writing a disclosure requirement.

Complete if the agency knows the employment date.

Part 3

The agency's conflict of interest code should identify the position that is responsible for the verification.

Example

Agency Report of: New Positions		A Public Document		California Form 804
1. Agency Name (Also include Division, Department, or Region if applicable) CA Joint Powers Authority		<input type="checkbox"/> Amendment		Date of Original Filing: (month, day, year)
Agency Contact Smith, Adam Executive Director				
Phone Number 555-555-5555	Email adam.smith@cjpa.ca.gov			
2. New Position Information				
Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	
Data Processing Manager (manages IT Dept)	3		Start <u>3</u> / <u>3</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
Licensing Director (duty statement attached)			All investments, business positions in business entities, and sources Start <u>3</u> / <u>8</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
			of income, including gifts, loans, and travel payments, from entities Start <u>1</u> / <u>1</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
			that are of the type subject to licensing by the Department or are subject Start <u>1</u> / <u>1</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
			to regulation by the Department. Start <u>1</u> / <u>1</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
			(Alternately, attach a written explanation.) Start <u>1</u> / <u>1</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
			Start <u>1</u> / <u>1</u> / <u>xx</u> <u>m</u> / <u>d</u> / <u>yr</u>	
3. Verification I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.				

Adam Smith Adam Smith Executive Director 3-10-XX
Signature Name Title (month, day, year)
Comment: (Use this space or an attachment for any additional information.)



**APPROVED BY: THE CHIEF
EXECUTIVE OFFICER**

EFFECTIVE: DECEMBER 2016

CHIEF OF EXTERNAL AFFAIRS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under policy direction from the Chief Executive Officer (CEO), plans, organizes, and directs the Office of External Affairs. Works with the District's management team in support of the Board of Directors' governance policies, and in developing the District's strategic plan. Facilitates linkages between the Board of Directors, the public, and other governmental agencies and legislative bodies.

DISTINGUISHING CHARACTERISTICS

The Chief of External Affairs is unclassified and serves at the pleasure of the Chief Executive Officer. The Chief of External Affairs serves as a creative and strategic thinker in developing the District's strategic plan, and as a diplomatic, politically sensitive but apolitical administrator to build linkages between the Board, district residents and other governmental agencies and legislative bodies.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees the Government Relations Unit and Communications Unit.
2. Provides leadership and management to a diverse group of professional, technical and clerical members.
3. Develops, implements, and monitors performance measures for the Office of External Affairs.

4. Develops and administers the annual budget of the Office of External Affairs.
5. Provides professional advice and assistance to the Chief Executive Officer, other executives and managers, board members and other departments on public information, media relations, community outreach, member agency communication, internal communication and related matters.
6. Participates in the District's intergovernmental relations and legislative advocacy programs and activities.
7. Speaks before local and state bodies on legislative and other matters.
8. Assists with district-wide strategic planning effort.
9. Performs other administrative functions as may be delegated under the Chief Executive Officer's authority and District policies.

QUALIFICATIONS

Knowledge of:

General administrative principles, practices, and methods of public administration, including goal setting, objectives and procedures development, and implementation.
The principles, practices and techniques of government, community and/or media relations; The principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of line-staff relationships, techniques of effective interpersonal communications and relations, effective problem-solving and decision-making techniques, planning and delegating work, performance evaluations, positive recognition methods, and progressive discipline;
Local, state and/or federal legislative processes;
Applicable laws, regulations, legal mandates, guidelines, and standards affecting public agencies;
Social, political, and environmental issues influencing the organizational climate.

Ability to:

Provide effective leadership in a diversely staffed organization, consistent with executive direction and agency values;
Plan, organize, review, and evaluate complex interrelated services
Develop, implement, administer, and evaluate goals and objectives
Formulate process improvement strategies
Understand and accurately interpret policies, rules, regulations, procedures, and guidelines
Manage ambiguity
Facilitate change
Value collegiality, excellence and service
Select, motivate, supervise, and evaluate managers and staff
Establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and

commissions, employee organizations, local, state, and federal legislative representatives, District staff and the general public; Maintain and exhibit discretion and integrity when handling sensitive information; Excellent written and oral communications skills, including public speaking Manage complex projects involving multi teams and requiring coordination and collaboration with external agencies and high level executive managers.

Experience and Training Guidelines

Experience

Eight years of recent progressively responsible experience as a legislative analyst, lobbyist, or similar related work in the public sector, water industry or a public utility, including three (3) years supervision of professional and technical staff.

Training

Graduation with a Bachelors degree from an accredited college or university with major course work in communications, journalism, business or public administration, political science or related field. An advanced degree may be substituted for a maximum of two (2) years of non-project management or supervisory experience.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Indoor environment, travel from site to site. Exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting in a desk and in meetings for prolonged periods of time. Intermittently twist to reach equipment surrounding desk. Use a telephone (desk, remote, cellular, pager), personal computer and communicate through written means. Periodically lift or carry 10 pounds or less. Visual acuity for reading and analyzing documents.



**APPROVED BY: THE CHIEF
EXECUTIVE OFFICER**

EFFECTIVE: DECEMBER 2016

BOARD EXECUTIVE AIDE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction of the Deputy Administrative Officer in the Office of CEO and Board Support, manages the administrative and staff support services for the Board of Directors; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is an unclassified, single position class responsible for providing and overseeing a broad range of staff and administrative support services for the Board of Directors. The incumbent of this position acts with a high level of independence and requires a high degree of leadership and judgment, strong analytical and administrative skills, as well as diplomacy in managing sensitive assignments, relationships and projects. The incumbent will directly and indirectly supervise management, professional, technical, and support staff in accomplishing the goals and objectives of the assigned functions.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Support and administer the policy governance process.
2. Ensure processes and systems are in place to support the development of Board policies, and provide necessary staff assistance.
3. Serve as liaison with a variety of committees and commissions; coordinate committee meeting and agenda item support with operational staff assigned to each committee or

commission; direct the tracking and management of open committee/commission issues and recommendations; work with committee chairpersons and Board on committee meeting agendas and minutes; coordinate appointment of commission and committee members.

4. Direct the maintenance and update of systems to manage and track Board member requests.
5. Provide support to the Board with respect to the preparation of speeches, talking points, correspondence and the like; edit drafts; compose correspondence including letters, memoranda, and proclamations.
6. Direct and participate in the provision of a variety of Board support services, including correspondence tracking, room reservations, travel/conferences, activity calendars and reception/phone services.
7. Research issues and legislation and prepare reports and responses; monitor Board activities and keeps current on pending issues.
8. Select, supervise, train, motivate, assign, evaluate, counsel and discipline assigned staff.
9. Provide support to the Board with respect to policy/Board ethics development.

QUALIFICATIONS

Knowledge of:

The duties, powers, functions and role of an elected Board of Directors of a public agency as imposed by law.

Parliamentary procedure, legal instruments and documents common to local government.

Organization of local government and political subdivisions, special districts, and local government boards, committees, commissions and agencies.

General administrative principles, practices, and methods, including goal setting, objectives and procedures development and implementation, and program and budget development and implementation; pertinent laws and regulations.

Basic principles and practices of public sector budget development and administration.

Principles and practices of effective leadership and staff supervision, including dynamics of line-staff relationships, techniques of effective interpersonal communications and relations, effective problem-solving and decision-making techniques, planning and assigning work, and performance evaluation.

Ability to:

Establish and maintain cooperative and effective working relationships with elected officials, a variety of representatives of public and private organizations,

- members of boards and commissions, local, state, and federal legislative representatives, District staff, and the public.
- Exhibit and maintain discretion and integrity when handling sensitive information; and relations.
- Represent the District effectively when meeting with others in the performance of required duties.
- Plan, organize, administer, coordinate, review, and evaluate complex and interrelated functions and services.
- Prepare speeches, talking points, and correspondence, and speak effectively and persuasively to varied groups both extemporaneously and from prepared text.
- Exercise initiative, ingenuity, independent analysis and judgment in solving complex and difficult administrative, managerial and technical problems.
- Research, analyze and resolve sensitive and complex problems, validate conclusions, define and select alternatives; project and analyze consequences of decisions and recommendations.
- Develop, implement, and enforce goals, objectives, policies, practices, and procedures.
- Select, motivate, evaluate, train and discipline assigned staff.
- Prepare and present clear and concise written and oral reports and related materials.
- Exercise sound independent judgment.
- Provide effective leadership, initiative, and motivation.
- Read, understand, and accurately interpret relevant rules, regulations, policy, and guidelines
- Negotiate agreements and consensus effectively with others.

Experience and Training Guidelines

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

Experience

Five years of recent progressively responsible administrative, managerial or professional experience in the public sector, water industry, public utility, or related experience.

AND

Training

Possession of a Bachelor degree from an accredited college or university with major course work in business administration, public administration, political science, journalism or a closely related field. A Masters degree is highly desirable. An advanced degree may be substituted for a maximum of two years of experience

License or Certificate

Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS**Environmental Conditions**

Indoor environment, travel from site to site. Exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting in a desk and in meetings for prolonged periods of time. Intermittently twist to reach equipment surrounding desk. Use a telephone (desk, remote, cellular, pager), personal computer and communicate through written means. Periodically lift or carry 10 pounds or less. Visual acuity for reading and analyzing documents.



**APPROVED BY: THE DIRECTOR
OF HUMAN RESOURCES**

EFFECTIVE: October 2016

CIVIC ENGAGEMENT MANAGER
(Job Description)

PURPOSE

The Civic Engagement Manager is assigned to the Civic Engagement Unit and is responsible for supporting the CEO and Board of Directors by managing a variety of high priority, high visibility partnerships and activities which engage the community such as volunteerism, district grants, homeless encampment efforts, pollution prevention programs, and water education outreach. In addition, this position will manage the day to day administrative and staff support services to the Board of Directors such as communications with District staff, maintaining Board policies, scheduling of public appearances, arranging meetings with stakeholders and community organizations, and handling of correspondence.

REPORTS TO

The Deputy Administrative Officer for Communications and CEO Support,

JOB DUTIES

In addition to the job duties outlined in the Administrative Services Manager class spec, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Generates innovative strategies and tactics for community engagement and acts as an internal community advocate to identify and address community needs. Develops and manages outreach efforts to enhance visibility of Board members, grant opportunities, and volunteer efforts in support of District's mission. Makes presentations, attends meetings and events, and participates in community organizations as a representative of the District.
2. Builds strong partnerships with key community leaders and influencers (e.g., community-based organizations, nonprofits) to develop trust-based relationships and support for the District's mission.
3. Provides overall leadership and management of the Community Engagement team to

deliver against clear goals and expectations. Communicate clearly and effectively about complex issues related to District's mission. Oversee development of team priorities, individual development plans, and performance management of direct reports. Ensure compliance with all relevant regulations and laws.

4. Manages budget to achieve maximum effectiveness in building awareness of District mission and achieving resident participation in District projects and programs. Reviews, analyzes, evaluates and summarizes a variety of narrative and statistical data and feedback regarding assigned programs and projects to monitor success in terms of utilization, customer satisfaction, cost effectiveness, and over-all value to the community. Initiates and monitors necessary changes and modifications to current services as well as updating future planning and projections accordingly.
5. Recruit, engage, train and retain a variety of volunteers, mentors, and special event volunteers. Collaborate with District staff to design and execute site-based orientations, trainings, appreciation events, and evaluation systems to ensure accountability and a high-quality volunteer experience.
6. Provide support to the Board with respect to the preparation of speeches, talking points, correspondence and the like; edit drafts; compose correspondence including letters, memoranda, and proclamations.
7. Direct and participate in the provision of a variety of Board support services, including correspondence tracking, room reservations, travel/conferences, activity calendars and reception/phone services.
8. Manage and/or perform research on issues and legislation; prepare reports and responses; monitor Board activities and keeps current on pending issues.
9. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of marketing, public relations, fund raising, and sponsorship development
2. Principles and procedures for implementing and directing a wide variety of fund raising, sponsorship programs and projects
3. Fiscal and budgetary administration and accounting methods and procedures
4. Principles of project management
5. Political processes applicable to California special districts

Ability to:

1. Self-direct, prioritize and multi-task among competing goals, while exhibiting flexibility in a fast paced, entrepreneurial environment
2. Communicate strategically in written and verbal mediums, publically and privately, with attention to detail and nuance
3. Communicate effectively, persuasively, tactfully, and positively in both oral and written forms

4. Prepare written narratives, correspondence, program analyses and evaluations, and reports in a clear and concise format
5. Build strong, trust-based relationships with diverse constituents and with understanding the needs of different stakeholders (including families, public officials, community leaders, and partner organizations)
6. Plan and think strategically, coupled with excellent execution skills and flexibility to work within complex or ambiguous context; inclination to initiate process improvements and continuous learning within the organization
7. Analyze, interpret and use data to collaborate, identify best practices and areas for improvement, and drive results
8. Identify, develop, plan, manage, and evaluate marketing programs
9. Analyze situations and identify pertinent problems; collect relevant information; evaluate realistic options; and implement appropriate course of action
10. Plan, direct, and prioritize a variety of multiple projects and work objectives to ensure successful implementation
11. Conduct meetings, make presentations, and facilitate communications in a clear, concise and positive manner

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

Graduation from an accredited four-year college or university with major coursework in marketing, journalism, business, political science, government or public administration, or a closely related field,

Experience:

Five years of experience managing one or more of the following areas: Marketing, public relations, volunteerism, government relations, fund raising, or administration of grants, including two (2) years of direct supervisory experience.

Possession of, or ability to obtain, an appropriate, valid California driver's license