

Handout  
3-7-17  
G.A.

## Listing of General Fund Tasks

(Tasks may benefit all SAWPA projects or are not specifically related to a project)

### Paid Leave

- Vacation
- Sick/Family leave
- Holiday
- Management Leave
- Bereavement
- Jury duty

### Training/Meetings/Conferences

- Mandated training (safety, harassment, ethics)
- Other training (GIS/data mgmt., IS/IT related training, HR related, computer or online training, other training classes, seminars, continuing legal education, CPE training, first aid/CPR, general education and employee development, etc.)
- ACWA Conference or other conferences attended by GM
- Webinars updating GASB and other accounting issues
- CSMFO/GFOA/CMTA/CalPERS Conferences
- ESRI, MISAC/ARMA or other Information Technology Conferences
- Other conference attendance not related to a specific project
- Meeting attendance not related to a project (attendance of Member Agency Board Meetings, etc.)
- SAWPA Meetings
  - All hands
  - Department meetings
  - Executive Management Meetings
  - Other public meetings attended to represent SAWPA
- SAWPA Commission meetings, GM meetings, Personnel Committee, Other not specific to a project – attendance, agenda /packet creation, posting, distribution, Commission Memo and related preparation of documents, presentation preparation, etc.

### HR Related Activities

- Hiring employee (new and interns)
  - Job posting and advertising
  - Job Interview process including interview question preparation
  - New employee job training
  - New hire orientation
  - Employment form updates
- Employee Manual updates
- Cal OSHA compliance
- Workers Compensation claims, audits
- Compliance with Federal and State Regulations
- Employee Reviews
- Employee Performance Plans
- Employee Disciplinary Actions

- SAWPA classification/compensation studies
- Other agency salary compensation questionnaires
- Inquiries regarding employee salary and benefits
- State Controllers Report for Compensation
- Employee records management
- Information requests regarding employee information
- Survey member agency benefits for comparison to SAWPA's
- Employee benefit administration
- Other HR related items

### **Payroll Related Activities**

- Timesheet preparation/review/approvals
- PR processing by accounting
- Process employee benefit invoices
- CalPERS reporting
- Payroll tax reporting/payment for Federal and State taxes
- Prepare W2's
- Other activities related to payroll
- EDD reporting for payroll and vendors

### **Miscellaneous Tasks**

- Review of monthly reports(from accounting and others)/documents/presentations
- Member Agency and Commissioner requests
- Email management
- Expense report preparation
- Information Requests
- Review and approval of invoices for general fund expenses
- Public relations/media tasks
- Participate in strategic planning
- Document management
- RFP process for procurement of goods and services
- Prepare Purchase Order, Work Order, Task Orders
- Participate in budget process
- Prepare budgets
- Approve Purchase Orders, Work Orders, Task Orders, Invoices
- Sitting on interview panels for our member agencies or other agencies
- Ordering general office supplies
- Document mailings
- Postage meter maintenance
- Purchasing Commission Meeting supplies
- Mailing
  - Certified mail and postage
  - Opening up mail and distribution of mail
  - Receiving and shipping of UPS, FedEx
- Reception desk
  - Answering phones and directing calls
  - Greeting SAWPA visitors, responding to questions, alerting appropriate staff of visitor, etc.

### Legal Functions

- Legal review of:
  - Public meeting agendas and packets
  - Contracts and agreements
  - Other
- Evaluate and respond to claims made against SAWPA
- Legal research and upkeep
- Organization tasks and research related to personnel, employment, compensation
- Public records Act
- Brown Act Compliance
- Other legal related tasks

### Accounting Functions

- Accounts receivable not related to a project
- Accounts payable not related to a project
- 1099 filings
- FPPC Report filings
- Electronic document management (scanning, attaching in GP, enter in OnBase)
- Accounts payable check run
- Processing employee credit card charges, receipts, etc.
- Sales Tax Use Report – tracking purchases throughout the year
- 5 year Projection Model
- Report Creation
  - Open Task Order
  - Consultant's Report
  - Check Register Report
  - GM/Employee Quarterly Expense Report
  - Labor Reports
  - Financial Statements
  - Financial Indicator Reports
  - Cash Transactions Report
  - Inter-Fund Loan Balances
  - Cash reports/cash flow
  - Treasurers Report
  - Variance Report – Quarterly
  - Quarterly Financial Presentations
  - Other Reports as needed
- Investment research and purchasing
- Cash Management/banking
- Update of accounting manual and other policies and procedures
  - Statement of Investment Policy (annual)
  - Procurement Policy
  - Other
- Monthly and year-end closing of GL accounts
- Insurance renewal questionnaires and claims

- Possessory Interest Annual Reporting for Office of the Assessor
- Indirect cost and benefit allocations (monthly)
- Fixed asset system maintenance
- Bank Reconciliations
  - Checking
  - CalTRUST
  - Grant Retention
  - LAIF
  - Investments
  - OPEB CERBT Trust
- Investment Interest Allocations
- Prepare and calculate CalPERS Unfunded Liability
- CalPERS Audits
- Actuarial Valuation for OPEB (bi-annually)
  - OPEB Trust account (CalPERS)
- GL accounting reconciliation and journal entries (monthly)
- Audit
  - Preparation (prepare audit books, account schedules, confirmations)
  - Auditor communication and questions during audit
  - Prepare CAFR document
  - File CAFR with appropriate agencies
- Budget
  - Preparation of forms and information
  - Preparation of draft and final budgets
  - Prepare budget presentations and commission memos
  - Budget workshops and member agency communication with CFO's
  - Prepare budget document for submittal to GFOA
  - Enter budget into accounting software system
  - Track and analyze budget to actual throughout year
  - Quarterly meeting with project managers on budget versus actual

### **Information and Technology Functions**

- Network system monitoring, design updates and general support
- Email support including backup and restores
- Hardware and software support (refresh, updates, and troubleshooting)
- Security system monitoring and support
- Copier and printer (purchase and technical support)
- Software (Use Analysis, purchases, updates, and technical support)
- Multimedia (RFP, installations, updates, and technical support)
- GIS Support (software technical support, software installation, map creation, GIS data management)
- Database support (backups, data management, data extraction)
- Application development
- Plotter support and maintenance
- Phone system support and maintenance
- Cell phone support and maintenance
- Application training

## **SAWPA Office Building**

- Building repair and maintenance
  - On call work orders, special work orders
  - Prepare SOW, procure vendor, observe and inspect work
    - Elevator
    - Plumbing
    - Electrical
    - HVAC
    - Security system
    - Parking lot
    - Roof maintenance
    - Door, locks
    - Other
- Building Services – prepare SOW, procure vendor, manage performance
  - Janitorial
  - Conservation Garden updates and maintenance
  - Landscaping
  - Elevator
  - Fire extinguishers
  - Fire alarm
  - Security alarm
  - Pest control
- Insurance/risk management
- Office space configuration and ordering furniture for offices
- Earthquake kit – inspection, reorder
- Document shredding services
- Utilities management
- Safety Committee per IIPP
  - Meeting quarterly
  - Inventory hazardous materials, maintain safety data sheets
- Easement coordination – WMWD Arlington
- Certification/Testing
  - CWEA collection system certification
  - CWEA PTP Certification
- Other building related actions