

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
July 15, 2010

The Personnel Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on July 15, 2010 at 5:00 p.m.

ROLL CALL

PRESENT: Director Gregory T. Pyka and Vice President Elmer "Al" J. Schaal

ABSENT: None

Also Present: STAFF – District Manager Michael D. Roe and Assistant District Manager Neal B. Allen

PUBLIC COMMENT

None

NEW BUSINESS

1. ALIGNED ORGANIZATION
 - A. REVIEW REVISED ORGANIZATIONAL CHART
 - B. RECEIVE REPORT FROM STAFF
 - C. DISCUSSION
 - D. PROVIDE DIRECTION TO STAFF

2. JOB DESCRIPTIONS
 - A. REVIEW PROPOSED REVISIONS TO JOB DESCRIPTIONS
 - B. DISCUSSION
 - C. PROVIDE DIRECTION TO STAFF

District Manager Roe presented updated information, incorporating recent information, to the Committee related to proposed changes to the District's organizational chart, modifications of job descriptions to better match the District's needs, and proposed new policies and policy revisions required related to support and implement the proposed changes. Evaluation of the District's budget, existing staff capabilities, and required core competencies led to the following conclusions:

- The District's Management Team provides a different skill set and area of competence that allows for opportunities to better capitalize on the talents and capabilities of existing staff, allowing the District to bring some programs in-house and reducing the District's reliance on consultants for major District programs.

- To provide for the long-term development and retention of employees in mission critical positions such as operations and the laboratory, there is a need to develop clear career paths and development incentives, resulting in the need for a District Chemist position. The Lead Lab Analyst position will be eliminated when the District Chemist position is filled.
- Further evaluation of the District's management role and responsibility for management of the marshes resulted in the determination that the District requires a District Biologist.
- Additional changes include elimination of the Technical Services Manager position, Sr. Administrative Assistant and Operations Manager positions. These positions will be replaced by the new positions of Executive Assistant/Management Analyst, Communications/Wetlands Fieldtrip Coordinator and SSMP/District Maintenance Coordinator positions.

The anticipated financial impact of the aligned organization, taking into consideration the savings from eliminated positions, reduced contract services, and reduced consulting contracts, plus the additional cost of new professional positions was also presented to the committee for their consideration.

The Committee directed staff to finalize the affected job descriptions, develop and or modify District policies as necessary, and to bring final recommendations back to the full Board of Directors for consideration at a regularly scheduled Board Meeting.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 6:14 p.m.


Neal Allen, Assistant District Manager