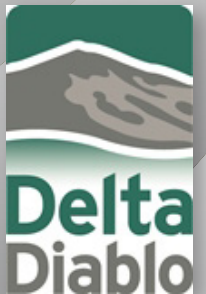

DELTA DIABLO





ABOUT DELTA DIABLO

Delta Diablo (District) is an innovative California special district that provides wastewater resource recovery services for over 214,000 customers in the Antioch, Pittsburg, and Bay Point. Delta Diablo is located in the heart of the California Delta region, 50 miles east of San Francisco and provides services that include secondary treatment of wastewater; production and distribution of recycled water; pollution prevention activities; beneficial reuse of biosolids; street sweeping; and household hazardous waste collection. Delta Diablo operates a water resource recovery facility (WRRF) that provides secondary treatment for an average wastewater flow of 12 million gallons per day (MGD) and tertiary treatment for approximately 6 MGD to produce recycled water for use at two local power plants, a golf course, and several city parks and school sites within a service area encompassing 54 square miles.

In addition to meeting its core mission of protecting public health and the environment, exemplified by 14 consecutive years of outstanding National Pollutant Discharge Elimination System (NPDES) permit compliance through November 2018, Delta Diablo has established a vision of becoming a national leader in wastewater resource recovery by embracing innovative technologies, pursuing leading-edge initiatives that add value to ratepayers while benefitting the environment, challenging traditional approaches, and fostering a strong organizational commitment to its core values of Integrity, Teamwork, and Trust.

Delta Diablo is governed by a three-member Board of Directors that includes the Mayor of Pittsburg, the Mayor of

Antioch, and the Contra Costa County Board of Supervisors Member representing the Bay Point community. Under the Board's guidance, Delta Diablo adopted a Strategic Business Plan that includes goals in five key areas—Financial Sustainability, Leadership, Operational Excellence, Workplace Innovation, and Stakeholder Engagement—as well as specific initiatives for each year to continue progress toward meeting these goals.

Delta Diablo has 81 full-time positions with operating and capital budgets of \$28.7 million and \$22.9 million, respectively, for fiscal year 2019-2020 (FY19/20). The five-year capital improvement program (CIP) for FY19/20-FY23/24 is estimated at \$108 million and includes a diverse range of projects focused on wastewater collection and treatment system infrastructure renewal and rehabilitation.

THE POSITION

The Finance Manager reports to the Business Services Director and is responsible for the management of the Finance Division including all accounting, finance, budget, and payroll functions. The Finance Manager oversees a staff of 4 including: a Senior Accountant and three Accounting Technicians. The manager will have a high level of engagement and collaboration with their team, Department Heads and the Business Services Director to proactively problem solve, serve as budget liaison, provide financial analysis and financial reporting to establish and achieve goals and objectives that enhance department service levels and the overall financial health of the District.

Key priorities for this position include:

- Conduct an assessment of the Division's operations, staff, systems, workflow process and effectiveness and make constructive recommendations that will enhance the division functions.
- Advance and optimize the use of Munis Tyler Enterprise Resource Planning (ERP) system specifically around enhanced financial integration to achieve better financial reporting for internal clients and more accurate organizational analytics. Lead the training of all Delta Diablo staff on the Munis Tyler ERP systems.
- Actively promote Delta Diablo's focus on customer service excellence within the Finance Division through building a "one team" mindset based on respectful communications, and strong internal and external work relationships.

THE IDEAL CANDIDATE

The Finance Manager position is highly technical and requires an accomplished manager with solid governmental accounting, auditing, budgeting, payroll, debt administration, and financial reporting experience. They must be knowledgeable of GASB and relevant pronouncements for enterprise funds. Candidates will possess working knowledge of government investments and have experience with single audits. The Finance Manager will need to possess a working knowledge of all aspects of grant, bond and loan accounting, reporting and auditing. Delta Diablo is striving to meet best practices from budgeting to comprehensive annual financial reporting and this individual will be expected to meet the standard of technical excellence that exists not only in finance, but throughout the Delta Diablo organization. The Finance Manager has the unique opportunity to set the tone organizationally for process improvements using the Munis Tyler software system. Therefore, the ideal candidate must become well-versed in the system's functionality and application of its various modules to ensure quality financial services are provided to the District and its customers.

Under the leadership of the General Manager, Delta Diablo is developing a culture of accountability, process improvements, collaboration, team building and staff development at all levels in the organization. Therefore, the Finance Manager must be a transformational manager who leads by example, with "soft touch" people skills and a tactful communications style. The selected individual will possess an inspirational and people centric leadership style and have a strategic business partner approach to the Division's service delivery model that is compatible with Delta Diablo's culture. The ideal candidate will be a hands-on working manager who builds a strong team through cross functional training and empowering staff to grow. Given the collaborative and client centric nature of this role as well as the need to present technical financial information to non-technical audiences including the executive leadership team and the Board, the Finance Manager will need to have good communications skills.

EDUCATION & EXPERIENCE

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

Experience

- A minimum of five years of experience in professional level public agency accounting, budgeting, financial reporting and analysis in a public entity such as a special district, city, or county.
- At least 3 years of supervisory/ management experience in a unionized environment.

Desirable Qualifications

- Experience in the development of a CAFR, an annual operating budget, and exposure to debt issuance are highly desirable.
- Audit experience is desired.

Education

A Bachelor's degree (or equivalent combination of work experience, training and education) from an accredited college or university with major course work in accounting, economics, business administration, or a related field. A Master's degree in finance or a related field, and/or a CPA is preferred.



COMPENSATION & BENEFITS

Delta Diablo offers a competitive package of compensation and benefits. The salary range for this position is \$134,936 - \$168,517 annually, depending on qualifications. The Delta Diablo benefits package includes:

Healthcare Insurance – The District contracts with CalPERS to provide medical coverage to qualified employees, their eligible spouse/registered domestic partner, and/or dependent children through the Public Employees' Medical and Health Care Act (PEMHCA) and pays 100% of monthly premium for the selected coverage. The District also provides vision and dental coverage for qualified employees, their eligible spouse/registered domestic

partner, and/or dependent children, and pays 100% of the premium.

The District participates in the federal Social Security (6.2% - FICA and 1.45% - Medicare) and State Disability Insurance (SDI) programs.

Life Insurance: The District provides fully paid basic life and accidental death & dismemberment insurance. The District also provides Long Term Disability coverage and an Employee Assistance Program.

Retirement: The District participates in the California Public Employees' Retirement System (CalPERS)

- **CalPERS Classic Member – pension formula of 2% @ 55** (The employee pays 100% of the employee's contribution, which is 7% of base salary.)

All members who don't fall into the definition of a CalPERS New Member (below) are considered Classic Members.

- **CalPERS New Member – pension formula of 2% @ 62** (The employee pays 100% of the employee's contribution, which is currently 7.25% of base salary.)

As defined by PEPRA, a new member includes:

- A member who joined CalPERS prior to January 1, 2013, who, on or after January 1, 2013, is hired by a different CalPERS employer following a break in service of more than six months.
- A new hire who joined CalPERS for the first time on or after January 1, 2013, and **who has no prior membership** in another California public retirement system.
- A new hire who joins CalPERS for the first time on or after January 1, 2013, and who was a member of another California public retirement system prior to that date, but **who is not subject to reciprocity** upon joining CalPERS.

Retiree Medical: Under the terms of the MOU, the District contracts with CalPERS to provide post-employment medical coverage to qualified employees, their eligible spouse/registered domestic partner, and/or dependent children in accordance with the requirements of CA Government Code Section 22893. Employees contribute 3% of base salary into the District's Other Post-Employment Benefits Trust Fund to help fund this benefit.

Leave Allowance - Vacation accrual begins with 10 days and increases to a maximum of 25 days annually; 96 hours of sick leave annually; and 14 paid holidays (11 fixed and 3 floating) annually.



Deferred Compensation - Eligible employees may participate in the District's 401(a) and 457(b) programs. Employees who participate in the program are eligible to receive a matching contribution up to 4%.

Additional Benefits – Employees can also participate in an IRS Section 125 Flexible Spending Plan, a Sick Leave buy-back program, and a comprehensive Wellness Program including gym membership discounts.

Administrative Leave: Delta Diablo provides 40 hours of paid administrative leave annually.

SELECTION PROCESS

The Finance Manger recruitment is being conducted on a regional basis. All written materials received will be screened and evaluated by The Hawkins Company. The most highly qualified candidates will be invited to participate in an on-site selection process.

HOW TO APPLY

To be considered for this opportunity, please submit your resume and cover letter electronically to financemgr.dd@thehawkinscompany.com, **Resumes received by January 17, 2020** will receive first consideration. The position is open until filled. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant financial management accomplishments. Preference is for an electronic submission. However, materials may be mailed to:



THE HAWKINS COMPANY

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Confidential inquiries are encouraged and should be directed to Ms. Brett Byers, 323-403-8279, brett@thehawkinscompany.com or Mr. Cary Jordan at 718-753-4008 or cary@thehawkinscompany.com.

Delta Diablo is an equal opportunity employer All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status, age, veteran status or sexual orientation.