



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

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PERSONNEL COMMITTEE

(Directors John Merchant and Randy Jenco)

Regular Meeting

January 3, 2019 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 Purpose of Committee and Directors' Role**
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 December 28, 2018. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: December 28, 2018
To: Personnel Committee
From: Mark Martin, General Manager
Subject: Review Purpose of Committee and Directors' Role

RECOMMENDED ACTION

Review purpose of the Personnel Committee and the Directors' Role.

BACKGROUND

With a new Director joining this committee, I would like to take a few minutes to review the purpose of this Committee and the role of the Directors and staff. Per the District Code, Section 12.02c:

12.02c Personnel Committee

The Personnel Committee shall study, advise, and make recommendations with regards to:

- a. The form of the District's organization and the flow of authority and responsibility.*
- b. Periodic independent reviews and studies of the organization, the classification of positions, job duties, salaries, and salary ranges; and preparation and submittal of annual recommendation for employee salaries and benefits to the Finance Committee for consideration in budget preparation.*
- c. Relations between the District and its employees including all matters affecting wages, hours, pension plans and other employee benefits, and other terms and conditions of employment and matters included within the employee relations resolution.*
- d. Areas of special concern to the District and its employees, including, but not limited to, equal employment opportunity, affirmative action, and the health and safety of employees.*
- e. Policies and rules regarding the employment, discipline, and discharge of District officers and employees.*
- f. Individuals who serve in positions requiring Board approval, (i.e. General Manager, District Engineer, District Secretary, etc.)*
- g. Any legal matters affecting the District within the Committee's areas of interest.*
- h. Employment of personnel consultants.*
- i. Other matters as directed by the Board.*