San Gorgonio Pass Water Agency

DATE: October 19, 2026

TO: Board of Directors

FROM: Lance Eckhart, General Manager

BY: Jennifer Ustation, Chief Financial Officer

SUBJECT: APPROVAL OF NEW ADMINISTRATIVE AND FINANCE COORDINATOR POSITION AND AUTHORIZE RECRUITMENT

RECOMMENDATION

Staff recommends that the Board establish one full-time position that may be filled as either Administrative & Finance Coordinator or Senior Administrative & Finance Coordinator; approve the corresponding job descriptions, salary ranges, and revised Organization Chart; and authorize the General Manager to initiate recruitment.

PREVIOUS CONSIDERATION

- Board Meeting – June 1, 2026: The Board considered funding for additional administrative and finance support as part of the Fiscal Year 2026-27 budget.
  .

BACKGROUND

The Agency relies on its finance and administrative staff to process payroll and accounting transactions, maintain official records, support Board meetings, and meet recurring reporting deadlines. Staff proposes an additional position to provide support in both functional areas and improve continuity during absences and periods of competing deadlines.

The proposed position would assist the Chief Financial Officer and Executive Assistant/Clerk of the Board with payroll, accounts payable and receivable, financial recordkeeping, budget and audit support, Board materials, meeting coordination, and records management. At the Senior level, the employee would perform more complex assignments with greater independence and serve as the primary backup to the Executive Assistant/Clerk of the Board. The draft recruitment brochure describes one vacancy that may be filled at either level, depending on the selected candidate's qualifications and experience.

ANALYSIS

The proposed position combines financial and administrative support in one full-time assignment. Recruiting at two classification levels would allow the Agency to consider candidates with different levels of experience while authorizing only one position. The

Coordinator level requires two years of relevant progressively responsible experience; the Senior level requires four years. Both levels include education and other qualification requirements described in the draft brochure and to be established in the approved job descriptions.

The position would support the following responsibilities:

- Process payroll and maintain timesheets, leave balances, deductions, and payroll adjustments.
- Assist with accounts payable and receivable, deposits, journal entries, purchasing, vendor payments, and resolution of accounting discrepancies.
- Maintain financial spreadsheets and records and assist with budget preparation, monitoring, audits, and financial reporting.
- Prepare and distribute Board materials, agendas, notices, and filings; coordinate meetings and maintain official records.
- These duties are described in the draft brochure. Staff recommends coordinating assignments between the Chief Financial Officer and the Executive Assistant/Clerk of the Board.

AGENCY STRATEGIC PLAN APPLICATION

Staff considers this position consistent with Strategic Goal 5 of the Agency's 2025 Strategic Plan update, particularly its objectives concerning succession planning, staffing needs, and periodic review of job descriptions, classifications, compensation, and benefits. Additional support and cross-training would improve continuity of essential finance and Board support functions.

FISCAL IMPACT

The proposed annual base salary ranges in the draft recruitment brochure are shown below. Only one position would be filled. The selected classification and starting salary would depend on qualifications and experience and remain within the Board-approved range.

Classification	**Annual base salary**
Administrative & Finance Coordinator	$74,663–$95,984
Senior Administrative & Finance Coordinator	$84,891–$108,941

The brochure anticipates a February 2027 start date. For planning purposes, approximately six months of base salary would be $37,332–$47,992 at the Coordinator level or $42,446–$54,471 at the Senior level. These estimates exclude employer retirement contributions, payroll taxes, health and other benefits, recruitment costs, equipment, and onboarding expenses; actual costs depend on the start date and benefit elections.

The estimated fully burdened annual cost is $158,500, and the estimated Fiscal Year 2026-27 cost is $96,250, including $30,000 for recruitment and other one-time costs. Funding is available in the current General Fund budget.

ACTION

Staff recommends that the Board:

- Establish one full-time position, equal to 1.0 FTE, to be filled at either the Administrative & Finance Coordinator or Senior Administrative & Finance Coordinator level.
- Approve the job descriptions, annual salary ranges of $74,663–$95,984 and $84,891–$108,941 respectively, and revised Organization Chart.
- Authorize the General Manager to initiate recruitment, with any subsequent hiring subject to confirmed lawful hiring authority, approved compensation, Agency personnel policies, and available appropriations.

ATTACHMENTS

1. Job descriptions for both classifications.
2. Revised Organization Chart.
3. Draft recruitment brochure.

SAN GORGONIO PASS WATER AGENCY **JUNE 2026**
FLSA: NON-EXEMPT

ADMINISTRATIVE & FINANCE COORDINATOR/ SENIOR ADMINISTRATIVE & FINANCE COORDINATOR

DEFINITION

Under general supervision, performs a variety of responsible administrative, accounting, clerical, and technical support duties in support of the Agency's financial operations, administrative services, and Clerk of the Board functions; processes payroll and financial transactions; assists with budget administration and financial recordkeeping; coordinates administrative activities and records management; provides support for Board meetings and related public agency compliance requirements; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Financial Officer and the Executive Assistant/Clerk of the Board. May provide training and technical assistance to other administrative support staff, as assigned.

CLASS CHARACTERISTICS

Administrative & Finance Coordinator
This is the entry/journey-level class in the Administrative & Finance Coordinator series. Incumbents perform a variety of accounting support, payroll processing, records management, and administrative support functions while learning Agency procedures, financial systems, and Clerk of the Board responsibilities. Work is performed with increasing independence as experience is gained. This class is distinguished from the Administrative & Finance Coordinator II by the lesser complexity of assignments, lower level of independent decision-making, and limited responsibility for Board support and financial administration functions.

Senior Administrative & Finance Coordinator
This is the advanced journey-level class in the Administrative & Finance Coordinator series. Incumbents perform the full range of technical accounting, payroll, administrative, records management, and Board support functions with substantial independence and initiative. Employees at this level are expected to possess a comprehensive understanding of Agency financial and administrative operations and serve as the primary backup to the Executive Assistant/Clerk of the Board. This class is distinguished from the Administrative & Finance Coordinator by the performance of more complex assignments, greater independent judgment, and responsibility for advanced accounting support, budget assistance, payroll administration, and Clerk of the Board support functions.

Advancement from Administrative & Finance Coordinator to Senior Administrative & Finance Coordinator shall be based upon:

- Demonstrated proficiency in assigned accounting and administrative functions;
- Successful performance evaluations;

- Demonstrated ability to independently perform payroll and financial support duties;
- Demonstrated competency in Board support and records management functions; and
- Recommendation of management and approval of the General Manager.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)
Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The following duties are representative of both levels. Incumbents at the entry/journey level perform duties with greater supervision and less complexity, while incumbents at the Senior level perform the full range of duties independently and may be assigned lead responsibility for specialized functions.

Finance and Accounting Support

- Process payroll and maintain payroll records.
- Review timesheets, leave balances, deductions, and payroll adjustments.
- Prepare and process bank deposits.
- Enter accounting transactions into financial software systems.
- Assist with accounts payable and accounts receivable functions.
- Review invoices and supporting documentation.
- Prepare and maintain financial spreadsheets and records.
- Assist with budget preparation, monitoring, and reporting.
- Prepare journal entries and maintain supporting documentation.
- Compile financial data and prepare reports.
- Assist with annual audits and financial reporting requirements.
- Research and resolve accounting discrepancies.
- Assist with purchasing and vendor payment processing.
- Performs other duties as assigned.

Administrative and Clerk of the Board Support

- Assist with preparation and distribution of Board meeting materials.
- Maintain official Agency records and filing systems.
- Coordinate Board Member travel arrangements and reimbursements.
- Assist with legal notices, public notices, and required filings.
- Assist with Brown Act compliance activities.
- Scan, index, organize, and maintain electronic records.
- Prepare correspondence, reports, forms, agendas, and spreadsheets.
- Maintain calendars, schedules, and administrative records.
- Coordinate meetings, training sessions, and special events.
- Respond to inquiries from staff, Board Members, consultants, governmental agencies, and the public.
- Serve as backup support for Clerk of the Board functions.
- Operate office equipment and software applications.
- Maintain confidentiality of sensitive financial, personnel, and legal information.
- Perform related duties as assigned.

Additional Duties Performed Primarily at the Senior Level

- Independently administer payroll processing and related reporting requirements.

- Assist in preparation of the Agency's annual operating and capital budgets.
- Prepare increasingly complex financial and administrative reports.
- Serve as primary backup to the Executive Assistant/Clerk of the Board during absences.
- Coordinate Board agenda posting and meeting logistics.
- Assist with preparation and filing of regulatory and legal documents.
- Train lower-level administrative staff on financial and records management procedures.
- Recommend improvements to administrative and financial processes.

QUALIFICATIONS

Administrative & Finance Coordinator

Knowledge of:

- Basic principles and practices of bookkeeping, payroll processing, and financial recordkeeping.
- Basic accounting terminology and procedures.
- General office administration and clerical practices.
- Modern office methods, procedures, and equipment.
- Records management and document retention practices.
- Customer service principles and techniques.
- Business English, grammar, spelling, punctuation, and report preparation methods.
- Microsoft Office applications, including Word, Excel, Outlook, PowerPoint, and Teams.
- Spreadsheet and database applications.
- Principles of public agency operations and organization.
- Basic filing systems and records maintenance practices.
- Safe work practices applicable to an office environment.

Ability to:

- Learn and apply Agency policies, procedures, rules, and regulations.
- Perform payroll processing and maintain payroll records accurately.
- Maintain accounting and financial records.
- Enter and retrieve data from computerized systems.
- Prepare routine reports, correspondence, forms, and spreadsheets.
- Organize and maintain filing and records management systems.
- Assist with Board meeting preparation and administrative support activities.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with Agency staff, Board Members, consultants, vendors, and the public.
- Exercise sound judgment and maintain confidentiality.
- Prioritize work assignments and meet deadlines.
- Work independently and as a member of a team.
- Learn Brown Act requirements and public meeting procedures.
- Adapt to changing priorities and assignments in a small agency environment.

Senior Administrative & Finance Coordinator

Knowledge of:

- Principles and practices of payroll administration and financial recordkeeping.
- Principles of governmental accounting, budgeting, and financial reporting.

- Accounts payable, accounts receivable, purchasing, and cash handling procedures.
- Public agency administrative practices and procedures.
- Brown Act requirements and public meeting laws.
- Clerk of the Board functions, procedures, and records management requirements.
- Agenda preparation, public noticing requirements, and official record maintenance.
- Budget preparation, monitoring, and reporting practices.
- Financial software applications and accounting systems.
- Records retention requirements applicable to California public agencies.
- Research methods and report preparation techniques.
- Microsoft Office applications at an advanced level, particularly Excel.
- Principles of customer service and effective public relations.
- Applicable laws, regulations, and procedures governing public agency operations.

Ability to:

- Independently perform payroll administration and financial support functions.
- Maintain accurate accounting records and prepare financial reports.
- Assist in the preparation, monitoring, and administration of Agency budgets.
- Analyze financial and administrative information and identify discrepancies.
- Research and resolve accounting and administrative issues.
- Interpret and apply policies, procedures, regulations, and legal requirements.
- Coordinate and support Board meeting activities and Clerk of the Board functions.
- Ensure compliance with Brown Act requirements and public noticing procedures.
- Prepare agendas, reports, meeting materials, and official records.
- Develop and maintain complex spreadsheets, databases, and recordkeeping systems.
- Exercise a high degree of independent judgment and initiative.
- Manage multiple projects and competing priorities simultaneously.
- Maintain confidentiality of sensitive personnel, financial, legal, and administrative information.
- Communicate effectively with elected officials, management, governmental agencies, consultants, and the public.
- Recommend improvements to administrative and financial processes.
- Train and provide technical assistance to other staff.
- Represent the Agency professionally and effectively in a variety of settings.

Education and Experience:

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

Administrative & Finance Coordinator

Education: Equivalent to an Associate's Degree from an accredited college with coursework in accounting, finance, business administration, public administration, or a related field.

Experience: Two (2) years of progressively responsible administrative, accounting, bookkeeping, payroll, records management, or related experience. Public agency experience is highly desirable.

Senior Administrative & Finance Coordinator

Education: Equivalent to an Associate's Degree from an accredited college with coursework in

accounting, finance, business administration, public administration, or a related field. A Bachelor's Degree is desirable.

Experience: Four (4) years of progressively responsible experience in accounting support, payroll administration, bookkeeping, financial recordkeeping, administrative services, Clerk of the Board support, or related functions. Experience in a public agency or special district is highly desirable. Experience supporting governing board activities is desirable.

Licenses and Certifications:

Both Levels:

- Valid California class C driver's license with satisfactory driving record.

Senior Administrative & Finance Coordinator:

- Possession of, or ability to obtain, a Notary Public certification is highly desirable.
- Possession of, or ability to obtain, a Certified Municipal Clerk (CMC) designation (or higher) from the International Institute of Municipal Clerks is highly desirable; or
- Completion of the Board Secretary/Clerk Certification program through the California Special Districts Association is highly desirable.
- Public Agency Accounting Certificate programs.
- Payroll certification.
- Certified Finance Officer (CPFO) coursework.

PHYSICAL DEMANDS

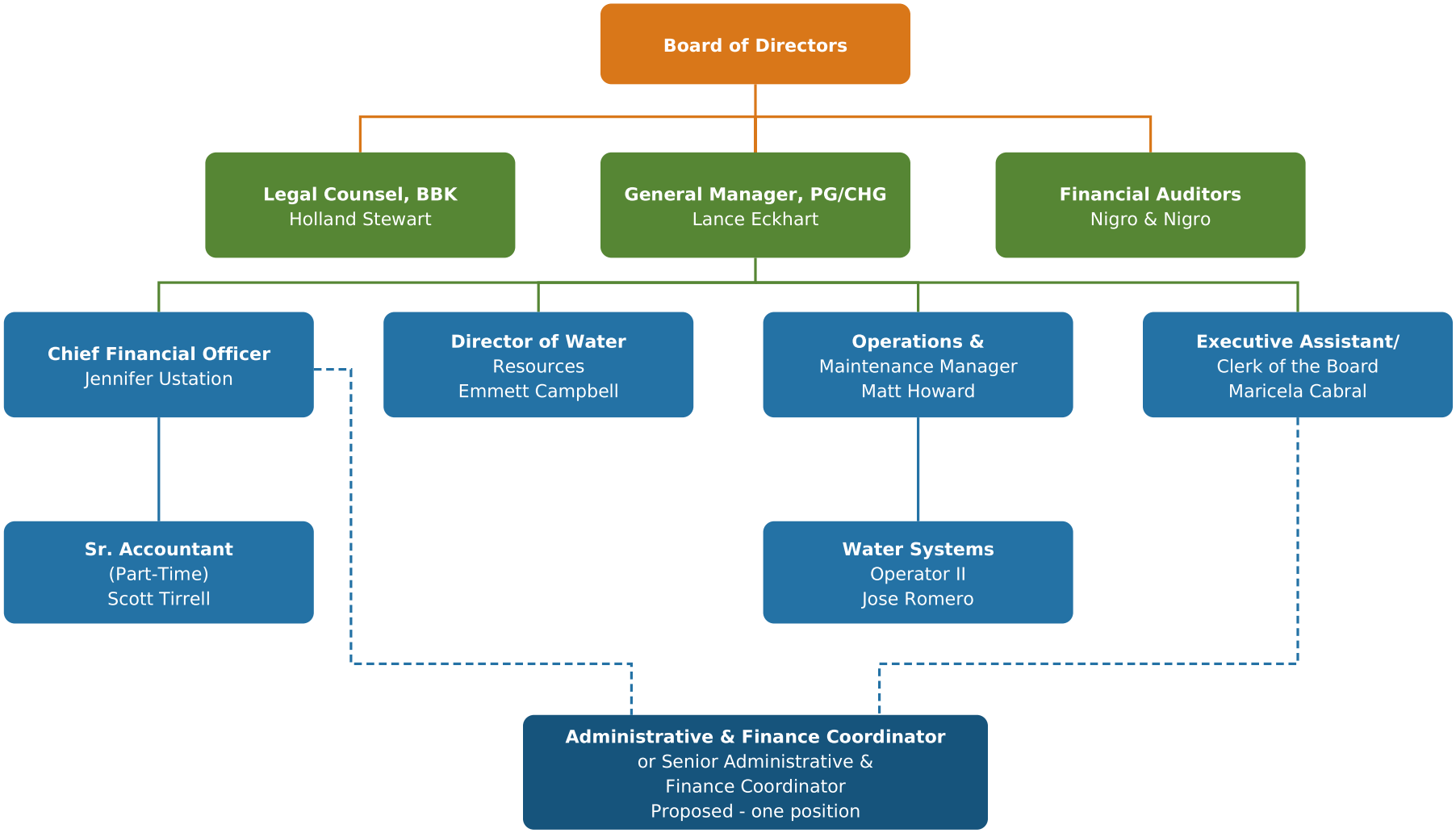
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

San Gorgonio Pass Water Agency

Proposed 2026 Organizational Chart



Dashed lines indicate shared supervision by the CFO and Executive Assistant/Clerk of the Board.

SAN GORGONIO PASS WATER AGENCY

BEAUMONT, CALIFORNIA



"Bring Your Administrative & Financial Skills to a Team Where Every Contribution Matters"

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE & FINANCE COORDINATOR

Journey or Senior Level

Appointment Based on Qualifications

HR Dynamics & Performance Management

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THE POSITION AND OPPORTUNITY

San Gorgonio Pass Water Agency—Where Teamwork Drives Success!

San Gorgonio Pass Water Agency (SGPWA) is seeking a highly organized and resourceful professional to join its small, collaborative team as an Administrative & Finance Coordinator or Senior Administrative & Finance Coordinator. This is a single vacancy that may be filled at either level depending upon the qualifications and experience of the selected candidate.

The position provides an interesting combination of financial, accounting, payroll, administrative, and Clerk of the Board support. Working under the general supervision of both the Chief Financial Officer and Executive Assistant/Clerk of the Board, the successful candidate will support two important functional areas of the Agency and will need the judgment, organization, and communication skills to effectively manage a variety of responsibilities and deadlines.

Financial and accounting responsibilities include payroll processing, financial record-keeping, accounts payable and receivable support, bank deposits, journal entries, spreadsheets and reports, budget assistance, audit support, and resolution of accounting discrepancies. The position also supports Board and administrative functions including preparation and distribution of Board materials, records management, public notices and filings, meeting coordination, correspondence, agendas, and related administrative activities.

At the Senior level, the incumbent will perform the full range of duties with greater independence and initiative, independently administer payroll, provide more advanced accounting and budget support, coordinate Board agenda posting and meeting logistics, and serve as the primary backup to the Executive Assistant/Clerk of the Board.

COMPENSATION AND BENEFITS

Salary:

Administrative & Finance Coordinator
$74,663 - $95,984 Annually DOQ

Senior Administrative & Finance Coordinator
$84,891 - $108,941 Annually DOQ

An offer may be made within these ranges, dependent on the qualifications and experience of the finalist candidate.

Retirement: CalPERS 3% @ 60 plan for Classic members; 2% @62 for new members (or those with previous membership and a break in service greater than six months) known as PEPRA members. Classic members pay 3% of the employee's share. PEPRA members pay the full employee contribution as determined by CalPERS. The Agency also participates in Social Security.

Health/Dental/Vision: The Agency pays the full cost of health for employee and dependents through CalPERS (value of $1,967/mo.). If covered elsewhere, employees who opt-out are eligible for 75% of the plan cost. Employees also receive up to $5,000 annually for medical expense reimbursement. The Agency also covers the full cost of dental and vision plans. An optional Flexible Spending Account is available.

Deferred Compensation: For PEPRA members, the Agency provides a 5% contribution; plus up to an additional 5% matching. All employees may participate in a voluntary 457 plan.

Disability: The Agency provides fully paid Short and Long Term Disability plans.

Flexible Work Schedule: This position will have a 9/80 work schedule.

Holidays: The Agency offers 12 paid holidays.

Vacation: Starting vacation accrual rate is negotiable based on prior years of experience and current accrual rate.

Sick Leave: Employees accrue one day of sick leave per month.

Personal Time Off: Two days of personal leave per fiscal year.

Group Life Insurance: A program of basic life insurance is available to all regular full-time employees**.**

Cell Phone Allowance: The Agency provides $73 per month.

Professional Development and Membership Dues: The agency pays for job related professional development and dues.

Higher Education: Educational assistance and tuition reimburse-ment program available.

Wellness Program: The Agency provides up to $500 annually for qualified fitness and/or wellness related expenses.

CULTURE & VALUES

San Gorgonio Pass Water Agency is proud of its strong workplace culture built on trust, accountability, and teamwork. Employees at SGPWA work in a close-knit, collaborative environment where communication, mutual support, and shared responsibility are essential to daily success.

The Agency values professionals who take ownership of their work, contribute positively to team dynamics, and approach challenges with initiative and a solutions-oriented mindset.

Employees are trusted to work independently while also recognizing that reliability and excellence are achieved through cooperation and respect.

Above all, SGPWA offers a supportive organization with strong leadership, excellent benefits, and a culture where individual contributions are visible, appreciated, and impactful.



THE ORGANIZATION

The San Gorgonio Pass Water Agency ("SGPWA" or "Agency") was established in 1961 by the California State Legislature. SGPWA is a public agency governed by a publicly elected seven - member Board of Directors. The Agency boundaries extend through the cities of Calimesa, Beaumont and Banning, and the Riverside County areas from Cherry Valley to Cabazon. The Agency boundaries also include a small area in San Bernardino County. The Agency is one of 29 State Water Contractors. Each Contractor is responsible for the importation of water through the State Water Project (California aqueduct) into each Contractor's service area.

The Agency's mission is to import supplemental water and to protect and enhance local water supplies for use by present and future water users, and to sell imported water to local water districts within the service areas of the agency. The Agency's vision is to partner with other local stakeholders to assure that growing regional water needs are met, optimizing the use of existing resources, without adverse impacts on local groundwater basins. The Agency has three primary roles: 1) State Water Contractor, 2) Groundwater Basins, and 3) Water Conservation and Education. The General Manager reports to and serves at the pleasure of the Board of Directors, and is responsible for the administration and the activities of the Agency under the direction and guidance of the Board of Directors. Additional information about the San Gorgonio Pass Water Agency can be found on their website at www.sgpwa.com.

QUALIFICATIONS

Administrative & Finance Coordinator

Two (2) years of progressively responsible administrative, accounting, bookkeeping, payroll, records management, or related experience. Public agency experience is highly desirable.

Senior Administrative & Finance Coordinator

Four (4) years of progressively responsible experience in accounting support, payroll administration, bookkeeping, financial recordkeeping, administrative services, Clerk of the Board support, or related functions. Experience in a public agency or special district is highly desirable. Experience supporting governing board activities is desirable.

Education—Both Levels *

Equivalent to high school graduation and an Associate's Degree or equivalent (60 semester units or 90 quarter units) from an accredited college or university with coursework in accounting, finance, business administration, public administration, or a related field.

** Additional qualifying experience may be substituted for the required education on a two-for-one basis.*

License—Both Levels

Valid California Class C driver's license with a satisfactory driving record.

Senior Level—Highly Desirable

- Bachelor's Degree
- Notary Public certification
- Certified Municipal Clerk (CMC) or CSDA Board Secretary/Clerk Certification
- Relevant public agency accounting, payroll, or public finance certification/ coursework



EXAMPLES OF DUTIES*

⇒ Process payroll and maintain payroll records; review timesheets, leave balances, deductions, and payroll adjustments.

⇒ Enter accounting transactions; assist with accounts payable/ receivable, bank deposits, journal entries, purchasing, and vendor payments.

⇒ Prepare and maintain financial spreadsheets and records; compile data and assist with budget preparation, monitoring, audits, and financial reporting.

⇒ Research and resolve accounting discrepancies.

⇒ Assist with preparation and distribution of Board meeting materials, agendas, public notices, filings, and meeting logistics.

⇒ Maintain official Agency records, filing systems, calendars, schedules, and electronic records.

⇒ Respond to inquiries and coordinate meetings, training sessions, travel arrangements, reimbursements, and special events.

⇒ Maintain confidentiality of sensitive financial, personnel, legal, and administrative information.

** Refer to the Agency's full job description for additional information.*

THE IDEAL CANDIDATE

- The ideal candidate is a highly organized, efficient, and resourceful professional who combines strong financial and accounting skills with excellent administrative abilities and a genuine commitment to teamwork. This individual will be comfortable working in a small-office environment where responsibilities are varied, priorities may change, and employees work collaboratively across functional areas to accomplish the Agency's goals.

- Strong accounting and payroll experience will be particularly valuable. The successful candidate will be accurate and detail-oriented, comfortable working with financial records and spreadsheets, and capable of managing deadline-driven processes where accuracy and timeliness are equally important.

- At the Senior level, the Agency will seek greater depth of experience and the ability to independently perform payroll administration, financial support, budget assistance, and increasingly complex accounting and administrative assignments.

- An important aspect of this position is the opportunity to support two functional areas of the Agency. Working with both the Chief Financial Officer and Executive Assistant/Clerk of the Board, the successful candidate will balance a variety of financial, payroll, Board, and administrative responsibilities, many of which are deadline-driven.

- The ideal candidate will be skilled at prioritizing assignments, and comfortable managing multiple responsibilities simultaneously. Equally important will be strong communication skills—the ability to keep both supervisors appropriately informed, anticipate upcoming deadlines, seek clarification when priorities need to be coordinated, and work collaboratively to ensure important commitments are met.

- The successful candidate will be an excellent communicator who follows through on commitments and remains composed, flexible, and productive in a deadline-driven environment. They will exercise sound judgment, maintain confidentiality, anticipate needs, identify and resolve problems, and demonstrate the initiative and resourcefulness necessary to keep work moving forward. Strong organizational and time-management skills, attention to detail, and the ability to shift priorities when necessary will be essential.

- Fit is especially important at SGPWA. The Agency offers a close-knit, collaborative workplace where employees depend upon one another and individual contributions are highly visible. The ideal candidate will be approachable, dependable, flexible, and willing to pitch in wherever needed. In SGPWA's small-team environment, employees understand that every responsibility matters—from complex financial and Board support assignments to routine day-to-day office needs—and willingly support one another to get the job done.

- While previous Clerk of the Board or public agency administrative experience would be valuable, candidates should not be discouraged if their strongest background is in accounting, payroll, and financial support. For the right candidate, many of the Agency's administrative and Board-support processes can be learned. Particularly important in the selection process will be demonstrated financial aptitude, accuracy, sound judgment, organizational ability, initiative, communication skills, adaptability, and the interpersonal skills necessary to become a trusted and valued member of the SGPWA team.



TO APPLY

To be considered for this opportunity, submit a cover letter and detailed resume to **Jobs@HRDPM.com** no later than 5:00 p.m. **on Friday, November 13, 2026.** Each document must be submitted in PDF format.

Candidates need only apply once. All applicants will be evaluated for the level for which they are best qualified, and candidates qualifying for the Senior level will also be considered for appointment at the Administrative & Finance Coordinator level.

If you have any questions, or would like to discuss this opportunity further, please do not hesitate to contact:

Rhonda Strout-Garcia, Executive Recruiter
Rhonda@hrdpm.com
HR Dynamics & Performance Management

San Gorgonio Pass Water Agency is An Equal Employment Opportunity /ADA Employer

THE SELECTION PROCESS AND SCHEDULE

Following the closing date, resumes will be screened in relation to the criteria defined in this brochure. Applicants with the most relevant qualifications will be invited to personal interviews with the HRDPM recruiter anticipated to take place the week of December 7, 2026.

The most qualified candidates will be invited to a panel interview after the holidays the week of January 4, 2027, with the panel identifying the finalists.

Subsequently, internal selection interviews will be held the week of January 11, 2027 followed by reference checks, a conditional job offer, and a background check. References will only be contacted for the finalist candidate.

It is anticipated that the selected candidate will commence employment in February, 2027. The above schedule accommodates the Thanksgiving and December holiday breaks.

HR Dynamics & Performance MANAGEMENT, INC.