BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

CALL OF SPECIAL MEETING
NOTICE AND AGENDA
SPECIAL MEETING OF THE PERSONNEL COMMITTEE

This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq.

Tuesday, September 22, 2026 - 4:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

TELECONFERENCE NOTICE
The BCVWD Personnel Committee members will attend in person at the BCVWD Administrative Office

This meeting is available to the public via Zoom teleconference
To access the Zoom conference, use the link below:
https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRSUmJLeTBCZVpnUGRmdz09

***To telephone in, please dial: (*669) 900-9128**
***Enter Meeting ID:* 857 9206 8838 · *Enter Passcode*: 457586**

*For Public Comment, use the **"Raise Hand"** feature if on the video call when prompted. If dialing in, please **dial *9 to "Raise Hand"** when prompted*

Meeting materials will be available on the BCVWD's website:
https://bcvwd.gov/document-category/personnel-committee-agendas/

PERSONNEL COMMITTEE SPECIAL MEETING – SEPTEMBER 22 2026

Call to Order: Chair Covington

Roll Call

	John Covington, Chair			**Andy Ramirez (alternate)**
	Lona Williams			

Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted. If you are present in the Conference Room, please fill out a Request to Speak card and deliver it to the Recording Secretary.

At this time, any person may address the Committee on matters within its jurisdiction. However, state law prohibits the Committee from discussing or taking action on any item not listed on the agenda. Any non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting.

Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a unanimous vote of the legislative body members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
   a. Item(s) to be removed or continued from the Agenda
   b. Emergency Item(s) to be added to the Agenda
   c. Changes to the order of the Agenda

ACTION ITEMS

2. **Acceptance of Personnel Committee Meeting minutes**
   Minutes may be accepted by consensus
   a. August 18, 2026 Regular Meeting (pages 4 - 7)

3. **Report / Update from BCVWD Employees Association** (no staff report)

Association Representatives		
Justin Petruescu	Luis Lomeli	Ericka Enriquez

4. **Comments / Reports / Updates from BCVWD Unrepresented Employees**
   No staff report. Individual exempt employees are invited to provide comments at this time

5. **Human Resources Report for August 2026** (pages 8 - 9)

6. **Review of 2027 Authorized Positions and Organizational Chart** (pages 10 - 20)

7. **California Assembly Bill 2561 – Annual Public Hearing Requirement on Job Vacancies, Recruitment, and Retention** (pages 21 - 23)

8. **Action List for Future Meetings**

9. **Next Meeting Date: October 20, 2026**

10. **Adjournment**

NOTICES

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Personnel Committee in connection with a matter subject to discussion or consideration at a meeting of the Personnel Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time or within 24 hours' time as they are distributed to all or a majority of the Board of Directors, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available in the Board Room at the District Office. Materials may also be available on the District's website: www.bcvwd.gov.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Agenda may be made up to 24 hours before the special Personnel Committee Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District Office, located at 560 Magnolia Avenue, Beaumont, California, up to 24 hours prior to the special Personnel Committee Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with Government Code §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. The District Office may be contacted by telephone at (951) 845-9581, email at info@bcvwd.gov or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING: A copy of the foregoing notice was posted near the regular meeting place of the Personnel Committee of the Beaumont-Cherry Valley Water District and to its website at least 24 hours in advance of the meeting (Government Code §54954.2(a)).

Item 2

BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, August 18, 2026, at 4:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 4:55 p.m.

ROLL CALL

Directors present:	John Covington, Lona Williams
Directors absent:	None
Staff present:	General Manager Dan Jaggers Director of Information Technology and Cybersecurity Robert Rasha Jr. Director of Finance and Administration Sylvia Molina Human Resources and Risk Manager Ren Berioso Management Analyst II Erica Gonzales Executive Assistant Lynda Kerney
BCVWD Employee Association reps:	Ericka Enriquez, Luis Lomeli
Members of the Public:	None

PUBLIC COMMENT: None.

1. **Adjustments to the Agenda:** None.

2. **Acceptance of Personnel Committee Meeting minutes**
   a. July 21, 2026 Regular Meeting

   The Committee accepted the meeting minutes by the following vote:

MOVED: Covington	SECONDED: Williams	APPROVED
AYES:	Covington, Williams	
NOES:	None.	

3. **Report / Update from BCVWD Employees Association:** Luis Lomeli reported that the group has a negotiations meeting scheduled with the General Manager on Aug. 19.

4. **Report / Update from BCVWD Exempt Employees:** None.

5. **Human Resources Report**
   Human Resources and Risk Manager Ren Berioso presented highlights of the July 2026 report:
   - Currently 46 employees
   - Notable anniversaries including Robert Rasha Jr. (12 years)

- A Water Utility Worker I position has been opened
- Turnover Rates:
  - July 2026 monthly turnover: 2.17% (one separation)
  - YTD turnover rate: 8.42% (Lower than in 2025)

Committee members acknowledged the anniversary milestones.

6. Ten-Year Historical Analysis of CalPERS Health Premium Trends (2018–2027)

Mr. Berioso presented the 10-year historical analysis of CalPERS health premiums requested by the Committee at its July meeting. The analysis used family premium rates because most District employees have family coverage. He reported that rates fluctuated between 2017 and 2023, including decreases in some plans, but generally increased from 2024 through the published 2027 rates. Although premium costs continue to rise, the year-over-year percentage increases have fluctuated rather than increased progressively.

The Committee and staff discussed the distinction between annual percentage changes and the cumulative increase in actual premium costs. General Manager Dan Jaggers calculated that most plans are approximately 1.7 to 1.8 times their 2017 cost, and Chair Covington noted that several premiums have nearly doubled over the 10-year period. Staff noted that most District employees are enrolled in Kaiser Permanente or Blue Shield Access+ HMO, which remain among the more moderately priced options. Mr. Jaggers also observed that health insurance costs have increased substantially faster than general inflation over the period discussed.

Director Williams asked whether regulatory changes or other factors may have contributed to the higher premium increases beginning around 2024. Berioso indicated he would research the question and report back. Chair Covington suggested that the historical analysis should ultimately be presented to the full Board when appropriately timed with a related agenda item.

7. Dental Benefits Survey Results

Mr. Berioso presented the results of the follow-up dental benefits survey requested by the Committee at its July meeting. He reported that 43 of 45 employees responded, with 17 enrolled in the Ameritas PPO, 14 in the Liberty HMO, and 12 not enrolled in a District dental plan. Overall satisfaction differed significantly by plan, with 33 percent of PPO participants and 67 percent of HMO participants reporting satisfaction. Employee concerns centered on premium costs, out-of-pocket expenses, coverage limitations, and the value received for the cost of coverage.

The Liberty HMO generally received favorable employee feedback, with employees indicating a preference to retain the plan while identifying additional coverage for major services as a desired improvement. The Ameritas PPO received substantially less favorable feedback, with employees expressing interest in alternative carriers, particularly Guardian. Employees who declined District dental coverage cited alternative coverage through a spouse or other source, cost, and available plans not meeting their needs.

Berioso reviewed alternative PPO options obtained through the District's benefits broker, Keenan, including Guardian plans with different annual maximums, premiums, provider networks, and benefit provisions. The Committee discussed the relative value of the alternatives. Mr. Berioso explained that, according to Keenan, the District may offer only one PPO and one HMO dental plan because competing dental plans of the same type cannot be offered within a single agency, although the District is not limited to its current carriers. Dental premiums are employee paid.

General Manager Jaggers suggested that, because employees bear the cost of the benefit, they should be provided the available alternatives and allowed to indicate their preferred plan. Chair

Covington agreed, expressing support for giving employees the greatest opportunity to select coverage that meets their needs. Director Williams similarly supported an option that would provide the greatest employee satisfaction. The Committee supported staff continuing to evaluate available dental coverage and obtaining employee input regarding the preferred option.

8. Annual Employee Engagement Results and Acknowledgment of 2025 Great Place to Work Certification

Mr. Berioso presented the results of the 2026 Annual Employee Engagement Survey conducted through Great Place to Work. He reported that the District earned Great Place to Work certification for the sixth consecutive year, exceeding the 70 percent threshold required for certification. Thirty-eight of 44 eligible employees participated, for an 86 percent response rate. The District's overall employee engagement score was 75 percent, compared with 88 percent in 2025, and the overall Great Place to Work statement score was also 75 percent, compared with 95 percent the prior year. Berioso noted that the 2026 results were among the District's lower scores during the survey period, although not as low as 2022.

Staff discussed factors that may influence year-to-year results. Berioso noted that both 2022 and 2026 coincided with MOU negotiations. Mr. Jaggers observed that employee perceptions may be heightened during bargaining years because employees are actively evaluating compensation, benefits, working conditions, and practices at comparable employers. He also noted that the District's higher 2025 results followed a salary survey and associated salary adjustments. Mr. Jaggers characterized the results as cyclical and said that, while he prefers engagement scores above 80 percent, the historical data provides context for understanding the current results. Chair Covington confirmed that the survey is administered during the same period each year.

Mr. Berioso reviewed the District's strongest areas, including meaningful work, work-life balance, accountability, job stability, and work flexibility, several of which compared favorably with benchmarks for highly rated small and medium workplaces. Areas identified for improvement included leadership fairness, work motivation and engagement, facilities and equipment, career advancement, and compensation and benefits. He noted that a substantial portion of responses in several lower-scoring categories were neutral rather than negative, presenting an opportunity to improve. Compensation and benefits received a 46 percent positive response, with approximately 30 percent of respondents neutral.

Director Williams observed that employee perceptions of compensation may also be affected by the current economy and the reduced purchasing power of employees' earnings. Chair Covington agreed, and the Committee discussed the increasing cost of everyday necessities and its effect on how employees may perceive their compensation regardless of nominal wage levels. Mr. Berioso noted that the survey results suggested employees may distinguish between satisfaction with benefits and satisfaction with pay.

Mr. Berioso advised that employee comments received with the survey were generally negative this year. Mr. Jaggers acknowledged that internal organizational matters may have contributed to some of the comments and results. Chair Covington characterized the survey information as useful and recognized that various circumstances can influence employee responses. He emphasized the importance of continuing the annual survey so employees have an opportunity to be heard, while allowing the District to identify and respond to areas of concern.

Chair Covington indicated support for continuing the survey each July and presenting the Great Place to Work recognition to the full Board. The Committee was asked to receive and file the survey results and forward acknowledgment of the certification to the Board.

The Committee received and filed the report and recommended the 2025 Great Place to Work Certification to be presented to the next regular Board meeting by the following vote:

MOVED: Covington	SECONDED: Williams	APPROVED
AYES:	Covington, Williams	
NOES:	None.	

9. Policies and Procedures Manual Updates / Revisions

Mr. Berioso characterized the proposed revisions as policy housekeeping intended to modernize the language and maintain alignment with current labor law, with no major substantive changes. Because applicable laws change over time, the revised policies generally reference governing law rather than incorporating extensive statutory language.

a. Policy 3095 – Pregnancy Disability Leave
Director Williams asked for clarification regarding the proposed language providing for an interactive process when an employee remains disabled after exhausting Pregnancy Disability Leave. Mr. Berioso explained that Human Resources would engage with the employee to understand and document the circumstances supporting a potential extension or accommodation. Director Williams confirmed her understanding that this process could apply when a physician determines that an employee must remain off work beyond the prescribed leave period.

The Committee recommended Policy 3095 to be presented to the Board for consideration by the following vote:

MOVED: Williams	SECONDED: Covington	APPROVED
AYES:	Covington, Williams	
NOES:	None.	

b. Policy 3096 – Lactation Accommodation
Berioso reported that the proposed revisions to Policy 3096 update and modernize the language to maintain consistency with applicable law.

The Committee recommended Policy 3096 to be presented to the Board for consideration by the following vote:

MOVED: Williams	SECONDED: Covington	APPROVED
AYES:	Covington, Williams	
NOES:	None.	

10. Action List for Future Meetings

- Employee Association topics
- Employee Group 2027 Memorandum of Understanding
- Track / present policies that have been returned for further revision (Covington)

11. Next Meeting Date: September 22, 2026

The Committee postponed the Regular Meeting of Sept. 15 due to lack of quorum

ADJOURNMENT: *5:54 p.m.*

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John Covington, Chairman
to the Personnel Committee of the Beaumont-Cherry Valley Water District

Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 22, 2026

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: **Human Resources Report for August 2026**

Table 1: Personnel

The table below represents the District's current Workforce.
As of August 31, 2026

Total Current Employees (Excluding Board Members)	45
Full-Time Employees	44
Part-Time	1
Temporary	0
Interns	0
Separations	0
Retired Employee(s)	0

Table 2: New Hires

The table below represents newly hired employees.
As of August 31, 2026

Employee Name	Job Title	Division	Department
None			

Table 3: Anniversaries*

The table below represents BCVWD employee anniversaries.
As of August 31, 2026

Employee Name	Department	Years of Service
Joshua Rogers	Operations	4 years
Melissa Rodriguez-Elizondo	Finance and Administration	2 years

**Work Anniversaries for the purposes of this report are calculated from the hire date and do not determine employment conditions or terms. This report does not include elected officials.*

Table 4: Promotions or Division/Title Change

The table below represents promotions or Division/Title Changes.
As of August 31, 2026

Employee Name	Former Title	Changed to
None		

Table 5: Recruitment

The table below represents active/closed recruitment(s).
As of August 31, 2026

Position	Department	Update
Water Utility Worker I	Operations	Position opened: 7/15/2026 Position closed: 7/30/2026 Interviews on-going
Maintenance Technician I	Operations	Position opened: 8/4/2026 Position closed: 8/21/2026 Interviews on-going

Tables 6 to 7: Separation/Retirement

Table 6 below represents employees separating from BCVWD.
As of August 31, 2026

Employee Name	Position Held	Department	Last Day
None			

Table 7 below represents the monthly and year-to-date Turnover Rate comparing 2025 and 2026
As of August 31, 2026

Turnover Rate as of August 31, 2026	0%	0 Separation for this month
2026 Turnover Rate Year-to-Date	8.42%	4 Separations as of August 31, 2026
Turnover Rate as of August 31, 2025	0%	0 Separation for this month
2025 Turnover Rate Year-to-Date	8.25%	4 Separations as of August 31, 2025

Table 9: Communications

The table below represents HR communications to BCVWD employees.
As of August 31, 2026

Communication	Topic
2026 Annual Employee Benefits Fair	Benefits
Required Dental Benefits Survey	Survey
Required Fire Extinguisher Drill – Live Fire Simulation on August 13	Training
457(b) Retirement Savings Education Session	Training
New Voluntary Employee-Paid Pet Insurance Benefit Through Nationwide	Benefits

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

Beaumont-Cherry Valley Water District
Personnel Committee
September 22, 2026

Item 6

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: **Review of 2027 Authorized Positions and Organizational Chart**

Staff Recommendation

Direct staff as desired.

Executive Summary

As part of developing the proposed 2027 Operating Budget, which includes anticipated personnel adjustments, staff is presenting proposed classification and organizational changes intended to enhance operational efficiency, regulatory compliance, succession planning, and long-term workforce sustainability. Staff is also presenting the recommended authorized positions/classifications for fiscal year 2027 and the updated 2027 Organizational Chart. The proposed authorized positions/classifications represent positions approved within the District's organizational structure and do not reflect the actual number of District employees or filled positions.

Background

Each year, prior to presentation of the proposed Operating Budget effective January 1, staff presents to the Personnel Committee recommended personnel adjustments and position requests that may result in updates to the District's organizational chart. These requests originate from Department Heads and undergo a review process led by the General Manager, in consultation with the Human Resources and Risk Manager for workforce planning, job analysis, and compensation evaluation, and the Director of Finance and Administration for budgetary oversight. This collaborative process helps ensure proposed staffing changes align with the District's operational objectives, fiscal responsibility, and long-term workforce needs.

The proposed changes for 2027 include position reclassifications, establishment and funding of classifications, organizational realignments, and succession planning initiatives. Recommended adjustments will be incorporated into the proposed 2027 Operating Budget for subsequent review and approval by the Board of Directors.

Discussion

Department of Operations

1. ***Reclassification Request: Senior Water Utility Worker → Senior Field Customer Service Representative / Meter Reading***

The Department is requesting that two *Senior Water Utility Worker* positions be reclassified as *Senior Field Customer Service Representative / Meter Reading*. These positions primarily perform specialized field customer service duties, including field service, meter investigations, service orders, customer account support, and related operational functions. Reclassification will better reflect the work performed, clarify roles and expectations, and support recruitment, training, employee development, succession planning, and operational continuity.

Accurate classifications and job descriptions also support the District's risk and safety management efforts, as ACWA JPIA may reference job descriptions when reviewing workplace injuries or claims, while Cal/OSHA may review assigned duties, qualifications, and an employee's level of expertise during workplace inspections. Comparable agencies, including East Valley Water District, Desert Water Agency, Hi-Desert Water District, Cucamonga Valley Water District, City of Banning, and City of Redlands, maintain similar positions, demonstrating alignment with industry practices.

Fiscal Impact
There is no fiscal impact associated with the proposed reclassification. Based on the compensation study conducted by HR staff, the Senior Field Customer Service Representative / Meter Reading classification will utilize the same salary range as the existing Senior Water Utility Worker classification; therefore, no increase in employee compensation is anticipated.

2. ***Reclassification Request: Water Utility Worker II → Underground Water Utility Locator***

The Department is requesting that one *Water Utility Worker II* position be reclassified as *Underground Water Utility Locator*. Of the District's four Water Utility Worker II positions, three perform the full range of classification duties, while one incumbent has primarily performed underground utility locating for more than ten years. Although utility locating is included within the existing classification, performing this specialized function full-time warrants a dedicated classification that more accurately reflects the work performed.

The reclassification also supports risk and safety management by providing a job description that accurately identifies assigned duties, qualifications, and expertise. Establishing the classification further supports succession planning and the transfer of specialized institutional knowledge as the incumbent approaches retirement eligibility, while recognizing underground utility locating as a specialized operational function.

Fiscal Impact
There is no fiscal impact associated with the proposed reclassification. Based on the compensation study conducted by HR staff, the Underground Water Utility Locator classification will utilize the same salary range as the existing Water Utility Worker II classification; therefore, no increase in employee compensation is anticipated.

3. ***New Position Request: Backflow Tester***

The Department is requesting establishment of a new *Backflow Tester* classification within the Cross-Connection, Non-Potable Water Division. Compliance with California's Cross-Connection Control Policy Handbook has significantly expanded the Division's workload, including approximately 40 hazard assessments per week, creating a need for dedicated staff to perform specialized backflow prevention and cross-connection control functions. The position will provide additional resources to support regulatory compliance, workload management, operational continuity, and protection of the District's potable water system.

Fiscal Impact
Based on the compensation study conducted by HR staff, the proposed Backflow Tester salary range aligns with the existing Production Operator I salary range. As this represents a new funded position, the estimated fully burdened annual cost at Step 1, including salary and fringe benefits, is approximately $143,558.46 based on 2026 rates. This amount is subject to adjustment for the 2027 COLA and successor MOU. The comparable-agency median for Production Operator I is approximately $173,429.60, placing the District's proposed salary range approximately 18% below the comparable-agency median.

4. ***Request for Maintenance Division Organizational Realignment***

The Department is requesting an organizational realignment to establish Maintenance as a separate division, independent from the established Maintenance and General Plant Division in the budget structure. Though under the Maintenance and General Plant division, the *Maintenance Technician I and II* classifications are reporting to the Water Production Supervisor; however, oversight of Maintenance operations and management of its division budget are performed by the Director of Operations.

Establishing Maintenance as a separate division will align the organizational chart with the District's existing operational structure, provide clearer accountability and reporting relationships, and more accurately reflect how the function is currently managed

Fiscal Impact
There is no fiscal impact associated with the proposed organizational realignment. The change involves the creation of a separate General Ledger (GL) code for the Maintenance division in the operating budget, and the reporting structure within the organizational chart. This does not add positions, modify salary ranges, or result in additional personnel costs.

Department of Engineering

1. ***New Position Request: Associate Civil Engineer II***

The Engineering Department is requesting funding for the *Associate Civil Engineer II* classification as part of its succession planning and workforce development efforts. The position provides a career progression opportunity for existing engineering staff and supports retention in a classification that has historically been difficult to recruit due to the specialized education, experience, and technical qualifications required. Funding the position will help preserve institutional and project knowledge, develop existing talent, and strengthen continuity as employees assume increasingly complex engineering responsibilities.

Fiscal Impact
The Associate Civil Engineer II classification and salary range are already included in the District's Salary Schedule based on the most recent compensation study. If the current Associate Civil Engineer I incumbent, who is at Step 5, is promoted to Associate Civil Engineer II at Step 4, the estimated annual fiscal impact is approximately $11,257 in additional fully burdened costs, based on the 2026 rates.

Human Resources and Risk Management

1. ***Establishment of Human Resources and Risk Management Department***

The Human Resources and Risk Management Division is requesting establishment as a stand-alone department with its own cost center within the District's operating budget structure. Over the past three years, the function has evolved from administrative support into an enterprise-wide function responsible for labor and employee relations, workplace investigations, risk management, safety, legal compliance, policy development, organizational development, and strategic workforce and succession planning.

The incumbent already performs as the de facto department head and reports directly to the General Manager. Establishing the department would formalize the existing operational structure while providing independent budget accountability, clearer resource allocation, organizational neutrality, and recognition of the function's District-wide responsibilities.

Fiscal Impact
There is no fiscal impact associated with establishing Human Resources and Risk Management as a stand-alone department. The proposal creates a new General Ledger (GL) code within the operating budget structure. This does not add personnel, change compensation, or alter the incumbent's existing reporting relationship to the General Manager. The change formalizes the existing organizational structure and provides for separate budgetary accountability.

General Administration

1. ***Assistant General Manager***

The District is proposing to restore the *Assistant General Manager* classification to the organizational chart as part of its long-term succession planning and leadership continuity efforts. Reestablishing the position provides a defined executive-level succession pathway, supports the development and transfer of institutional knowledge, and strengthens continuity of District operations in preparation for future leadership transitions. The position would also provide additional executive capacity to support the General Manager with District-wide operations, strategic initiatives, and organizational priorities.

Fiscal Impact
There is no immediate fiscal impact associated with restoring the Assistant General Manager classification to the organizational chart, as the position is not proposed to be funded or filled as part of this action. The position was included as part of the District's most recent rate study planning to evaluate potential future funding needs. Any future funding, appointment, and associated compensation would be addressed through the applicable budget and Board approval process.

2027 Authorized Positions and Organizational Chart

The Organizational Chart has been updated to reflect the proposed changes described above. The revised chart is provided as Attachment 1 (Redlined) and Attachment 3 (Clean) for review.

Table A provides the proposed authorized positions/classifications for fiscal year 2027 that will be incorporated into the personnel section of the 2027 Operating Budget.

Table A – Proposed 2027 Authorized Positions/Classifications

Department (order is based from the budget structure)	**Division** (order is based from the budget structure)	**2027 Proposed Authorized Positions/ Classifications**	**2026 Approved Position Count**	**2027 Proposed Position Count**	**Current Staffing Count**
Engineering		Director of Engineering	1	1	1
		Administrative Clerk (25%)	.25	.25	.25
	Engineering	Senior Civil Engineer	NB	NB	0
		Associate Civil Engineer II	*NB*	*1*	*0*
		Associate Civil Engineer I / Engineering Assistant (Flex)	*1*	*1*	*1*
		~~Engineering Assistant~~	*1*	*-*	*0*
		District Engineer (PT)	.5 (2)	.5 (2)	.5
		Development Services Technician	1	1	1
		Intern	.5	.5	0
Human Resources and Risk Management		Human Resources and Risk Manager	1	1	1
		Human Resources Coordinator	NB	NB	0
Finance and Administration		General Manager	1	1	1
		Assistant General Manager	*-*	*NB*	*0*
		Executive Assistant (FT)	1	1	1
		Executive Assistant (PT)	.5	.5	0
		Administrative Assistant	1	1	1
		Director of Finance and Administration	1	1	1

Department (order is based from the budget structure)	**Division** (order is based from the budget structure)	**2027 Proposed Authorized Positions/ Classifications**	**2026 Approved Position Count**	**2027 Proposed Position Count**	**Current Staffing Count**
	Finance and Accounting	Finance Manager	1	1	1
		Senior Management Analyst	NB	NB	0
		Management Analyst II	2	2	2
		Management Analyst I	1	1	1
		Accounting Technician	NB	NB	0
	Customer Service and Utility Billing	Customer Service and Utility Billing Manager	1	1	1
		Senior Customer Service Representative	NB	NB	0
		Customer Service Representative II	2	2	1
		Customer Service Representative I	2	2	*3*[(1)]
Information Technology and Cybersecurity		Director of Information Technology and Cybersecurity	1	1	1
Operations		Director of Operations	1	1	1
		Administrative Clerk (75%)	.75	.75	.75
	Source of Supply	Water Production Supervisor	1	1	1
		Water Production Operator II	3	3	3
		Water Production Operator I	1	1	1
	Cross Connection / Non-Potable Water	Cross Connection / Non-Potable Water Supervisor	1	1	1
		Backflow Tester	*-*	*1*	*0*

Department (order is based from the budget structure)	Division (order is based from the budget structure)	2027 Proposed Authorized Positions/ Classifications	2026 Approved Position Count	2027 Proposed Position Count	Current Staffing Count
	Transmission and Distribution	Water Utility Superintendent	1	1	1
		Water Utility Supervisor	1	1	1
		Senior Water Utility Worker	3	*3*	3
		Water Utility Worker II	4	*3*	3
		Underground Water Utility Locator	*-*	*1*	*1*
		Water Utility Worker I	7	7	5
	Customer Service and Meter Reading	*Senior Field Customer Service Representative / Meter Reading*	*2*	*2*	*2*
	Maintenance	Maintenance Technician II	1	1	1
		Maintenance Technician I	1	1	1
	TOTAL	**41 Proposed Positions /Classifications**	**48**	**50**	**44.5**

**Red Font* Signifies the changes in the Proposed Authorized Positions / Classifications.*
**NB means Non-Budgeted, but still appears in the organizational chart*
(1) Level 2 position underfilled by Level 1 position to allow for additional training of staff. Level 2 responsibilities split between current Level 2 and management until position is filled, potentially mid-2027.

Overall Fiscal Impact

Based on 2026 salary and benefit rates, the proposed organizational changes are estimated to result in the following fiscal impacts:

- **Backflow Tester:** New funded position with an estimated fully burdened annual cost of approximately $143,558.46 at Step 1 (as of FY 2026), subject to adjustment for 2027 salary and benefit rates.
- **Associate Civil Engineer II:** Funding the classification is estimated to result in approximately $9,672 in additional annual salary costs as of FY 2026, if the current Associate Civil Engineer I incumbent is promoted from Step 5 to Step 4 of the Associate Civil Engineer II salary range.

The remaining proposed organizational changes are not anticipated to have a direct fiscal impact at this time, including the two Operations reclassifications; establishment of Maintenance as a separate division with a new General Ledger (GL) code; establishment of Human Resources and Risk Management as a stand-alone department and a new General Ledger (GL) code; and restoration of the unfunded Assistant General Manager classification to the organizational chart.

All applicable personnel costs will be incorporated into the proposed 2027 Operating Budget for Board review and consideration.
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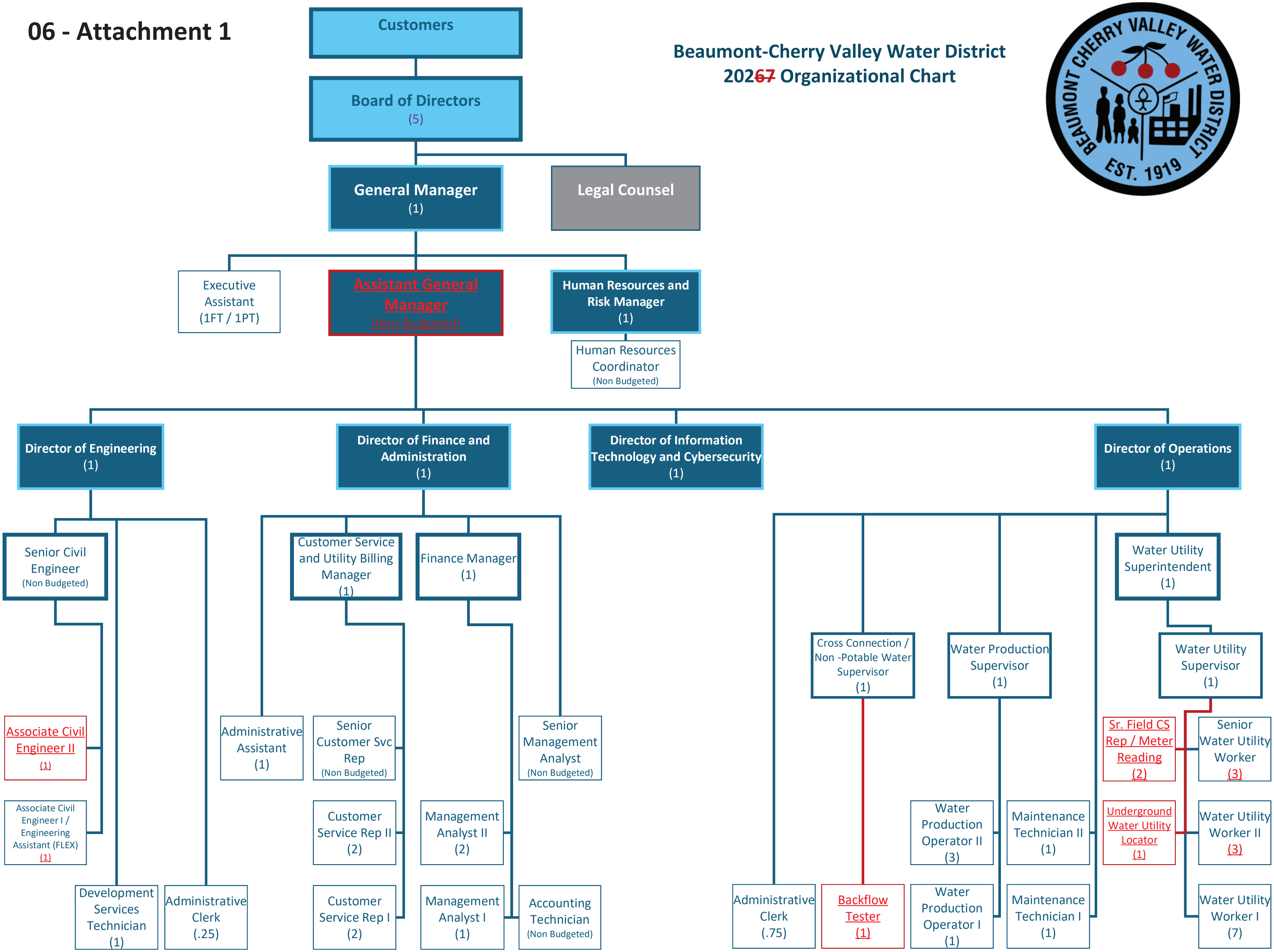
Attachments

1. 2027 Proposed Organizational Chart - Redlined
2. 2027 Proposed Organizational Chart - Side-by-Side
3. 2027 Proposed Organizational Chart - Clean

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

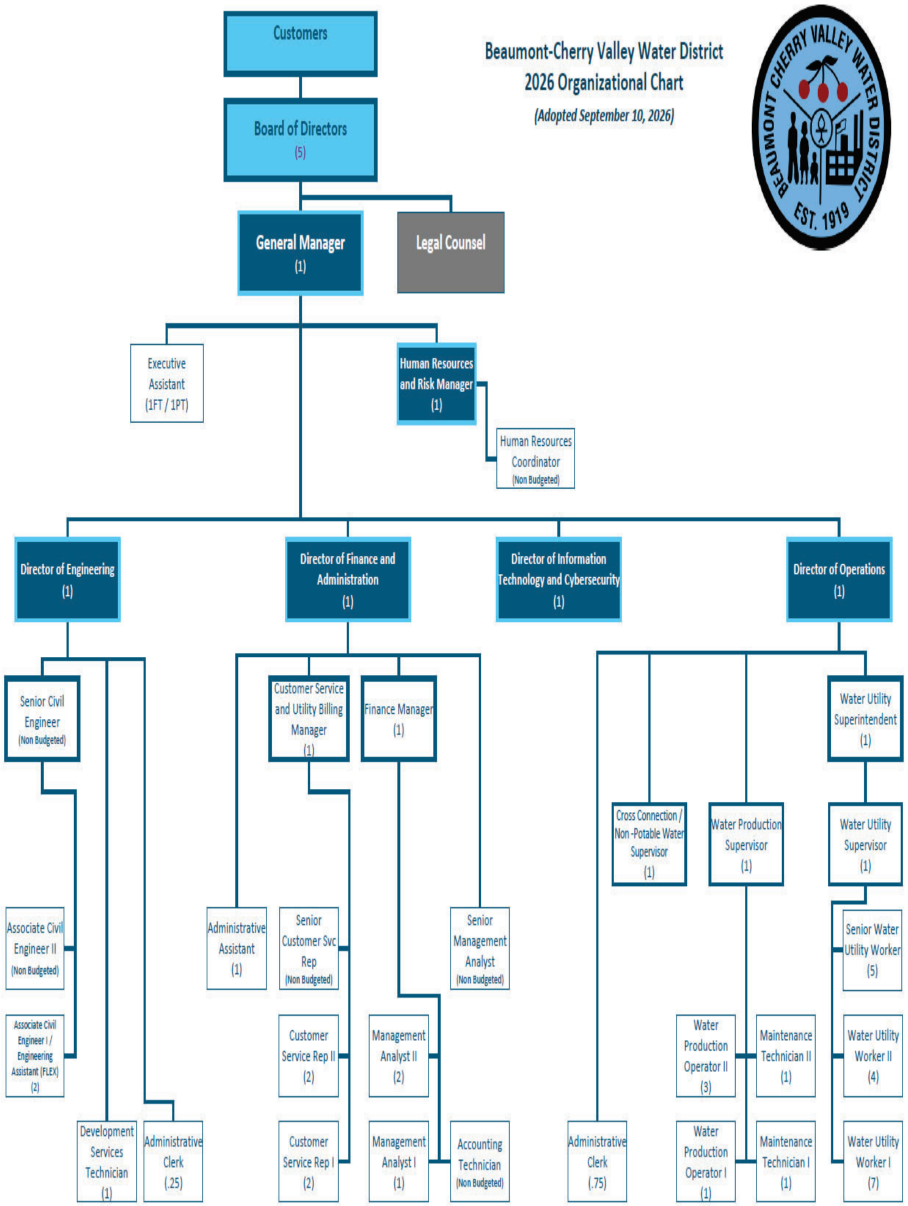
06 - Attachment 1

Beaumont-Cherry Valley Water District
202~~6~~7 Organizational Chart

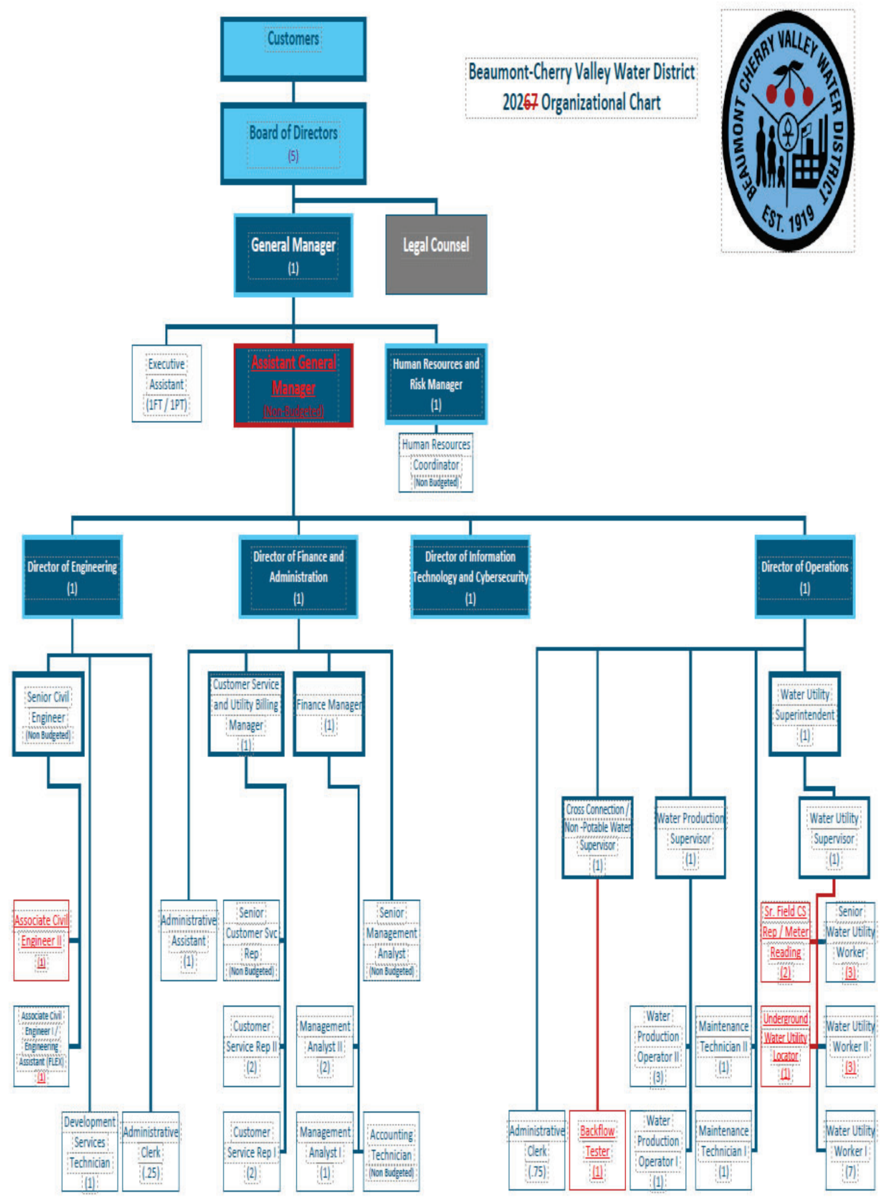


06 - Attachment 2

2026 Organizational Chart – Effective 9/10/2026

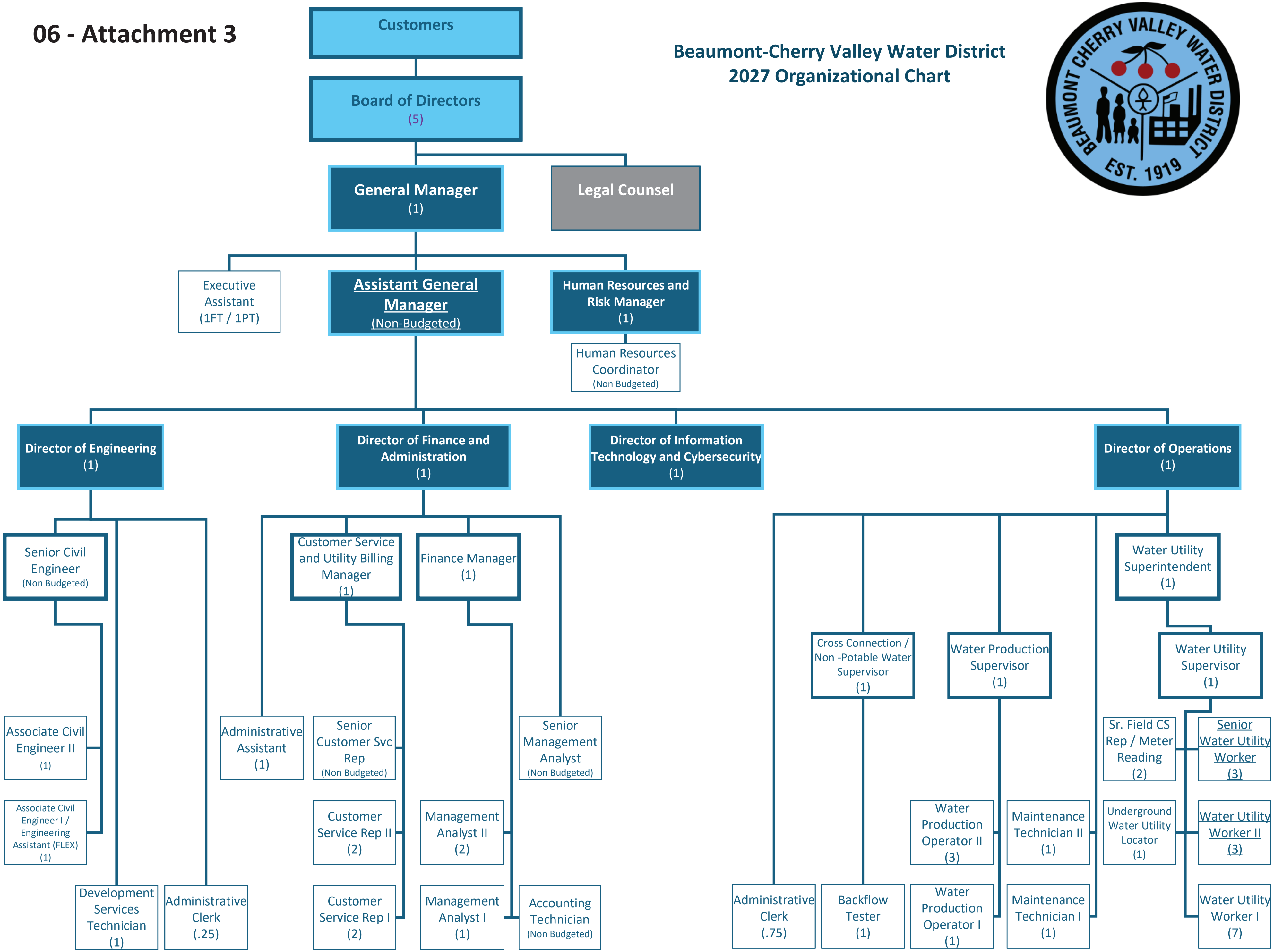


Proposed 2027 Organizational Chart



06 - Attachment 3

Beaumont-Cherry Valley Water District
2027 Organizational Chart



Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 22, 2026

Item 7

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: **California Assembly Bill 2561 – Annual Public Hearing Requirement on Job Vacancies, Recruitment, and Retention**

Staff Recommendation

Informational only.

Executive Summary

Assembly Bill (AB) 2561, effective January 1, 2025 and codified as Government Code Section 3502.3, requires California public agencies to hold an annual public hearing regarding workforce vacancies, recruitment, and retention prior to adoption of the agency's annual budget. The requirement is intended to increase transparency regarding public agency staffing and provide employee organizations and the public an opportunity to address workforce challenges.

The District will hold the required public hearing at the October 22, 2026 Regular Board Meeting, prior to adoption of the Annual Fiscal Budget in December 2026.

Background / Discussion

AB 2561 establishes an annual reporting and public hearing process addressing public agency workforce vacancies and recruitment and retention efforts. As part of the hearing, the District will present information regarding job vacancies, applicant numbers, average time to fill positions, and policies affecting recruitment and retention. Recognized employee organizations must also be provided an opportunity to participate.

Additional reporting requirements apply when vacancies within a bargaining unit exceed 20 percent of authorized positions.

Human Resources and Risk Management will prepare the required workforce information and facilitate the October 22, 2026 public hearing to ensure compliance prior to adoption of the District's Annual Fiscal Budget.

Fiscal Impact: None

Attachment(s)

1. AB-2561 California Legislature Information

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

California LEGISLATIVE INFORMATION

Item 7
Attachment 1

AB-2561 Local public employees: vacant positions. (2023-2024)

Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, “recognized employee organization” has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.