



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

March 2, 2021 at 7:30 a.m.

This meeting will be held via ZOOM video conference only pursuant to Gov. Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/81543017286> entering Meeting ID no. 815 4301 7286, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 815 4301 7286. 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. Comments from the Public
3. Review Security Chief Job Specification-Proposed Changes
4. Proposed CalPERS Retired Annuitant Project Specialist Position
5. Directors & Staff Comments/Suggestions
6. 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 February 26, 2021. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: February 26, 20212
To: Personnel Committee
From: Tom Hennig, General Manager
Subject: Revised Security Chief Job Description

RECOMMENDED ACTION

Review and recommend for Board of Directors review and approval of the attached revised Security Chief job description to Security Supervisor.

BACKGROUND

The Security Chief position is being updated to reflect a better position title of Security Supervisor to better reflect the current-day needs of the position as it relates to minimum required educational attainment, job specifications and current duties. These changes are recommended to require the leader of the Security Department to provide an advanced level of management skills and experience in working with community boards and associations.

Attached are redlined and a non-redlined version of the proposed revisions to the job description.

We will begin recruitment for the Security Supervisor position once the revised job description is approved by the Board.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY CHIEF SUPERVISOR

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS - 07/20/0521

SUMMARY: The role of the Security Supervisor is to oversee the security functions of the District; to ensure compliance of applicable policies and regulations while implementing security measures for the District; to plan, organize, coordinate and direct the security and crime prevention activities of the District; to evaluate, analyze and assess the performance of security personnel and to implement disciplinary measures as needed; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job-related work as required.

~~To plan, organize, coordinate and direct the security and crime prevention activities of the District; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job-related work as required.~~

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over Security Patrol Officers I and II and Security Gate Officers I and II.

~~Receives general supervision from the General Manager. Provides direct supervision over Security Sergeant Patrol Officers I and II and Security Gate Officers I and II.~~

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;
- Develops goals, objectives, rules, policies and procedures for the operation of the department;
- Coordinates department activities with agencies responsible for law enforcement and public health and safety;
- Selects, trains, assigns and has general responsibility for the evaluation and discipline of personnel;
- Coordinates the development and maintenance of training programs;
- Prepares annual department budget and controls expenditures;
- Approves the requisition of materials, supplies and equipment;
- Prepares detailed staff reports, and makes presentations to the Board of Directors

and attends meetings of the District Board of Directors;Directors;:-

- Prepares a variety of reports related to department functions and activities; monitors trends, and evaluates and recommends changes to department operations and services;services;:-
- Responds to sensitive citizen inquiries and complaints concerning department functions and complaints;
- Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance security services;
- Assist in Patrol and Gate functions as needed;
- Patrols the District and responds to calls for service, and writes reports, as needed; and -

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ~~Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;~~
- ~~develops goals, objectives, rules, policies and procedures for the operation of the department;~~
- ~~coordinates department activities with agencies responsible for law enforcement and public health and safety;~~
- ~~selects, trains, assigns and has general responsibility for the evaluation and discipline of personnel; coordinates the development and maintenance of training programs;~~
- ~~prepares annual department budget and controls expenditures; approves the requisition of materials, supplies and equipment;~~
- ~~attends meetings of the District Board of Directors; prepares detailed staff reports and makes presentations to the Board;~~
- ~~prepares a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;~~
- ~~responds to sensitive citizen inquiries and complaints concerning department~~

~~functions and complaints; meets with community groups and organizations in developing programs and implementing projects to enhance security services.~~

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, coordinate and direct the security and crime prevention functions of the District. Provide supervision and training to departmental staff. Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services. Interpret, explain, apply and enforce a variety of laws, rules and regulations. Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities. Collect and analyze data and prepare both comprehensive and concise reports. Make effective oral presentations. Prepare and administer the departmental budget. Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions. Establish and maintain cooperative working relationships.~~

MINIMUM REQUIREMENTS:

~~A combination of training and experience which would demonstrate the required job knowledge and abilities, including:~~

Education:

~~High School diploma and/or equivalent.~~

~~Possession of a Bachelor/bachelor's degree with a major in Business, Police Science or related fields.~~

Experience:

~~A minimum of five years of supervisory and management experience in security, crime prevention, or law enforcement.~~

~~Law enforcement experience as a Sergeant and above is required.~~

JOB KNOWLEDGE AND ABILITIES:

~~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, coordinate and direct the security and crime prevention functions of the District.~~

- Provide supervision and training to departmental staff.
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services.
- Interpret, explain, apply and enforce a variety of laws, rules and regulations.
- Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities.
- Collect and analyze data and prepare both comprehensive and concise reports.
- Make effective oral presentations.
- Prepare and administer the departmental budget.
- Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions.
- Establish and maintain cooperative working relationships with the community and other agencies/organizations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess a valid 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.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card.

May possess a valid California Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL REQUIREMENTS:

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:

Must meet physical standards, to include the occasional lifting of 75 pounds and/or moving objects up to 100 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Must possess satisfactory hearing capabilities.

Must possess visual acuity of at least 20/100 correctable to at least 20/30 in each eye, and other specific vision abilities required by this job to include close vision, distance vision,

color 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.

While performing the duties of this job, the employee frequently works in various outdoor weather conditions.

EDUCATION AND/OR EXPERIENCE:

~~Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:~~

~~Minimum Education: High School diploma and/or equivalent.~~

~~Five years of broad and extensive supervisory and management experience in security, crime prevention, or law enforcement; or~~

~~Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement.~~

CERTIFICATES, LICENSES, REGISTRATIONS:

~~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.~~

~~Successful completion of the training requirements listed in Section 832 of the California Penal Code.~~

~~Possession of May possess a valid California Guard Card and Firearms Card.~~

~~Possession of valid American Red Cross First Aid and Cardiopulmonary Resuscitation (C.P.R.) certificates. Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of 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.~~

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

~~The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.~~

~~While performing the duties of this job, the employee frequently works in outside weather conditions.~~

~~The noise level in the work environment is usually quiet.~~

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY SUPERVISOR

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS –

SUMMARY: The role of the Security Supervisor is to oversee the security functions of the District; to ensure compliance of applicable policies and regulations while implementing security measures for the District; to plan, organize, coordinate and direct the security and crime prevention activities of the District; to evaluate, analyze and assess the performance of security personnel and to implement disciplinary measures as needed; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over Security Patrol Officers and Security Gate Officers.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;
- Develops goals, objectives, rules, policies and procedures for the operation of the department;
- Coordinates department activities with agencies responsible for law enforcement and public health and safety;
- Selects, trains, assigns and has general responsibility for the evaluation and discipline of personnel;
- Coordinates the development and maintenance of training programs;
- Prepares annual department budget and controls expenditures;
- Approves the requisition of materials, supplies and equipment;
- Prepares detailed staff reports, makes presentations to the Board of Directors and attends meetings of the District Board of Directors;
- Prepares a variety of reports related to department functions and activities; monitors trends, and evaluates and recommends changes to department operations and services;

- Responds to sensitive citizen inquiries and complaints concerning department functions and complaints;
- Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance security services;
- Assist in Patrol and Gate functions as needed;
- Patrols the District and responds to calls for service, and writes reports, as needed; and

MINIMUM REQUIREMENTS:

A combination of training and experience which would demonstrate the required job knowledge and abilities, including:

Education:

High School diploma and/or equivalent.

Possession of a bachelor's degree with a major in Business, Police Science or related fields.

Experience:

A minimum of five years of supervisory and management experience in security, crime prevention, or law enforcement.

Law enforcement experience as a Sergeant and above is required.

JOB KNOWLEDGE AND ABILITIES:

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, coordinate and direct the security and crime prevention functions of the District.
- Provide supervision and training to departmental staff.
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services.
- Interpret, explain, apply and enforce a variety of laws, rules and regulations.
- Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities.
- Collect and analyze data and prepare both comprehensive and concise reports.
- Make effective oral presentations.
- Prepare and administer the departmental budget.
- Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime

prevention and law enforcement functions.

- Establish and maintain cooperative working relationships with the community and other agencies/organizations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess a valid 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.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card.

May possess a valid California Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL REQUIREMENTS:

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:

Must meet physical standards, to include the occasional lifting of 75 pounds and/or moving objects up to 100 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Must possess satisfactory hearing capabilities.

Must possess visual acuity of at least 20/100 correctable to at least 20/30 in each eye, and other specific vision abilities required by this job to include close vision, distance vision, color 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.

While performing the duties of this job, the employee frequently works in various outdoor weather conditions.

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MEMORANDUM

Date: February 26, 20212
To: Personnel Committee
From: Tom Hennig, General Manager
Subject: CalPERS Retired Annuitant Project Specialist

RECOMMENDED ACTION

Review and recommend for Board of Directors review and approval of the attached job description for the CalPERS Retired Annuitant Project Specialist.

BACKGROUND

The CalPERS Retired Annuitant Project Specialist position is being introduced to the Committee to assist the District in a variety of duties to include technical, administrative and field activities, perform research activities, coordinate events in the District, and perform other related duties as assigned. The specific assignments will vary based on the specific need of each department.

This position will be under the general supervision of the General Manager and his/her designee to include the Security Supervisor, Director of Field Operations, or the Director of Administration. The Retired Annuitant will not be allowed to work more than 960 hours in a fiscal year.

This position will be classified as a Retired Annuitant position only for retired personnel who are CalPERS retirees.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

CALPERS RETIRED ANNUITANT PROJECT SPECIALIST

DEPARTMENTS: ADMINISTRATION / OPERATIONS / SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY: The role of the CalPERS Retired Annuitant Project Specialist is to aide with technical, administrative and field activities; perform research and assist with conducting various studies and analyses; coordinate events in the District; and to perform other job-related work as required.

This position is classified as a Retired Annuitant position for CalPERS purposes, and is limited to a 960 hour work period per fiscal year.

Salary Range: \$30 - \$90 hourly based on experience and assignment.

SUPERVISION: Receives general supervision from the General Manager and his/her designee.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform detailed and comprehensive research and analysis for special projects as assigned;
- Conduct special internal organizational audits as assigned;
- Coordinate organizational development activities;
- Prepare reports in a timely and professional manner;
- May be required to attend such training as deemed necessary to complete assigned tasks;
- May be assigned to interim director level positions;
- Reviews goals, objectives, rules, policies and procedures for the operation of the department;
- Prepares a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;
- Provides technical advice and assistance to staff, including other departments;
- Consults with staff for the processing of reports, studies, and/or presentations;
- Reviews departmental reports for accuracy and makes recommendations for the efficient gathering of data and departmental statistics;

- In consultation with other departments, assists with public information requests and document production requests associated with department litigation;
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports related to departmental programs and projects;
- Conducts special projects;
- Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance District services.

JOB KNOWLEDGE AND ABILITIES:

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, coordinate and direct the department activity functions of the District;
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of services;
- Interpret, explain, apply and enforce a variety of laws, rules and regulations;
- Collect and analyze data and prepare both comprehensive and concise reports;
- Effectively represent the District with individuals, community organizations and other governmental bodies;
- Establish and maintain cooperative working relationships with the community and other agencies/organizations;
- Basic use of word processing and personal computers, with special emphasis on spreadsheets and/or database software applications, internet, and email;
- Common research and/or statistical practices and techniques.

SKILLS IN:

- Writing clearly, accurately, concisely, and legibly and with correct English grammatical construction and spelling.
- Utilizing standard of office equipment including a computer and telephone. Understanding and carrying out verbal and written instructions; observing, assimilating, remembering, recording, and recalling pertinent facts and details.
- Applying selected knowledge (i.e. laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing diverse information in order to decide upon an appropriate and reasonable course of action. Working courteously with the public.
- Working with various groups in a tactful and effective manner. Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM REQUIREMENTS:

A combination of training and experience which would demonstrate the required job knowledge and abilities, including:

Education:

High School diploma and/or equivalent.

Experience:

A minimum of five years of experience in the requesting department activities.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess a valid California Driver's license, Class C, as 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 REQUIREMENTS:

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:

Must meet physical standards, to include the occasional lifting of 50 pounds and/or moving objects up to 50 pounds.

While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Vision: Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading, and/or close-up work.

Emotional/Psychological: Constant concentration, decision making and public contact, ability to exercise sound judgment especially under stressful situations and working alone.

Hearing: Must possess satisfactory hearing capabilities.

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 frequently works in various outdoor weather conditions, and various shifts and hours as needed.

This classification should not be interpreted as all inclusive. It is intended to identify the essential job functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in the specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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