

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
May 27, 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 May 27, 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 but still conceptual 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.

- 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.

District Manager Roe also informed the committee that preliminary indications from the State Office of Operator Certification (OOC) were positive and the proposed job descriptions for the District's Operator series would earn qualifying experience recognized by the State.

The Committee directed staff to finalize the affected job descriptions, develop and or modify District policies as necessary, solicit staff input and bring final recommendations back to the Committee in late June or early July. The Committee also directed staff to finalize the operator series job descriptions for consideration by the full Board at the June 10, 2010 regular Board Meeting.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 6:17 p.m.



Neal Allen, Assistant District Manager