



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

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

### PERSONNEL COMMITTEE

*(Directors Morrison Graf and Gerald Pasek)*

Regular Meeting

August 7, 2018 at 10:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

### AGENDA

1. **Call to Order**
2. **Comments from the Public**
3. **Review Revised Job Descriptions and Proposed Salary Range Adjustment Tied to Reinstating Director of Administration Position**
  - a. General Manager
  - b. Director of Administration
  - c. Controller
  - d. Accounting Supervisor
4. **Directors & Staff Comments/Suggestions** [no action]
5. **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 72 hours prior to a regular 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.*

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 3, 2018. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: August 3, 2018  
To: Personnel Committee  
From: Mark Martin, General Manager  
Subject: Approve Revised Job Descriptions and Proposed Salary Range tied to Reinstating Director of Administration Position

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### RECOMMENDED ACTION

Approved revised job descriptions for Director of Administration, General Manager, Controller, and Accounting Supervisor and Director of Administration salary range adjustment related to reinstatement of the District's Director of Administration position.

### BACKGROUND

In June, the Board voted to allocate budget in FY 2018-19 to reinstate the position of Director of Administration. To reinstate the position, the job descriptions of General Manager, Controller, and Accounting Supervisor need to be modified to reflect the reassignment of reporting responsibilities where the Controller and Accounting Supervisor now report to the Director of Administration and handing some responsibilities from the General Manager back to the Director of Administration. The Director of Administration job description itself was further scrutinized to update the responsibilities to reflect the fact a Controller is now a regular position at the District and has assumed some of the responsibilities once held by the Director of Administration. The description was also modified to reflect an enhanced focus on HR/Personnel and other updated priorities of the District.

#### Salary Range Adjustment

The request to adjust the Director of Administration salary range is in recognition that the salary range for this position was not updated as part of the recent adjustments to unrepresented salary ranges. The request is for a 5% increase commensurate with most of the recently approved unrepresented staff salary range increases, most importantly adjusting the range more closely to the Director of Field Operations range.

Director of Administration	Range #	Minimum	Control Point	Maximum
Existing	NR43	\$8,897	\$10,677	\$11,744
Proposed	NR45	\$9,342	\$11,211	\$12,332

Attached are redlined copies of the proposed job description modifications.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## GENERAL MANAGER

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS –[XX-XX-XXXX](#)

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**SUMMARY:** In charge of the administrative, legal, engineering, operations, and financial activities of the District; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required. Interact with county/state/federal agencies to achieve District objectives.

**SUPERVISION:** Under administrative direction of the Board of Directors. Direct supervision to department heads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Serves as chief executive officer for the District; sets vision and implements long range Board established goals for District;
- provides advice and consultation on the development and operation of District services, functions, and policies;
- oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels; reviews and approves purchase order and budget requests;
- coordinates the preparation of the agenda for Board of Directors' meetings.
- conducts a variety of special studies and surveys to determine effectiveness of District programs and services; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services;
- represents the Board's policies and programs with employees, community representatives, developers, and other government agencies;

- oversees the development and administration of capital improvement budgets and plans;
- directs personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees negotiations with bargaining groups;
- negotiates leases, agreements, and contracts; oversees and directs legal counsel;
- ~~performs the duties of, and acts as, Director of Administration;~~
- coordinates District engineering functions; confers with developers and contractors as necessary; serves as District representative with other public agencies.
- maintains media and public relations;
- Manage day to day operations of the District.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals. Exercise leadership, authority, and management tactfully and effectively. Prepare and administer District budgeting and fiscal control processes. Collect and analyze data on a variety of topics, including compensation and other utility billing rates. Effectively organize and carry out public and media relations. Coordinate the preparation of Board agendas. Administer personnel and employer-employee relations programs. Oversee the development and improvement of District facilities and services. Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs. Prepare comprehensive technical reports and recommendations. Effectively represent and implement District policies, programs, and services with employees, contractors, representatives of other agencies, and the public. Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

Minimum Education: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering or a closely related field.

Five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession of or obtain within 12 months of hire, National Incident Management System (NIMS) IS 100,200 and 700 training.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**COMMENTS:**

Appointments to this position are made in accordance with California Government Code section 61240.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## DIRECTOR OF ~~FINANCE/ADMINISTRATION~~ADMINISTRATION

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – XX-XX-XXXX

**SUMMARY:** The Director of ~~Finance/Administration~~Administration supports the General Manager and will coordinate and direct all of the Rancho Murieta Community Services District's (District) ~~human resources; finance~~financial functions including financial analysis, reporting and compliance, financial management, operating and capital spending, analyzing capital investment decisions, and creation of District financial plans and policies; ~~risk management; business planning, ; and financial analysis, including: reporting and compliance, financial management, operating and capital spending, analyzing capital investment decisions, reviewing~~ responsible for divisional and overall administrative effectiveness of the District, ~~; and along with~~ performing ad-hoc analysis on major initiatives. ~~The Director of Administration will oversee Information Technology (IT) implementation, operations and procurement for the District and will serve as lead staff for process improvement initiatives. The position will help with the creation of financial plans and policies for District.~~ This position will act as primary financial contact within the organization.

**SUPERVISION:** Receives general supervision from the General Manager. Provides direct supervision over the Accounting Supervisor ~~and Controller~~.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee District Human Resources function supervising the Human Resources responsibilities of the Accounting Supervisor and taking the lead on personnel matters requiring high-level management oversight;
- Key contact with General Manager to support reporting and business planning requirements and ensure strong financial performance;
- Oversee District risk management function including general risk management and procurement. Work with the District's Risk Management Authority to optimize the District's risk position;
- Lead financial analysis that may include identification and consideration of new District opportunities, operational benchmarking, cost saving/efficiency initiatives;
- Develop the annual budget and business plan;

- Perform daily, weekly, and monthly variance analysis as part of ongoing financial management of the business;
- Participate in the development of the District's annual and 5-year capital plans;
  - Contribute to the business's financial strategies and plans that align with Strategic Objectives and Financial Strategies;
  - Perform Return of Investment (ROI) analysis on District investments;
  - Assist in prioritizing maintenance capital requirements;
- Manage the development of a business forecasting culture which will enable the business to respond to changes and business trends;
- ~~Coordinate and facilitate~~ Review Controller's monthly ~~closes—closing~~ of the accounting records between all of the District operations;
- Review the monthly financial statements for overall reasonableness and accuracy. Coordinate entire process to ensure all month-end deadlines and expectations are met;
- Participate in the review of all month-end reconciliations of all balance sheet accounts to ensure timely and accurate financial information;
- Manage the accurate and timely financial reporting to General Manager and the Board, and other managers on a weekly, monthly, quarterly and annual basis as defined;
  - ~~Verify and ensure~~ Review accurate daily reporting of operations data and key performance indicators;
  - ~~Prepare/R~~review month-end journal entries and assist with the month-end close;
  - ~~Prepare/R~~review ~~and assist with the~~ balance sheet account reconciliations;
  - ~~Prepare/R~~review the operating financial statements for the District;
  - ~~Prepare/R~~review, approve and monitor monthly financial results including the profit and loss balance sheet, and ~~cash flow~~reserve reporting;
  - ~~Prepare/R~~review, approve and monitor working capital reporting;
  - ~~Prepare/R~~review annual and monthly budgets and working capital forecasts;
  - ~~Assist—Provide direction to Controller and review with the~~ year-end audit process;

- Lead the ongoing development of new reports to track key performance measures to aid General Manager in proactively monitoring District performance;
- Ensure support and enforcement of policies, procedures, and internal accounting controls;
- Responsible for handling customer service concerns requiring upper management intervention;
- Direct process improvement initiatives including but not limited to cross-training of staff and transition planning;
- Oversee the District Information Technology (IT) Function including procurement, implementation and operation of the District's technology functions. Work closely with the District's contracted IT support vendor to implement and manage District technology.

**QUALIFICATION REQUIREMENTS:** Possesses a strong ethical foundation with high integrity; self-motivated and results driven; assertive and decisive; ability to develop, mentor, and grow employees; ability to work with and relate to employees at all levels of the organization; dynamic, pro-active, resourceful and practical; work well as part of a larger team; strong organizational skills with a proven ability to handle multiple tasks in a time sensitive manner; ~~effective~~ excellent written and verbal communication skills. Strong computer software skills, including the MS Office suite, especially Excel and Access. Experience in Accounting/Payroll and utility billing systems such as ,Great Plains, and or Utility Star; ~~including MS Excel, Word and Power Point with intermediate understanding of technology systems and hardware solutions key to a modern office environment. p~~Principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of public agency funds.

**EDUCATION AND EXPERIENCE:**

Education: BA/BS degree in accounting, finance, business administration, human resources, public administration or closely related field. Certified CA, CMA, CPA, CGA designation or MBA an advantage.

Experience: Five (5) to seven (7) years of increasingly responsible experience performing effective governmental administration including supervision, budget preparation, personnel management, public program analysis, analytical report preparation, and computer system (hardware, software, network and peripherals) application maintenance.

**LICENSE AND/OR CERTIFICATES:** Possession of the category of a current California Driver's license required by the State Department of Motor Vehicles to perform the essential



duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:** Ability to operate a variety of automated office machines; ~~reasonable~~significant typing and writing ~~skills~~activity; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## CONTROLLER

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~XX-XX-XXXX~~

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**SUMMARY:** Under general direction, this position performs a variety of difficult and complex accounting work in support of District financial, accounting, payroll, and related administrative and analytical functions; assists with District audits; supports the ~~General Manager~~[Director of Administration](#) in bargaining unit negotiations; and provides accounting training of District staff.

**SUPERVISION:** Receives general supervision from the ~~General Manager~~[Director of Administration](#).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and assists with daily accounting and payroll functions
- Performs hands-on accounts payable and daily accounts receivables functions
- Reviews and insures the accuracy of ledger postings and makes adjusting and correcting entries
- Manages and maintains general ledger chart of accounts
- Performs fixed asset management, insuring timely and accurate posting to the general and subsidiary ledgers
- Coordinates and organizes the monthly and annual closing process
- Prepares draft monthly Board financial statements for ~~General Manager~~[Director of Administration](#) analytical review and write-up of data changes
- Performs periodic internal audits of accounting records and operational processes to insure control procedures are working as intended
- Assists with annual audits conducted by outside auditors, including preparing the requested audit materials, schedules, and certain reports.
- Supports the ~~General Manager~~[Director of Administration](#) in confidential bargaining unit negotiations by creating financial analysis of MOU costs and budget availability;

- Prepares the financial statements, tables, and other financial data for the annual report
- Performs monthly bank account reconciliations for review by [General Manager](#)~~Director of Administration~~
- Assists District management with development of the annual budget, including rate development, and prepares monthly reports of budget-to-actual results
- Assists other departments with questions on the budget, proper coding, document processing, and other accounting-related activities
- Monitors cash accounts and records monthly disbursements
- Performs financial analysis on annual and periodic reporting
- Researches latest accounting statements and recommends implementation process
- Performs special analytical studies as directed by the [General Manager](#)~~Director of Administration~~

**QUALIFICATION REQUIREMENTS:** Knowledgeable of principles and practices of Generally Accepted Accounting Principles, governmental fund accounting practices including internal controls, auditing, budgeting and rate setting; payroll processing; cash handling processes, including bank deposits; procedures, policies, rules and practices affecting the development, maintenance and control of fiscal record keeping systems; computer hardware and software programs such as MS Office, Great Plains, and Utility Star; principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of funds in public agencies; District policies, rules and regulations.

Ability to communicate effectively, both orally and in writing; use independent judgment in fairly non-routine situations, such as but not limited to calculating anticipated revenue and/or expenditures; prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions; to be detail and results oriented with initiative and follow through; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; establish and maintain effective, cooperative working relationships; and interpret, explain and apply generally accepted accounting and auditing principles.

**EDUCATION AND/OR EXPERIENCE:** Bachelors degree required, preferably in accounting, business or public administration or related field, and three years of increasingly responsible work experience performing accounting, budget preparation, personnel management, public program analysis, and analytical report preparation.

**LICENSE AND/OR CERTIFICATES:** Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential

duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:** Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## ACCOUNTING SUPERVISOR

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~XX-XX-XXXX~~

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**SUMMARY:** Uses discretion and independent judgment to perform difficult and responsible clerical accounting work involving planning, organizing, coordinating and supervising of administrative staff assigned to perform functions including purchasing, finance/accounting, payroll, personnel, risk management, customer service and computer network maintenance.

**SUPERVISION:** Receives general supervision from the ~~General Manager~~[Director of Administration](#). Provides direct supervision over other accounting support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the ~~General Manager~~[Director of Administration](#) regarding hiring, firing, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the [General Manager](#)~~Director of Administration~~;
- Supports the Director of Administration in confidential bargaining unit negotiations;
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation system of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors the worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;
- Maintains computer network with assistance from outside vendor.

**QUALIFICATION REQUIREMENTS:**

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

**SUPERVISORY RESPONSIBILITIES:**

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience providing the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent; although a Bachelor's degree in business or accounting (or closely related field) is highly desirable.

Two (2) years of technical experience in financial, accounting, or personnel recordkeeping activities and one year of experience in general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, customer services, and computer network maintenance in an independent manner; *or*

Possession of a four-year (4) college degree with a major emphasis in accounting, business management, or a closely related field (Two (2) years of experience performing duties comparable to the Accounting Assistant II at Rancho Murieta Community Services District may be substituted for the college degree).

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data base principles; and computer network maintenance.

**PHYSICAL DEMANDS:**

Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

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