



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

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PERSONNEL COMMITTEE

(Directors Tim Maybee and Randy Jenco)

Special Meeting

August 5, 2021 at 7:00 a.m.

This meeting will be held via ZOOM video conference only. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/85370293438> entering Meeting ID no. 853 7029 3438, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 853 7029 3438. 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. Discuss 2020 Salary Survey
 - a. Discuss Gate and Patrol Officer Reclassifications
 - b. Discuss Unrepresented Employee Salary
4. Discuss Current Field Operations Organizational Study
5. Review Potential Updates to the Personnel Manual
6. Directors & Staff Comments/Suggestions
7. 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. 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 August 3, 2021. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: August 4, 2021
To: Finance Committee
From: Paula O'Keefe, Director of Administration
Subject: Review of the 2020 Salary Survey conducted by Koff & Assoc.

RECOMMENDED ACTION

Review and discuss the salary survey conducted in 2020 by Koff & Associates. Consider placing the items onto the September Committee agenda.

BACKGROUND

In July of 2020, the District received a completed salary survey from Koff & Associates. In this survey, it was determined that many of the District's positions fell below market rate. Since then, many of the represented positions have already received pay increases through collective bargaining and previously approved position reclassifications, however the following unrepresented salaries were not included in those adjustments:

- Director of Administration
- Director of Operations
- Security Supervisor
- District Secretary
- Chief Plant Operator
- Utility Supervisor

Up for discussion is the reclassification of the Gate Officer position to create two new positions: Gate Officer I and Gate Officer II. The Gate Officer will continue to be an entry level position, while the Gate Officer II will become the journey level classification that is responsible for training new employees, manages a more complex workload and provides oversight to the entry level Gate Officer I.

Additionally, staff are recommending to reclassify the Patrol Officer position into two new positions: Patrol Officer I and Patrol Officer II.

Staff are looking for direction regarding both items and would like to move forward with the pay adjustments for unrepresented employees at the August Board meeting. The reclassification of Gate Officer and Patrol Officer to be reviewed at a future Board meeting, once the meet and confer process has been concluded and the salary and benefits costing to create the new position classifications is approved through a future Personnel committee.

SUMMARY

Upon Committee approval, these salary adjustments for unrepresented employees will be moved to the August 18, 2021 Board meeting. Once the costing of the new positions has been completed, District staff will engage with the union representatives regarding potential changes to the classifications. The reclassification of the Gate Office and Patrol Officer will be moved to a future Board meeting.

MEMORANDUM

Date: July 30, 2021
To: Finance Committee
From: Paula O'Keefe, Director of Administration
Subject: Discuss Plans for Updating the 2018 RMCSD Personnel Manual

RECOMMENDED ACTION

Begin the process to propose modifications and updates to the 2018 RMCSD Personnel Manual.

BACKGROUND

Staff reviewed the Personnel Manual and found several sections that should be updated to meet current industry standards. There is a significant number of changes planned to address legal and operational improvements to the current version. Many of these will require a meet and confer with union representation to discuss the changes.

Over the next several weeks we are planning to work with the union and our Attorney to update the manual. At this time, we are informing the Personnel Committee of our plans. This provides the Committee members the opportunity to ask questions and to be involved with the process if needed.

SUMMARY

There is no action required today. Upon approval and confirmation of union representation and legal counsel, the updated Personnel Manual will be presented. We plan to bring forward the proposed changes at the September or October Committee meeting.