Rancho Murieta CSD

Personnel Committee Meeting

November 9, 2026
RMCSD Board Room
9:00 AM Special Meeting

Board of Directors
John Merchant, President
Linda Butler, Vice President
Bill Gere, Director
Randy Jenco, Director
Tim Maybee, Director

General Manager
Marti Brown

District Clerk
Amelia Wilder

15160 Jackson Road
Rancho Murieta, CA 95683
(916) 354-3700

Agenda

1. **CALL TO ORDER**

2. **PUBLIC COMMENT**

   *For this Special Meeting, members of the public may **ONLY** comment on items specifically agendized. With certain exceptions, the Committee may not discuss or take action on items that are not on the agenda.*

   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 it to the Board Secretary prior to Public Comments. Speakers presenting opinions, whether individual or on behalf of a group shall have 3 minutes to speak. This three minute limitation will be strictly enforced. Speakers will not be allowed to make more than one public comment.

3. **Discussion Items:**
   a. **Assistant to the General Manager/Clerk of the Board**
      Recommended Action: Move to Board for approval
      Contact: Marti Brown, General Manager, mbrown@rmcsd.com

4. **COMMENTS & REPORTS**

5. **ADJOURNMENT**

This agenda was posted on November 5, 2026.

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Dyanne Fleet, Interim District Secretary

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 federal and state laws concerning disabilities, 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 meeting, please contact the District Office at 916-354-3700 or dfleet@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. Posting location is the District Office. The date of this posting is November 5, 2026.

The District of Rancho Murieta is an Equal Opportunity Provider.

Date: November 9, 2026

To: RMCSD Personnel Committee

From: Marti Brown, General Manager

Subject: New Job Classification: Assistant to the General Manager/Clerk of the Board

Recommendation:

Recommend approval of the new Assistant to the General Manager/Clerk of the Board job classification (Attachment 1) to the RMCSD Board of Directors.

Rationale for Recommendation:

The General Manager has identified an organizational need for a mid-management position that integrates high-level executive and administrative support, special project management, and Clerk of the Board responsibilities. Because no existing District job classification encompasses this combination of functions, establishing a new classification would address this operational need while providing a clearly defined role with an appropriate level of responsibility and authority.

Background:

Following the departure of the previous General Manager, the RMCSD Board of Directors temporarily appointed the District Secretary to serve as Interim General Manager while recruitment for a permanent replacement was underway. To maintain continuity of administrative and Board support functions, a temporary District Secretary was hired to backfill the position.

With the appointment of a new General Manager, the temporary District Secretary assignment is concluding, necessitating a determination regarding the former Interim General Manager's ongoing role within the District, whether through a return to the District Secretary position or reassignment to another appropriate position.

Discussion & Analysis:

Since starting her position with the RMCSD, the new General Manager has identified an ongoing organizational need for a hybrid mid-management position that integrates Clerk of the Board responsibilities with high-level executive support and special project management. This combination of responsibilities is not currently encompassed within any single District job classification, creating the need to establish a new position that better aligns with the District's operational and administrative needs.

As a mid-management classification, this position would carry responsibilities and authority greater than those of the District Secretary but would not rise to the level of a department head. Accordingly, the salary range should be established above that of the District Secretary and below that of department head classifications, reflecting the position's scope, complexity, and level of

responsibility.

Based on an analysis of comparable positions and available market compensation data, an annual salary of $125,000 at the top step appears competitive and consistent with prevailing market rates for similar classifications. Staff therefore recommend establishing a salary range with a maximum annual salary of $125,000. The position would also be eligible for annual cost-of-living adjustments (COLAs) based on changes in the Consumer Price Index (CPI), consistent with applicable District policies. Staff also recommend starting the former District Secretary at the top step of this range.

As tentatively approved and directed by the Board of Directors, a comprehensive salary and compensation study is scheduled to begin in early January 2027. Should the study indicate that an upward adjustment to the proposed salary range is warranted, the General Manager may recommend a revised salary range for Board consideration and approval as part of the FY 2027-28 budget process. However, staff recommend maintaining the initially established salary range as a minimum, even if the study identifies a lower market-based range, to ensure compensation, stability and consistency with the position's assigned responsibilities.

Fiscal Impact:

As of 2025, the District Secretary position carried an annual salary of $97,635. The proposed annual salary of $125,000 for the new Assistant to the General Manager/Clerk of the Board classification represents an increase of $27,365, or approximately 28.0%. With an effective date of December 1, 2026, the estimated increase in base salary expenditures for the remaining seven months of FY 2026-27 would be approximately $15,963, with an annualized increase of $27,365 in subsequent fiscal years (excluding any CPI increases and/or salary range adjustments). These estimates also exclude any associated increases in employer-paid benefits, payroll taxes, and retirement contributions.

Attachments:

- Attachment 1: Assistant to the General Manager/Clerk of the Board

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ASSISTANT TO THE GENERAL MANAGER / CLERK OF THE BOARD

DEPARTMENT	Administration
FLSA STATUS	N/A
BARGAINING UNIT	N/A
APPROVAL	Board of Directors approval date: _____

POSITION SUMMARY

Under the direction of the General Manager, the Assistant to the General Manager / Clerk of the Board provides executive and administrative support to the General Manager and Board of Directors; administers Board and committee meeting processes and official records; and coordinates the District's day-to-day administrative office systems and assigned support services. The position prepares and distributes meeting materials, records official actions, tracks Board direction, coordinates public-records requests and required filings, maintains office procedures and records, and supports administrative procurement, contract documentation, personnel administration, routine public information, special projects, and research assignments. The incumbent exercises independent judgment within established procedures and delegated authority and maintains confidentiality, impartiality, and effective working relationships with the Board, staff, legal counsel, vendors, other agencies, and the public.

DISTINGUISHING CHARACTERISTICS

This classification combines the Clerk of the Board function, high-level administrative support to the General Manager, and day-to-day coordination of office administration. The position is responsible for administering processes, maintaining records, coordinating assigned work, managing special projects and research assignments, and carrying out delegated administrative tasks. The position is a Mid-Management position. The incumbent may exercise temporary executive authority when formally designated and within the scope and duration of that designation.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction and supervision from the General Manager.
- May assign, coordinate, train, and review the day-to-day work of administrative or clerical staff specifically assigned to the office, consistent with District policies and the General Manager's direction.
- May coordinate the work of consultants, vendors, temporary staff, and employees assigned to meeting or administrative support and as directed by the General Manager.

ESSENTIAL FUNCTIONS

1. Board and Committee Administration

- Serves as Clerk of the Board and performs related duties assigned by law, Board policy, or the General Manager.
- Coordinates regular, special, emergency, and committee meetings, including calendars, deadlines, meeting logistics, accessibility, remote-meeting arrangements, and distribution of materials.
- Administers the agenda process in coordination with the General Manager and staff; requests agenda items and staff reports, tracks submission deadlines, checks materials for completeness and consistency, assembles packets, and arranges timely posting and distribution.
- Attends Board and committee meetings as assigned; prepares accurate draft minutes and records motions, votes, actions, referrals, and formal Board direction.
- Maintains an action log of Board decisions and follow-up items, requests status updates from responsible staff, and reports outstanding items to the General Manager.
- Coordinates public-comment procedures, meeting notices, hearing materials, and other procedural requirements in consultation with the General Manager and legal counsel as appropriate.
- Provides Board members with meeting materials, approved records, orientation materials, and logistical support consistent with District policy and applicable law.

2. Official Records and Governance Compliance

- Maintains the official record of Board and committee proceedings, including agendas, minutes, resolutions, ordinances, policies, and other records assigned to the Clerk.
- Administers records filing, indexing, retention, retrieval, archival, and authorized records destruction processes in accordance with the District's records-retention schedule and applicable law.

- Coordinates processing, publication, codification, and version control of adopted resolutions, ordinances, policies, and other official actions; maintains current versions and records of superseded documents.
- Coordinates District responses to California Public Records Act requests with legal counsel, the General Manager and other District staff as necessary; tracks statutory deadlines and maintains records of requests and response; and is Custodian of District records.
- Administers assigned procedures supporting compliance with the Ralph M. Brown Act, California Public Records Act, Political Reform Act, District bylaws, conflict-of-interest requirements, and other governance rules.
- Coordinates Statements of Economic Interests (Form 700), required notices, oaths of office, Board appointments and vacancies, District election procedures and filings, including coordination with Sacramento County Elections, and ethics-training records, as assigned.
- Coordinates public-hearing documentation and District election administration with responsible agencies and legal counsel, as applicable.
- Performs authorized notarization of District documents when commissioned and assigned; maintains any required notary commission and records.
- Identifies and promptly refers legal, procedural, records-retention, or compliance questions to the General Manager and/or legal counsel; does not independently provide legal advice or determine legal strategy.

3. Executive and Administrative Support to the General Manager

- Provides confidential administrative support, including calendar coordination, meeting preparation, correspondence, briefing materials, travel arrangements, and follow-up tracking.
- Researches assigned issues and prepares summaries, background materials, draft correspondence, presentations, and administrative reports for the General Manager's review.
- Coordinates assignments arising from Board meetings, management meetings, and executive-office priorities; monitors due dates and follows up with responsible staff.
- Organizes and maintains executive-office files, administrative procedures, contact lists, and reference materials.
- Coordinates information flow among the General Manager, Board members, department managers, legal counsel, consultants, other public agencies, and the public, consistent with established protocols.
- Assists with Board workshops, study sessions, retreats, orientation materials, and strategic-planning activities as directed.
- Screens and routes inquiries, identifies urgent matters, and brings commitments and requests requiring the General Manager's attention forward promptly.
- Manages special projects and research assignments as assigned by the General Manager.

4. Office Management and Administrative Services

- Coordinates daily administrative office workflow and support services; maintains office procedures and recommends practical improvements within assigned authority.
- Coordinates vendor communications, routine service arrangements, purchasing documentation, and administrative records; conducts routine vendor price comparisons and cost-control initiatives and negotiates routine service pricing only within delegated authority.
- Manages the ITS contract. Coordinates information technology and telecommunications service providers, user support requests, ITS updates and configurations to RingCentral, basic equipment troubleshooting, technology and telephone equipment purchases, inventory, installations, and service agreements; refers specialized technical administration and security decisions to authorized personnel or providers.
- Coordinates administrative vehicle and fleet documentation, including DMV registration and renewal records, as assigned.
- Coordinates assigned administrative or clerical staff work, including work schedules, task assignments, training, and review of completed work, consistent with District policy and the General Manager's direction.
- Maintains administrative files, contact lists, templates, forms, and document-control practices; supports consistent use of approved procedures and version control.
- Coordinates information requests and administrative communications involving employees, Board members, vendors, and other agencies, and refers matters requiring executive action to the General Manager.

5. Administrative Projects, Procurement, and Contract Coordination

- Coordinates assigned administrative projects and research assignments, and prepares schedules, status reports, records, and supporting documentation.
- Drafts and maintains administrative procedures, forms, and policy documents under the General Manager's direction; tracks revisions and routes materials for appropriate review and approval.
- Coordinates the administrative and statutory components of public hearings and Proposition 218 proceedings, including notices, mailing or publication logistics, hearing materials, protest documentation, and deadlines, in coordination with finance staff and legal counsel.

- Supports procurement and contract administration by preparing and editing administrative contract documents, coordinating document routing, authorized signatures, renewal dates, vendor records, and contract files. May obtain price quotes and negotiate routine vendor service terms within written delegation.
- Coordinates administrative facility services for District offices, including vendor service requests, routine building maintenance, security access, equipment inspections, and related service schedules.
- Supports administrative process-improvement efforts and designated governance or organizational projects; provides status updates and recommendations without assuming responsibility for District-wide operational decisions.

6. Personnel Administration and Routine Communications

- Provides administrative support for personnel processes, including onboarding paperwork, training logistics, personnel records, required notices, and coordination of deadlines.
- May coordinate logistics and documentation for workplace investigations or employee-relations matters at the General Manager's direction.
- Coordinates routine public information, website updates and maintenance, District newsletter preparation and distribution, approved content, meeting notices, agendas, minutes, public documents, and community outreach materials.
- Prepares or coordinates routine notices, announcements, and public communications for review as required. The General Manager retains responsibility for executive messaging, media strategy, and sensitive or policy-related public statements.
- Performs other related duties consistent with the purpose and level of this classification.

DECISION-MAKING AND AUTHORITY

The incumbent independently organizes assigned work based on General Manager priorities, administers established Board and office procedures, maintains accurate records, coordinates assigned support staff, identifies missing information, and resolves routine administrative issues within approved policies and delegated authority. The incumbent may make procedural, scheduling, workflow, and routine purchasing decisions within documented limits.

Matters involving legal uncertainty, conflicting Board direction, significant public controversy, policy interpretation, potential litigation, material financial commitments, or sensitive personnel issues must be referred to the General Manager and, where appropriate, legal counsel or other authorized advisors.

KNOWLEDGE OF

- Principles and practices of public-agency administration, executive support, office management, workflow coordination, and customer service.
- Board and committee meeting administration, official records, agenda preparation, minutes, resolutions, ordinances, and administrative reports.
- California open-meeting and public-records requirements, including the Brown Act and California Public Records Act, and the ability to recognize when legal review is needed.
- Records management, retention schedules, document control, filing systems, and confidential information handling.
- Administrative purchasing, vendor coordination and cost comparisons, office supplies and equipment, routine service contracts, facilities support, telecommunications, and technology service coordination.
- Personnel administration, onboarding, training logistics, and confidential personnel recordkeeping.
- Business writing, calendaring, project tracking, office software, electronic agenda systems, word processing, spreadsheets, and presentation software.

ABILITY TO

- Prepare accurate, well-organized agendas, meeting packets, minutes, notices, correspondence, reports, and official records under strict deadlines.
- Coordinate effectively with elected officials, executives, employees, legal counsel, consultants, vendors, agencies, and the public while maintaining appropriate professional boundaries.
- Manage competing assignments, anticipate deadlines, track follow-up actions, and communicate status clearly.
- Coordinate office workflow and assigned support staff, routine vendor services, administrative facilities, and technology support requests within established policies and delegated authority.
- Interpret and apply established procedures, identify compliance risks or incomplete information, and escalate matters requiring executive or legal judgment.
- Handle sensitive information with discretion and maintain impartiality in support of Board processes.
- Exercise sound judgment, tact, diplomacy, accuracy, and professionalism in a politically sensitive public-agency environment.

MINIMUM QUALIFICATIONS

Education and Experience

- A combination of education and experience equivalent to an associate degree in public administration, business administration, office administration, paralegal studies, or a related field; a bachelor's degree is desirable.
- At least four years of progressively responsible administrative, executive-support, office-management, records-management, or public-agency experience, including experience coordinating meetings, preparing official documents, maintaining confidential records, or administering office procedures.
- Experience in a California local government or special district and familiarity with public-meeting requirements are highly desirable.
- Possession of a California Notary Public commission, or ability to obtain one if notarization is assigned, is desirable.
- Experience coordinating clerical staff, administrative purchasing, vendor services, or public records is desirable.

Licenses and Other Requirements

- Possession of, or ability to obtain, a valid California driver's license when driving is required for assigned duties.
- Ability to complete applicable ethics training and required conflict-of-interest filings.
- Training or certification in municipal or special-district clerk functions is desirable.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is primarily performed in an office environment with regular use of computers and other office equipment. The position requires frequent interaction with Board members, staff, vendors, and the public and may require attendance at evening meetings. The incumbent must be able to sit or stand for extended periods, communicate clearly in person and by telephone, and occasionally lift or move meeting materials and files weighing up to 20 pounds, with or without reasonable accommodation.

CLASSIFICATION STATUS

This is an at-will position exempt from overtime under the Fair Labor Standards Act. This job description is not an employment agreement and may be amended by the District to reflect changes in organizational needs, law, technology, or assigned responsibilities.