



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

(Directors Tim Maybee and Randy Jenco)

Regular Meeting

November 1, 2022 at 7:30 a.m.

This meeting will be held via ZOOM video conference only. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/81442409616> entering Meeting ID no. 814 4240 9616, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 814 4240 9616. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. Please refer to your telephone service provider for specific instructions. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

1. Call to Order
2. Consider Finding That as a Result of the COVID-19 Emergency: (i) Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees; and (ii) the Meeting is Authorized to be Held by Teleconference Pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
3. Comments from the Public
4. Recruitment Updates
5. Discuss Proposed Changes to Represented Staff Sick Leave Policy
6. Discuss Proposed Changes to Uniform Requirements of Security Patrol Staff
7. Discuss Unfunded Utility Worker Position
8. Discuss Winter Holiday Week Schedule
9. Discuss Reclassification of Operator in Training to Interchangeable Position
10. Directors & Staff Comments/Suggestions
11. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is October 27, 2022. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: October 27, 2022
To: Personnel Committee
From: Paula O'Keefe, Director of Administration
Subject: Recruitment Updates

The District is interviewing for two Accounting Technician positions.

District staff have begun the interview process for both the Utility Billing and Accounts Payable Accounting Technician positions. These positions are critical to maintaining day to day operations and are necessary to continue the District's operations. The Utility Billing Account Tech position is responsible for customer service, utility billing processing and reconciliation, daily deposits, assists with new development revenues and much more. This position is critical to maintaining our utility billing activities and providing advanced customer service support to the front desk.

The Accounting Technician – Accounts Payable duties are currently being performed by a District employee working out of class. This role is critical to maintaining the securing vendor quotes, procurement processes, vendor management, ensuring District staff are following Procurement policy, data entry, three-way match reconciliation, reporting and check processing/ mailing. The day-to-day operations have been challenging and the District has had several staff in this position over the last few years. Due to the critical nature of the duties associated with this role, the District needs stability and longevity and intends to fill this position within the next two weeks.

If the District determines successful candidates, staff plan to have tentative offers to prospective employees by November 4th.

5. Sick Leave Policy - Pending

6. Uniform Requirements - Pending

MEMORANDUM

Date: October 27, 2022
To: Personnel Committee
From: Paula O'Keefe, Director of Administration
Subject: Discuss Unfunded Utility Worker Position

RECOMMENDED ACTION

If approved, District staff will request funding and appropriation in the FY 2022-23 mid-year Budget Review and take the necessary steps to recruit and fill the vacant position.

BACKGROUND

In FY 2018-19, the District added an additional full time Utility Worker position, increasing the number of authorized, funded positions to five Utility Workers within Field Operations. This position was slated to be a full-time position assigned to Drainage. Ultimately this position remained unfilled for two full fiscal years. In FY 2020-21, the District's former Director of Field Operations sought to reclassify the unfilled Utility Worker position into a Compliance Officer classification. This position intended to replace the District's external engineering firm by providing on-site development and project expertise. Ultimately, the District made the decision not to reclassify this position and it remained at the Utility Worker classification.

In FY 2021-22, the District again attempted to reclassify the position to an Inspection & Compliance Officer, however the position reclassification was not approved through the budget development process and remained funded as a vacant full time Utility Worker. In FY 2022-23, this position was unfunded, but remained authorized.

District staff recognize the critical need to fund and fill this position and are looking for direction to proceed. Over the last couple of years, as the District continues to manage aging infrastructure and water lines, the number of water line repairs have increased drastically, and on some cases, creating emergency callouts of staff.

SUMMARY

Currently there are four full time Utility Workers with one Utility Supervisor. Staff are requesting the Personnel Committee approve District staff bring a request for funding and appropriation at the FY 2022-23 mid-year Budget Review in January.

8. Winter Holiday Work Schedule - Pending

MEMORANDUM

Date: October 27, 2022
To: Personnel Committee
From: Paula O'Keefe, Director of Administration
Subject: Reclassification of Operator in Training Position

RECOMMENDATION

If approved, District staff will schedule a meeting to meet and confer with Operating Engineer's Local #3 to discuss the reclassification of the Operator in Training position to be included in the Plant Operator series.

BACKGROUND

In FY 2017-18, the District added an Operator in Training position to provide an opportunity to entry-level employees who do not possess the necessary certifications to work within a water/wastewater treatment facility. This position is considered the entry and training level of the Plant Operator class series however it is not currently interchangeable with the Plant Operator class I, II and III.

The minimum qualifications for the Operator in Training are 18 years of age and graduation from high school or equivalent. In order for the Operator in Training to move up within the District to a Plant Operator I classification, three requirements must be met. First, the candidate must meet the minimum qualifications of the Plant Operator I: One year of general work in water treatment and/or wastewater treatment facilities and a high school diploma or equivalent. Second, they are required to possess their CA Grade 1 Wastewater Plant Operator Certificate issued by the California State Water Resources Control Board or possess a CA Grade 1 Operator's certificate issued by the California Department of Public Health at the time of hire and acquire the Grade 1 Wastewater certificate within 18 months of entering the position. Lastly, and most importantly, there must be a vacancy in order to promote into the Plant Operator I position.

Conversely, if an employee is currently in the Plant Operator I position, they are able to "promote in place" and move up from the Plant Operator I to the Plant Operator II and III positions if their certifications, qualifications and experience meet the requirements set forth within the job classification series.

If this reclassification is approved through the process, it will not create the need for additional funding as the positions are funded through the budget development process at the current rate of the existing employees, meaning positions are not funded at top step. Additionally, this will allow the District to retain quality talent by "promoting in place" a trainee who has met the minimum requirements to move into the Plant Operator I classification without waiting for a vacancy to apply. Not providing the upward mobility by including the Operator in Training classification in the Plant Operator series could potentially create additional burdens on staff if the employee leaves the District for a promotional opportunity elsewhere.

SUMMARY

The District requests that the Personnel Committee approve the meet and confer with the Operating Engineers Local #3 to discuss the reclassification of the Plant Operator series to include the Operator in Training.