



Memo To: Board of Directors
From: Janette Stuart, Admin. Services Supervisor
Subject: Personnel Committee
Meeting of January 24, 2011
Date: January 25, 2011

On January 24, 2011 at 6:00 p.m. CVSD Directors Ralph Johnson and Danny Akagi met as the Personnel Committee. General Manager, Roland Williams and Administrative Services Supervisor, Janette Stuart were also in attendance.

1. *Call to Order.*

Chair Johnson called the meeting to order at 6:15 p.m.

2. *Items from the Public.*

There were no members of the public in attendance.

3. *Two new Job Descriptions and Salary Ranges.*

Manager Williams provided 2 draft job descriptions for the Committee's review. The existing Solid Waste Program Supervisor description will be edited for the Solid Waste Supervisor position. An addition to this description will be language similar to the Administrative Services Supervisor's to act on behalf of the General Manager during his absence. Using the Total Compensation Analysis recommendation for a starting point and considering internal equity amongst the Department Heads the Committee agreed to place the Solid Waste Supervisor at Salary Range 37. The incumbent will be promoted effective March 1, 2011 and placed on Step 3.

The next job description reviewed is for the new position of Engineering Assistant. This is based on a recommendation from the Total Compensation Analysis where the current Administrative Technician duties were studied and reclassified to Engineering Assistant. The reclassification will take place effective March 1, 2011 and will be placed based on internal equity to Range 24. The incumbent will be placed on Step 1. Manager Williams also reminded the Committee that this person's appointment is scheduled to end on January 4, 2012. He would like to extend the position to the incumbent beyond that date, perhaps for an additional two year appointment, to be considered by the end of 2011. The Committee concurred.

Manager Williams stated that the job descriptions will be updated based on the Committee's recommendation and reviewed by applicable staff.

4. *Miscellaneous Comments from Committee Members and Staff.*

Manager Williams reported that staff met on January 21st to review the MOU offer extended from the Personnel Committee of January 20th. Manager Williams reported that staff has accepted the offer. He is currently reviewing edits to the MOU document. A track change version will be submitted for the full Board on February 1st.

The Committee also discussed Board member health coverage and will amend policies to be consistent with the new employee MOU regarding health premium increases.

Manager Williams reminded the Committee that his employment contract expires on April 1, 2012.

Mrs. Stuart discussed the Live Scan fingerprinting program. After a brief discussion it was decided that it would also apply to the General Manager and not to the Board.

Mrs. Stuart reminded the Committee that staff was in the 2011 Administrative Review process of the Policies and Procedures Manual. The edits will be brought to the Committee in February and to the full Board in March.

Mrs. Stuart also reminded the Committee that the Total Compensation Analysis from PSPC will be brought to the Board on February 1 as a reference document.

The Committee also reviewed the timeline for the Board vacancy.

5. *Adjournment of Meeting.*

Chair Johnson adjourned the meeting at 7:20 p.m.