

Service Beyond Expectation

The Cucamonga Valley Water District is seeking a Government and Public Affairs Representative I/II.

The person in this role will have two primary responsibilities: one, supporting the District's legislative program by monitoring, analyzing, and providing comment on legislative and regulatory matters; and two, assisting with the day to day aspects of the District's government and public affairs programs. The ideal candidate must have strong communication skills across multiple platforms, be a talented writer with experience producing quality work under tight deadlines, and have the ability to attend and make presentations at legislative and regulatory meetings.

TYPICAL DUTIES

May include, but are not limited to the following:

Assist with the analysis of proposed state and federal legislative and regulatory changes that may affect the District. Assist with the preparation of legislative summaries and position papers. Arrange and attend meetings with legislators and their staff. Monitor legislation and maintain a legislative tracking grid that includes bills that could impact the District.

For a complete list of duties, knowledge, skills and abilities, go to:

<https://www.cvwwater.com/DocumentCenter/View/3531/Government-and-Public-Affairs-Representative-I-II-2019-07>

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities are listed below.

Government & Public Affairs Rep I

Experience/Training:

One (1) year of progressive experience in public affairs, communications, legislative analysis, outreach, or marketing, preferably in the public sector.

CVWD invites applications for

Government & Public Affairs Representative I/II

I- \$4,691 - \$6,098 monthly
II- \$5,496 - \$7,144 monthly

plus a competitive benefits package



HOW TO APPLY

Interested applicants must apply on the CVWD website at www.cvwwater.com/jobs.

FILING DEADLINE

Applicants are encouraged to apply early.

Applications will be accepted until **4:00 p.m. on Friday, August 9, 2019.**

Please note that this recruitment may close at any time without prior notice.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public relations, public affairs, journalism, communication, public/business administration, or a related field.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

Government & Public Affairs Rep II

Experience/Training:

Three years (3) of progressive experience in public affairs, communications, outreach, legislative analysis, or marketing, preferably in the public sector.

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in public relations, public affairs, journalism, communication, public/business administration or a related field.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

EMPLOYMENT PROCEDURES

Interested applicants must apply on the CVWD website at: www.cvwdwater.com/jobs.

Positions may be filled using a competitive examination process, which may consist of one or more of the following: written test, interview, and/or performance test. The District encourages application from qualified individuals with disabilities as defined by the American with Disabilities Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. A candidate selected for the position must successfully pass a pre-placement physical, which includes a drug and alcohol screening, and a criminal background check prior to employment. A successful candidate will be required to complete a verification form designated by the Department of Homeland Security (USCIS) that certifies they are eligible for employment in the United States.

An employee who is promoted shall serve a probationary period of up to one (1) year from the date of such promotion.

The rank promotional list may be utilized and the resulting list established from this recruitment may also be used to fill the current and/or additional vacancies throughout the District.

DISTRICT BENEFITS

- Cafeteria-style benefits
- Vacation time, sick leave, holidays, personal days
- 9/80 work schedule
- CalPERS retirement package (Employees do not contribute to Social Security)

For a complete list of benefits and details regarding CalPERS retirement package, visit www.cvwdwater.com/BenefitsSummary.

Cucamonga Valley Water District (CVWD) is a dynamic, growing organization and is one of the leading retail water providers in the region. This is attributed to our innovation and leadership in addressing regional and state-wide water issues. CVWD's service area includes the City of Rancho Cucamonga, portions of the cities of Upland, Ontario and Fontana, and some unincorporated areas of San Bernardino County.

OUR FOUNDATIONAL PRINCIPLES

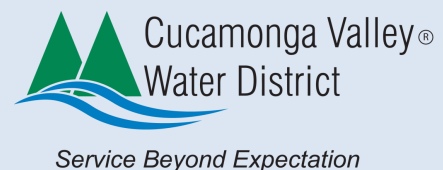
Our foundational principles focus on our *Vision, Culture* and *Values*. Our *Values* stem from our Mission Statement, which is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.

Our *Vision* focuses on *People, Service* and *Water*. We are a servant-oriented organization. We provide a high quality sustainable water supply, and none of this is possible without an innovative, self-managed staff that has pride of ownership for their work product providing exceptional customer service.

Our *Culture* is rooted in our conduct of *Accountability, Communication* and *Customer Service*. We take ownership of our actions and look for innovative, solutions-based ideas to improve our effectiveness and service to customers. We encourage open communication that helps employees and customers improve their knowledge about our business operations. Our internal and external customer service is provided with a cooperative and collaborative approach, exceeding customer expectations to provide ***Service Beyond Expectation***.

The provisions of this bulletin do not constitute a contract expressed or implied and any provision contained herein may be modified or revoked without notice.

CVWD is an Equal Opportunity Employer.



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www.cvwdwater.com

Retirement Benefits – New Employees

Benefits described below are the result of the Pension Reform Act (PEPRA). If you have specific questions about retirement benefits, please contact Roberta Perez, Human Resources Manager, at (909) 987-2591 ext. 7410, or Diane Schumacher, Human Resources Analyst, at (909) 987-2591 ext. 7416.

New CalPERS Members

For employees hired on or after 01/01/2013 who **ARE NOT** a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency*, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, you will be in the Districts Tier III. The retirement benefit shall be:

2% @ 62; 3 year final compensation

The required employee contribution is 5.75% of reportable compensation, this rate is subject to change.

Note that for those new employees described above, the compensation used to determine final retirement benefits is capped under PEPRA. The cap does not limit compensation but does cap the amount of salary that is used to determine retirement benefits. That cap shall be adjusted annually. Please contact Human Resources for details.

Current CalPERS Members

For employees hired after 1/11/2011 who are **CURRENT MEMBERS** of CalPERS or a reciprocal agency and **HAVE NOT** been separated from service from such agency for six months or more, you will be in the District's Tier II. The retirement benefit shall be:

2% @ 60; 3 year final compensation

The required employee contribution is 6% (effective 1/6/19) of reportable compensation towards the employee share of CalPERS contributions. Employees in Tier II will pick-up an additional 1% each January until employees reach 7%.

*A list of reciprocal agencies can be found in the publication, When You Change Retirement Systems (<http://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf>)