

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
APRIL 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 April 15, 2010, at 5:14 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
2. JOB DESCRIPTIONS
3. DISTRICT WORK SCHEDULE

District Manager Roe presented updated information to the Committee related to proposed changes to the District organizational chart, modifications of job descriptions to reflect the needs for more certified operations staff, and changes to the implementation of the District's 9/80 work schedule.

Feedback from affected staff related to modified job descriptions led to the following conclusions and proposals:

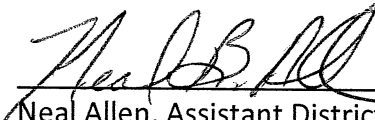
- Existing Operator-in-training (OIT) and Operator I scales are not competitive with other local wastewater agencies, impacting retention.
- The District can achieve the goal of more certified operations staff using "career advance" approach and existing minimum qualifications for Operator series job descriptions.
- Achieving the goal of more certified operators will ultimately not remain cost neutral (estimated additional cost exposure is approximately \$80,000).
- Converting the existing Utility Laborer to OIT provides career path and supports goal of more certified operations staff.

Assistant District Manager Allen identified that an administrative revision to the implementation of the 9/80 schedule has been implemented, while still complying with the Board authorized District office hours.

The Committee directed staff to incorporate their comments to the materials presented and to proceed with submitting the proposed organizational chart and revised job descriptions to the State Water Resources Control Board Office of Operator Certification for their review and acceptance. Staff requested and the Committee agreed to another meeting of the Personnel Committee to review final job descriptions and personnel policy revisions prior to presentation for consideration by the full Board of Directors.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 7:08 p.m.



Neal Allen, Assistant District Manager