

RESOLUTION 25/26-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAR VALLEY COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE HUMAN RESOURCES ADMINISTRATOR AND PUBLIC WORKS PROJECT MANAGER JOB DESCRIPTIONS AND AMENDING THE EMPLOYEE WAGE SCHEDULE EFFECTIVE SEPTEMBER 11, 2025

Section IV of the District's Employee Manual & Personnel Policies states that all job descriptions will be approved by the Board of Directors and staff identified fifteen classifications without Board-approved job descriptions.

At the regular Board of Directors meeting on August 14, 2025, the Board of Directors amended a corrected Wage Schedule effective July 1, 2025, removing classifications without adopted job descriptions.

As the District's designated Personnel Officer, the General Manager has prepared the Human Resources Administrator and Public Works Project Manager job descriptions for the Board of Directors' approval and adoption.

California Government Code section 570.5 requires that public agencies have a publicly available pay schedule that meets the established requirements and adoption by the Board of Directors.

The Board of Directors of the Bear Valley Community Services District resolves that:

1. The job descriptions for the Human Resources Administrator and Public Works Project Manager are approved; and
2. The Employee Wage Schedule attached to this as Exhibit A replaces the Wage Schedule approved on August 14, 2025, and is effective as of September 11, 2025.

PASSED, APPROVED AND ADOPTED on September 11, 2025, by the following vote:

AYES:	Lewis, Tabor, Hernandez, Paparella, Frevort
NOES:	None
ABSENT:	None
ABSTAIN:	None



Geva Frevort, President
Bear Valley Community Services District

ATTEST:

I hereby certify that the above Resolution No. 25/26-08 was duly introduced, read, and adopted by the District at a regularly noticed meeting held on September 11, 2025.



Denise Jelleschitz,
Secretary of the Board of Directors



Bear Valley Community Services District
Full-Time Bi-Weekly Wage Schedule
Effective September 11, 2025

Classification	Scale	A	B	C	D	E	F
Gate Pass Coordinator	1	1,537.97	1,614.87	1,695.62	1,780.40	1,869.42	1,962.89
Maintenance Worker I	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Office Assistant	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Wastewater Operator-in-Training (a)	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Water Operator-in-Training (a)	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Reserve Officer	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Administrative Assistant I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Billing Clerk	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Admin Office Lead (b)	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Maintenance Worker II	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Wastewater Operator I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Water Operator I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Police Technician (a)	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.08	3,271.88
Accounting Clerk (c)	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Administrative Assistant II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Billing Clerk II (c)	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Information Tech Systems Admin	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Maintenance Worker III	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Wastewater Operator II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Water Operator II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Police Officer I	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Heavy Equipment Operator (a)	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Administrative Assistant III	5	2,826.63	2,967.97	3,116.36	3,272.18	3,435.79	3,607.58
Roads Crew Lead	5	2,826.63	2,967.97	3,116.36	3,272.18	3,435.79	3,607.58
Wastewater Operator III	5	2,826.63	2,967.97	3,116.36	3,272.18	3,435.79	3,607.58
Water Operator III	5	2,826.63	2,967.97	3,116.36	3,272.18	3,435.79	3,607.58
Police Officer II	5	2,826.63	2,967.97	3,116.36	3,272.18	3,435.79	3,607.58
Administrative Specialist I	6	2,968.08	3,116.49	3,272.31	3,435.93	3,607.73	3,788.11
Communications Specialist	6	2,968.08	3,116.49	3,272.31	3,435.93	3,607.73	3,788.11
Wastewater Operator IV	6	2,968.08	3,116.49	3,272.31	3,435.93	3,607.73	3,788.11
Water Operator IV	6	2,968.08	3,116.49	3,272.31	3,435.93	3,607.73	3,788.11
Police Officer III	6	2,968.08	3,116.49	3,272.31	3,435.93	3,607.73	3,788.11
Wastewater Operator V	7	3,116.16	3,271.97	3,435.56	3,607.34	3,787.71	3,977.09
Water Operator V	7	3,116.16	3,271.97	3,435.56	3,607.34	3,787.71	3,977.09
Sr. Water Operator (b)	7	3,116.16	3,271.97	3,435.56	3,607.34	3,787.71	3,977.09
Sr. Wastewater Operator (b)	7	3,116.16	3,271.97	3,435.56	3,607.34	3,787.71	3,977.09
Administrative Specialist II (c)	7	3,116.16	3,271.97	3,435.56	3,607.34	3,787.71	3,977.09
Accountant I	7	3,116.16	3,271.97	3,435.56	3,607.34	3,787.71	3,977.09
Sr. Police Officer (b)	7	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Accountant II	8	3,428.39	3,599.81	3,779.80	3,968.79	4,167.23	4,375.59
Administrative Supervisor	8	3,428.39	3,599.81	3,779.80	3,968.79	4,167.23	4,375.59
General Services Supervisor	9	3,770.90	3,959.44	4,157.41	4,365.28	4,583.55	4,812.73

Bear Valley Community Services District
Full-Time Bi-Weekly Wage Schedule
Effective September 11, 2025

Classification	Scale	A	B	C	D	E	F
Roads Supervisor	9	3,770.90	3,959.44	4,157.41	4,365.28	4,583.55	4,812.73
Wastewater Supervisor	9	3,770.90	3,959.44	4,157.41	4,365.28	4,583.55	4,812.73
Water Supervisor	9	3,770.90	3,959.44	4,157.41	4,365.28	4,583.55	4,812.73
Accountant III	9	3,770.90	3,959.44	4,157.41	4,365.28	4,583.55	4,812.73
Assistant to the General Manager	9	3,770.90	3,959.44	4,157.41	4,365.28	4,583.55	4,812.73
Finance Manager	10	3,959.65	4,157.64	4,365.52	4,583.79	4,812.98	5,053.63
Sergeant	10	3,959.65	4,157.64	4,365.52	4,583.79	4,812.98	5,053.63
Human Resources Administrator	10	3,959.65	4,157.64	4,365.52	4,583.79	4,812.98	5,053.63
Public Works Project Manager	10	3,959.65	4,157.64	4,365.52	4,583.79	4,812.98	5,053.63
Administrative Services Director	12	5,691.59	5,976.17	6,274.98	6,588.73	6,918.16	7,264.07
Finance Director	12	5,691.59	5,976.17	6,274.98	6,588.73	6,918.16	7,264.07
Public Works Director	12	5,691.59	5,976.17	6,274.98	6,588.73	6,918.16	7,264.07
Chief of Police (Contract)							6,313.85
Assistant General Manager	13	6,545.02	6,872.27	7,215.88	7,576.68	7,955.51	8,353.29
General Manager (Contract)							8,461.54

- (a) No adopted job description; need to create
- (b) No adopted job description; need to remove (no incumbent)
- (c) No adopted job description; need to remove (occupied)

Bear Valley Community Services District
Part-Time Hourly Wage Schedule
Effective July 1, 2025

Classification	Scale	A	B	C	D	E	F
Clerk	1	19.23	20.19	21.20	22.26	23.37	24.54
Gate Pass Coordinator	1	19.23	20.19	21.20	22.26	23.37	24.54
Intern	2	20.19	21.20	22.26	23.38	24.54	25.77
Laborer	2	20.19	21.20	22.26	23.38	24.54	25.77
Bookkeeper	3	23.93	25.13	26.39	27.71	29.09	30.55
Customer Service Specialist	3	23.93	25.13	26.39	27.71	29.09	30.55
Office Assistant	3	23.93	25.13	26.39	27.71	29.09	30.55
Police Technician	3	23.93	25.13	26.39	27.71	29.09	30.55
Wastewater Operator-In-Training	3	23.93	25.13	26.39	27.71	29.09	30.55
Water Operator-in-Training	3	23.93	25.13	26.39	27.71	29.09	30.55
Billing Clerk	4	31.10	32.65	34.29	36.00	37.80	39.69
Police Officer I	5	35.99	37.79	39.68	41.66	43.74	45.93
Police Officer II	6	37.79	39.68	41.67	43.75	45.94	48.23
Police Officer III	7	39.68	41.66	43.74	45.93	48.23	50.64