



## 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)*

Special Meeting

January 24, 2024 at 4:30 p.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. *Discussion Item* Discuss Conversion of existing position to Full Time Information Technology Manager Position

#### 3. Comments from the Public

*If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments. We will hold all comments until the Public Comment section.*

#### 4. Directors & Staff Comments/Suggestions

#### 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 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](mailto: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 December 1<sup>st</sup>, 2023. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

DATE: JANUARY 24, 2024  
TO: PERSONNEL COMMITTEE  
FROM: MIMI MORRIS, GENERAL MANAGER  
SUBJECT: PROPOSED FULL TIME IT MANAGER POSITION

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Staff received approval from Committee members earlier this month to move forward with creation of a Part Time IT Manager position with responsibility for the basic information technology support responsibilities.

Following a more in-depth analysis of the workload, staff has determined that there are currently significant additional duties in excess of the basic responsibilities originally envisioned for the IT Manager position. Accordingly, staff proposes an expansion of the IT Manager position from Part Time to Full Time to allow the District to consolidate all information technology work under one position, better control costs, and fully integrate all District IT needs. Staff is not proposing an expansion of the number of Authorized Positions, but a reclassification of an existing position (Position Control Number 711) that has been vacant for most of 23-24.

I have attached a document which compares current annual costs for the District's IT contractors, security camera contractors, security data management system, SCADA data management, maintenance management system, and electronic access system with the cost of an annual Full Time Information Technology Manager.

This cost comparison shows a net increase of \$62,000 which would result from transitioning away from the various contracted services (IT, cameras, electronic security, ABDI database), to an in-house IT manager. Staff believes the improvement in support resulting from a full-time IT manager is worth this additional expense.

I need full board approval before hiring since I am recommending repurposing an existing position to this area. The existing position is an Accounting Technician Position which has been vacant since July. The District has been using part-time assistance for the Payroll activities and does not envision returning to a full-time Payroll Accounting Specialist. Please see the attached Position Control Report which provides a more complete picture of the FT Positions Authorized by the Board.

Staff requests Committee approval of this reclassification and time base increase for the proposed IT Manager position and advancement by the Committee to the Board for consideration.

###

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**INFORMATION TECHNOLOGY MANAGER**

**Part Full-Time (NTE 20 hours per week) Position**

DEPARTMENT: ADMINISTRATION

REPORTS TO: GENERAL MANAGER

FLSA OVERTIME STATUS: NON-EXEMPT-BARGAINING  
UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS — draft to committee 12/5/23  
DRAFT TO COMMITTEE: 1/23/24

**SUMMARY:** Manage a variety of professional, high-level, confidential and complex information technology duties for the District to optimize physical and virtual security, network administration and user support, and evaluate externally procured databases and develop internal alternatives. Develop and modify technical specifications, develops and implements standards and controls, contribute to the planning of the overall organizational information technology strategy; coordinate infrastructure system design, modification, upgrade, and implementation.

**SUPERVISION:** Receives general direction from the General Manager.

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

- Designs, operates Design, operate and maintains maintain systems including network, server, storage, operating system, database, program, hardware, and software
- Manages Manage Business Technology - software licenses and required software
- Manages Manage Information Security
- Manages Manage Information Technology Projects
- Develops, operates Develop, operate and maintains maintain software system engineering
- Plans Plan for and helps to help maintain and implement both immediate and long- term information technology needs, including various audio-visual resources and security camera infrastructure.

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- Exercises Integrate all security cameras (fixed, body-worn, and vehicular) to enable seamless storage and retrieval of footage.
- Exercise discretion and independent judgment in the performance of complex information functions related to District operation and major assignments.

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- ~~Assists~~Assist with data management program in coordination with other departments;

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**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment; excellent English usage, spelling, grammar, and punctuation; intermediate skill level in database design and management (like FileMaker), Word, Excel, Adobe Acrobat Pro, PowerPoint, and Outlook.

Ability to manage the overall information management system of the District. Ability to manage all business technology resources; ability to develop and refine information policy and program development, ability to manage the information technology portfolio management, information technology procurement, service, performance management, ~~process reengineering~~, business analysis, research and development, and strategic planning, ~~digital service use experience engagement, content design, and product and delivery strategy~~. Ability to manage the full lifecycle of end user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end user computing environment.

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Ability to manage all security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts. Ability to manage or oversee all phases of project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system. Ability to implement and oversee the architecture, development, operation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services. Ability to implement and oversee the architecture, design, configuration, operation, and maintenance of systems discovery and planning, design, configure, administer, and sustaining the operation of a defined system. System elements can include network, server, storage, operating system, database, program, hardware, and software.

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Ability to evaluate processes to automate and optimize business operations.

Ability to integrate all security elements to facilitate retrieval, usage and storage.

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**EDUCATION AND/OR EXPERIENCE:** The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: BA degree or equivalent college level coursework preferably in information technology or related field.

| Ten years of extensive and increasingly responsible public or private agency information technology management.

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~~**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:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is ~~regularly~~occasionally required to stoop, kneel, crouch, or crawl. The employee ~~frequently~~occasionally is required to stand, walk, ~~sit,~~ and ~~climb or balance.~~sit. The employee is occasionally required to use hands to ~~finger,~~ handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust ~~focus.~~focus. The employee ~~must~~may occasionally lift and/or move up to ~~25~~10 pounds.

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**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.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INFORMATION TECHNOLOGY MANAGER

### Full-Time Position

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DEPARTMENT: ADMINISTRATION

REPORTS TO: GENERAL MANAGER

FLSA STATUS: EXEMPT

DRAFT TO COMMITTEE: 1/24/24

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**SUMMARY:** Manage a variety of professional, high-level, confidential and complex information technology duties for the District to optimize physical and virtual security, network administration, user support, and evaluate externally procured databases and develop internal alternatives. Develop and modify technical specifications, develops and implements standards and controls, contribute to the planning of the overall organizational information technology strategy; coordinate infrastructure system design, modification, upgrade, and implementation.

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- Design, operate and maintain systems including network, server, storage, operating system, database, program, hardware, and software
- Manage Business Technology - software licenses and required software
- Manage Information Security
- Manage Information Technology Projects
- Develop, operate and maintain software system engineering
- Plan for and help maintain and implement both immediate and long-term information technology needs, including various audio-visual resources and security camera infrastructure.
- Integrate all security cameras (fixed, body-worn, and vehicular) to enable seamless storage and retrieval of footage.
- Exercise discretion and independent judgment in the performance of complex information functions related to District operation and major assignments.



- Assist with data management program in coordination with other departments;

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment; excellent English usage, spelling, grammar, and punctuation; intermediate skill level in database design and management (like FileMaker), Word, Excel, Adobe Acrobat Pro, PowerPoint, and Outlook.

Ability to manage the overall information management system of the District. Ability to manage all business technology resources; ability to develop and refine information policy and program development, ability to manage the information technology portfolio, information technology procurement, service, performance management, business analysis, research and development, and strategic planning. Ability to manage the full lifecycle of end user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end user computing environment.

Ability to manage all security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts. Ability to manage or oversee all phases of project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system. Ability to implement and oversee the architecture, development, operation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services. Ability to implement and oversee the architecture, design, configuration, operation, and maintenance of systems discovery and planning, design, configure, administer, and sustaining the operation of a defined system. System elements can include network, server, storage, operating system, database, program, hardware, and software.

Ability to evaluate processes to automate and optimize business operations.

Ability to integrate all security elements to facilitate retrieval, usage and storage.

**EDUCATION AND/OR EXPERIENCE:** The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: BA degree or equivalent college level coursework preferably in information technology or related field.

Ten years of extensive and increasingly responsible public or private agency information technology management.

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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally lift and/or move up to 10 pounds.

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# District Position Report

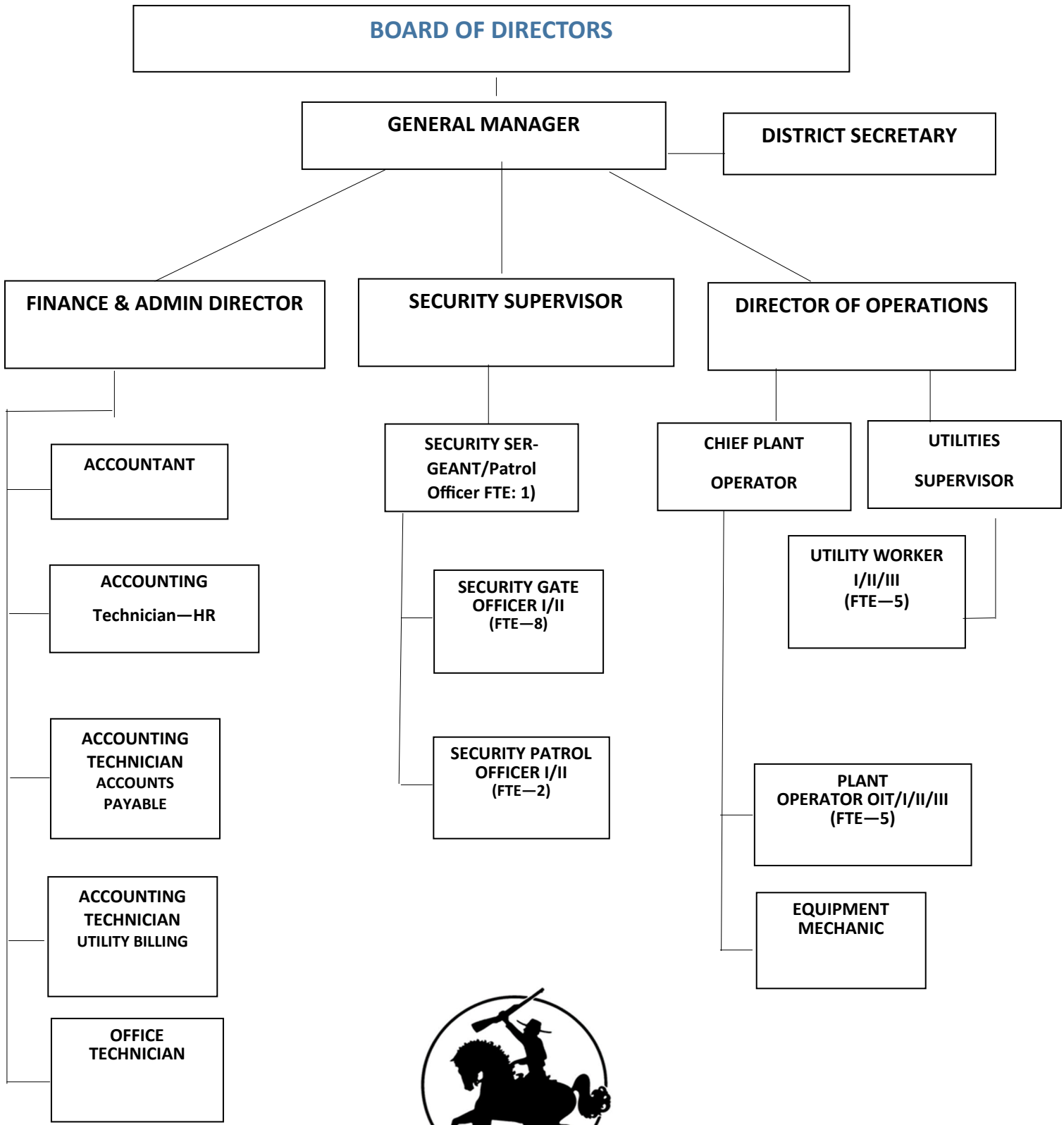
As of 1/24/2024  
Page 1

Position Number	Class Code	Class Name	Occupancy Status	Incumbent	Prior Incumbent	Date Position Vacated	Days Vacant
<b>34.00 Full Time Authorized Positions, all units - 33.00 Filled; 1.00 Vacancies; 97.06% Filled</b>							
<b>Admin--8 Positions</b>							
701	7000	General Manager	Filled	Mimi Morris			
707	6750	Board Secretary	Filled	Amelia Wilder			
703	6400	Director of Finance & Administration	Filled	Mark Matulich			
712	6003	Office Technician	Filled	Jaelyn Farris			
708	6002	Accountant	Filled	Christopher Funakoshi			
709	6001	Accounting Technician	Filled	Shelby Gonzalez			
710	6001	Accounting Technician	Filled	Beverly Sutliff			
711	6001	Accounting Technician	Vacant		T. Mitchell	7/3/23	201
<b>Operations--14 Positions</b>							
702	6500	Director of Operations	Filled	Michael Fritschi			
706	6475	Chief Plant Operator	Filled	Travis Bohannon			
705	6450	Utility Supervisor	Filled	Ronald Greenfield			
721	6011	Utility Worker I	Filled	Connor McClure			
723	6011	Utility Worker I	Filled	Oscar Ceja	R. Abarca	11/17/23	
720	6010	Utility Worker II	Filled	Mario Moreno			
719	6009	Utility Worker III	Filled	James Colas			
722	6009	Utility Worker III	Filled	Gabriel DeVault			
717	6007	Plant Operator I	Filled	Robert Miller			
718	6007	Plant Operator I	Filled	Michael Foeldi			
715	6006	Plant Operator II	Filled	Ryan Wenker			
716	6006	Plant Operator II	Filled	Edmund McMurray			
714	6005	Plant Operator III	Filled	Cory Xavier			
713	6004	Equipment Mechanic	Filled	Jason Dill			
<b>Security--12 Positions</b>							
704	6300	Security Supervisor	Filled	Kelly Benitez			
731	6015	Gate Officer I	Filled	Paul Anderson			
732	6015	Gate Officer I	Filled	Esau Martinez			
733	6015	Gate Officer I	Filled	Samantha Koyama			
734	6015	Gate Officer I	Filled	Robert Stoffel			
727	6014	Gate Officer II	Filled	Richard Dias			

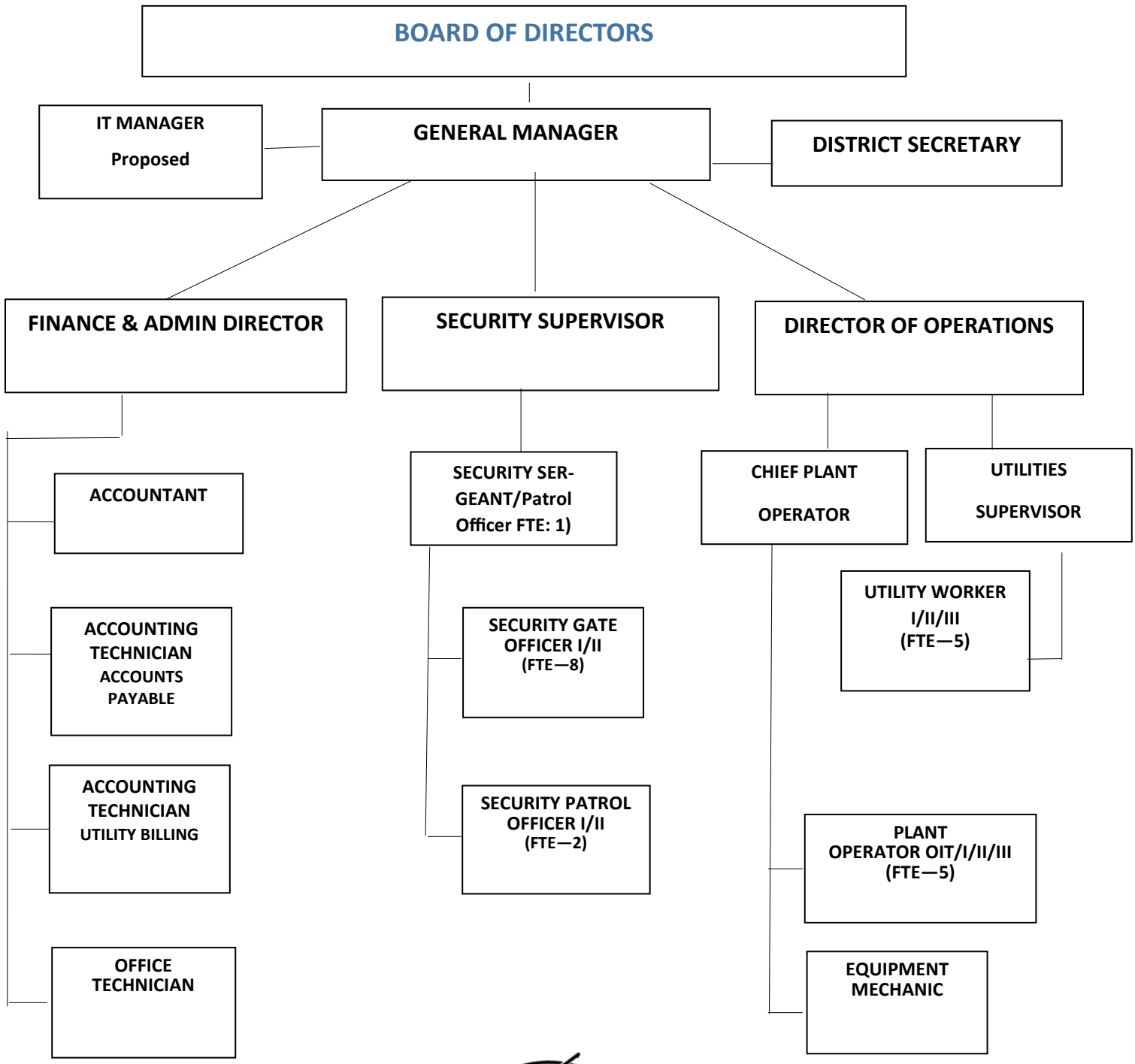
# District Position Report

Position Number	Class Code	Class Name	Occupancy Status	Incumbent	Prior Incumbent	Date Position Vacated	Days Vacant
728	6014	Gate Officer II	Filled	Karen Hessler			
729	6014	Gate Officer II	Filled	David Labrado			
730	6014	Gate Officer II	Filled	Jordan Huth			
724	6012	Patrol Officer II	Filled	Vitaliy Perepelka			
725	6012	Patrol Officer II	Filled	Warlito Gabriel			
726	6012	Patrol Officer II	Filled	Mel Outram			

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
 ORGANIZATIONAL CHART—December 2023  
 33 Authorized Full Time Positions**



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
 ORGANIZATIONAL CHART—December 2023  
 33 Authorized Full Time Positions**



# District Position Report

As of 1/24/2024  
Page 1

Position Number	Class Code	Class Name	Occupancy Status	Incumbent	Prior Incumbent	Date Position Vacated	Days Vacant
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**33.00 Full Time Authorized Positions, all units - 31.00 Filled; 2.00 Vacancies; 93.94% Filled**

## Admin--8 Positions

701	7000	General Manager	Filled	Mimi Morris			
707	6750	Board Secretary	Filled	Amelia Wilder			
703	6400	Director of Finance & Administration	Filled	Mark Matulich			
712	6003	Office Technician	Filled	Jaelyn Farris			
708	6002	Accountant	Filled	Christopher Funakoshi			
709	6001	Accounting Technician	Filled	Shelby Gonzalez			
710	6001	Accounting Technician	Filled	Beverly Sutliff			
711	6001	Accounting Technician	Vacant		T. Mitchell	7/3/23	201

## Operations--14 Positions

702	6500	Director of Operations	Filled	Michael Fritschi			
706	6475	Chief Plant Operator	Filled	Travis Bohannon			
705	6450	Utility Supervisor	Filled	Ronald Greenfield			
721	6011	Utility Worker I	Filled	Connor McClure			
723	6011	Utility Worker I	Vacant		R. Abarca	11/17/23	64
720	6010	Utility Worker II	Filled	Mario Moreno			
719	6009	Utility Worker III	Filled	James Colas			
722	6009	Utility Worker III	Filled	Gabriel DeVault			
717	6007	Plant Operator I	Filled	Robert Miller			
718	6007	Plant Operator I	Filled	Michael Foeldi			
715	6006	Plant Operator II	Filled	Ryan Wenker			
716	6006	Plant Operator II	Filled	Edmund McMurray			
714	6005	Plant Operator III	Filled	Cory Xavier			
713	6004	Equipment Mechanic	Filled	Jason Dill			

## Security--11 Positions

704	6300	Security Supervisor	Filled	Kelly Benitez			
731	6015	Gate Officer I	Filled	Paul Anderson			
732	6015	Gate Officer I	Filled	Esau Martinez			
733	6015	Gate Officer I	Filled	Samantha Koyama			
727	6014	Gate Officer II	Filled	Richard Dias			
728	6014	Gate Officer II	Filled	Karen Hessler			

# District Position Report

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725	6012	Patrol Officer II	Filled	Warlito Gabriel			
726	6012	Patrol Officer II	Filled	Mel Outram			



# SALARY SCHEDULE BY CLASS

## CLASS NAME IT MANAGER

		<i>1.05</i>				<i>1.03</i>				<i>1.025</i>			
Step	HOURLY RATES				Step	ANNUAL PAY							
	2023	2024	2025	2026		2023	2024	2025	2026				
_01	\$50.50	\$53.03	\$54.62	\$55.98	_01	\$105,040	\$110,292	\$113,601	\$116,441				
_02	\$52.27	\$54.88	\$56.53	\$57.94	_02	\$108,716	\$114,152	\$117,577	\$120,516				
_03	\$54.10	\$56.80	\$58.51	\$59.97	_03	\$112,521	\$118,148	\$121,692	\$124,734				
_04	\$55.99	\$58.79	\$60.55	\$62.07	_04	\$116,460	\$122,283	\$125,951	\$129,100				
_05	\$57.95	\$60.85	\$62.67	\$64.24	_05	\$120,536	\$126,563	\$130,359	\$133,618				
_06	\$59.98	\$62.98	\$64.87	\$66.49	_06	\$124,755	\$130,992	\$134,922	\$138,295				

## Comparison of Current IT Expenses to Proposed In-House Full Time IT Manager Position

1/24/2024

	<b>Current Monthly Costs</b>	<b>Current Annual Costs</b>
1. IT Contract, excluding SW and not including any hours over 31 per month	\$ 5,300	\$ 63,600
2. ABDI Database Mgmt. Contract for security	\$ 1,300	\$ 15,600
3. Average Camera System Maintenance Costs	\$ 900	\$ 10,800
4. Additional Camera Management Costs	\$ 500	\$ 6,000
5. SCADA Database Management (plants)	\$ 1,000	\$ 12,000
6. Computerized Maintenance Mgmt System	\$ 900	\$ 10,800
7. Electronic Physical Access Control at HQ	\$ 100	\$ 1,200
<b>Total Current IT related Expenses</b>		<b><u>\$ 120,000</u></b>
IT Manager Proposed Salary (adj to include 5% anticipated increase in '24)	\$ 123,211	
IT Manager Estimated Benefits Expense	<u>\$ 61,606</u>	
<b>Total Estimated IT Manager Expense</b>		<b><u>\$ 184,817</u></b>
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<b>Additional Expense of a Full Time IT Manager</b>		<b><u>\$ 64,817</u></b>