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HUMAN RESOURCES DEPARTMENT

**Outside Budget Cycle  
Augmentations/Reallocations  
Request to Classify Form  
FY 2020-2021**



**Instructions:** Please submit the Request to Classify Form for each new position or reallocation of an existing position to Channelle Ceralde and Irene Espinoza, in the Human Resources Department (HRD). HRD will notify you regarding the status of your request or if additional information is necessary. **Please attach a copy of the current and proposed organizational chart depicting the proposed position. Both organizational charts must reflect current FTE's (filled and vacant).**

Department/Division: Water Resources Agency

Budget Unit Number: 930-8267

Department Contact for Information: Name: Brent Buche

Phone: (831) 901-6703

Select Corresponding Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT):	
<input type="checkbox"/> New Allocation	<b>Leave Unfilled</b>
<input type="checkbox"/> Reallocation, Filled Position	[Insert Current Classification Title]
<input checked="" type="checkbox"/> Reallocation, Vacant Position	Finance Manager II

Estimated % of total time spent on task/duty	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b>
	Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <b><u>Do not</u></b> include verbiage directly from the class specification. <i>(Please note rows will expand to allow for thorough description of task/duty)</i>

20%	<p>Responsible for the overall planning, preparation, monitoring and submission of the Agency's annual budget consisting of 14 funds, including 11 Governmental Funds, 2 Fiduciary Funds and 1 Capital Project Fund while ensuring budget adheres to the corresponding revenue sources, such as property assessments, ad-valorem taxes, hydro-electric fees and water delivery fees among others. The tasks include initial and recurrent meetings with managers to identify needs and make recommendations on final budget figures; overseeing annual update of assessment rolls and providing regular financial reports for boards, executive management and program managers. Tasks also include budgetary presentations to Agency's advisory committees, Agency's Board of Director's and County/Agency Board of Supervisors. Once budget is adopted, the position is responsible for monitoring of budget and providing updates to Agency's advisory committees, Agency's Board of Director's, County's Budget Committee, and Agency's Board of Supervisors. Assures the fiscal year-end closure of the budget. Implements and maintains appropriate financial procedures and controls to ensure compliance with all applicable federal, state, and local laws and regulations relating to the Agency's financial requirements.</p>
15%	<p>Responsible for the Agency's overall financial performance and provide advice and assistance to executive management, program managers and all other staff on all financial and budgetary matters. This includes researching legislation to ensure compliance with state and federal grants laws, rules and regulation, analyzing and preparing reports with potential impact of legislative proposals. It also includes making recommendations on fiscal management goals, objectives, policies, procedures, standards and services to executive management and Agency's advisory committees, Agency Board of Director's and Agency/County Board of Supervisors. Identify and implement cost saving measures including refinancing of existing debts. Forecast financial requirements by assimilating organizational goals and budget requirements. Ensures availability of funds to meet financial obligations.</p>
15%	<p>Responsible for managing and supervising the Agency's finance section while providing training and direction in accounting applications, budget administration and State and Federal laws affecting financial operations. Tasks include development training, planning and organizing staff work, select, evaluate, counsel, and/or recommend discipline and/or performance recognition of staff. Ensure redundancy in critical financial processes to allow for staff vacations, etc.</p>
10%	<p>Responsible for ensuring financial sustainability of the Agency. This includes overseeing and managing a \$160 million Proposition 218 election within the next 12 months. Working with executive management and external consultant(s) to develop an Engineer's Report and develop an outreach campaign to property owners and elected officials to ensure successful passage of the election. Upon completion of the Proposition 218, develop a financial plan to address funding shortages in other benefit zones, which may include additional Proposition 218 measures and/or development of services fees. Performs analysis to evaluate alternative methods for financing large capital improvement projects, such as State Revolving Fund loans, sale of revenue bonds, bank qualified loans, grants, etc. Current projects include Pajaro Project Finance and Governance Committee for the \$400M levee project and the \$140M Interlake Tunnel and Spillway Modification Project financing.</p>

10%	Represent the Agency in public forums including workshops and meetings to present, discuss and provide recommendations related to agency finances and funding needs. Groups presented to include Agency advisory committees, stakeholder groups, local media, Board of Directors and Board of Supervisors. Interact with financial institutions, advisors and others. Represents the Agency to resolve stakeholder assessment conflicts/discrepancies, etc.
5%	Represent the Agency in county, state and federal audits and litigation cases to include coordination with auditors and attorneys, preparation of materials and financial reports in response to audits and depositions, in-person appearances at formal audits, depositions, hearings and trials as subject matter expert on Agency finances, policies and practices.
5%	Responsible for communicating, interpreting and advising on Agency's financial goals, objectives, policies, procedures, standards, programs and services to ensure adherence to funding source requirements, Agency Act, State and Federal laws and regulations.
5%	Responsible for maintaining up-to-date knowledge of public finance and governmental accounting to ensure proper operation of the Agency's finances as this position is solely responsible for overseeing these tasks. Develop 3-yr, 5-yr, 10-yr Financial Plans
5%	Preparation, review and interpretation of financial data and reports used to develop financial strategies, legislative initiatives and monitoring of Agency's budget.
5%	Establish and maintain positive working relationships with internal staff, other county departments, external agencies, vendors, stakeholders, customers and auditors.
5%	Collaborate with executive management team to develop, review and implement policies and procedures for internal control.

**JUSTIFICATION FOR REQUEST:** Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position. Explain why duties cannot be absorbed by another existing position. Describe consequences or ramifications if the position is not approved. *[Please note field(s) will expand to allow space for justification]*

The WRA Finance Manager II has submitted his resignation effective October 24, 2020. The WRA needs to fill this position immediately but has identified duties/tasks that are beyond those outlined in the FM II Job Description. WRA is seeking assistance from HR to better align the actual job with an appropriate Job Title. The previous General Manager (GM) and FMII had worked with HR regarding reclassifying the FM II position to an FM III but were told that that classification was no longer active and outdated. Currently there are FM III positions within the County, but this may not be the correct job classification for WRA needs. I, Brent Buche, WRA GM want to state that I have personally been involved in the selection of the Agency's last two FM II hires and know that it has been very difficult to fill with a qualified applicant. Both previous hires have come from within the County system which has many benefits but also has just as many limitations. That is, WRA is not a County Department, but a Special District established by California legislation that functions entirely differently from the rest of the County regarding funding resources. WRA receives no funding from the General Fund. The majority of WRA funding comes directly from landowner assessments through Zones of Benefit and Ad Valorem taxes. Currently, there are 10 Zones of Benefit, which do not allow the transfer of monies between funds, which, along with other funds, essentially creates 14 separate budgets. This is a challenge for many, including those in the CAO's office, because of the different accounting practices for County Departments and the WRA.

Some examples of the complexities of the WRA budget and functions of this position:

**Monterey County Water Recycling Projects:**

Monterey 1 Water (M1W) operates both the WRA owned Castroville Seawater Intrusion Project (CSIP) and Salinas River Diversion Facility (SRDF) as well as the M1W owned Salinas Valley Reclamation Project SVRP for the WRA. WRA passes through approximately 25% of its annual budget to M1W to pay capital costs, operations and maintenance costs

**Pajaro River Levee System:**

Constructed by the US Army Corps of Engineers in the 1940's and operated in partnership with Santa Cruz County. WRA and Santa Cruz are in the middle of developing a Joint Powers Authority (JPA) for the levee system; implementing and developing a multi-party funding agreement which includes local, state and federal partners.

**Proposition 218 Process:**

The dams owned and operated by the WRA are suffering from deferred maintenance due to lack of funding. Currently, the FM II is the Project Lead on the Engineer's Report for a proposed Proposition 218 measure. He has been working with County Auditor/Controller, Assessor, CAO, County Counsel and Elections to complete the process.

Once this is completed, it is known that other Prop 218 elections will be needed to fund other WRA Zones of Benefit.

**Grant Opportunities:**

The WRA has been fortunate to receive a number of federal and State Grants over the years. This requires in-depth knowledge of policies and procedures at all levels in order to properly budget, track expenditures, and receive reimbursements to fulfill the obligations made.

**1959 San Luis Obispo County Agreement:**

SLO County pays a formula calculated fee for the maintenance at San Antonio Dam in return for water supply from Nacimiento Dam. Annual collaboration from initial budget projections to final invoicing for work performed after scrutiny from SLOCO;

WRA relies on this position to be the highest level of financial review in the WRA, represent the WRA in critical and complex financial matters and to provide recommendations directly to the General Manager.

Were the new duties previously performed by another position(s)?

☒ No      ☐ Yes (If yes, what is/are the job title(s) of the other position(s)?)

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

☒ No      ☐ Yes (If yes, what is/are the job title(s) of the other position(s)?)

Please describe what efforts the Department has made to reapportion duties to existing positions/staff.

The burden to manage the financial needs and demands of the Water Resources Agency have always been placed on the shoulders of the Finance Manager. WRA has provided consultants to assist in specific attributes and provided support by the GM and Deputy GM, however, as a technical-based agency these higher positions are held by engineers and/or scientists and not finance specialist.

Department Head Name: Brent Buche

Department Head Signature:  Date September 30, 2020.

Comments:

Please contact me directly at (831) 901-6703 if you need any additional information or have any questions on the information that I have provided. I look forward to hearing back from HR at the earliest time possible. Thank you, Brent

Departmental HR Analyst Name: Jennifer Datan

Departmental HR Analyst Signature: Jennifer Datan Date: 10/15/2020

Class Recommendation: Finance Manager III Class Code: 20B94

**FOR HRD USE ONLY:**

Approved Class Title: Finance Manager III Class Code: 20B94

HRD Classification Analyst: Channelle Cernide Date: 10/19/20  
Assoc. Personnel Analyst

Distribution of HRD Job Class Determination:

- ☐ CAO Budget Analyst ☐ Rocio Quezada (CAO – Admin. Secretary)  
☐ Departmental HR Analyst