

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

June 10, 2019

Attendees:

Committee members: Kathleen Tiegs (Chair) and James V. Curatalo
Staff members: John Bosler, Carrie Corder, and Roberta Perez

Members of the Public: None.

Call to Order: 5:00 p.m.

Public Comment: None

Additions/Deletions to Agenda: None

I. Staffing Plan Amendment

- Staff presented the Committee with a review of the proposed amendments to Employee Policy No. 2.2, Compensation and Pay Regulations. The amendments impact the Operations, Administration, and Engineering Departments streamlining the reporting structures and help ensure the District is well situated now and into the future. During the last few months, two interim assignment programs were established to help determine which staffing options were in the best interest of the District. The combined amendments do not affect the current total employee count of 128.5.
- The Committee reviewed the following:

Operations Department

- Staff proposed a new position, Director of Operations. The Operations Department is comprised of 55.5 employees. The Director of Operations will assist with the oversight of the District's largest department overseeing seven divisions: Water Treatment, Water Production, Telemetry, Facilities Maintenance, Vehicle Maintenance, Water Distribution, and Wastewater Collection. This position rounds out the director-level positions on the organizational chart.

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Administration Department

- Under the proposed plan, two operating divisions will be combined under the leadership of one manager. Currently, two separate managers staff the Communications & Outreach and Legislative & Government Affairs division. With the recent vacancy of the Communications & Outreach Manager, the opportunity to combine these divisions under one manager exists. This single position will oversee both these functions under the newly created division, Government & Public Affairs.

Engineering Department

- Currently, the Engineering Department does not have a manager-level position; therefore, the Director of Engineering is currently responsible for the direct managerial oversight of 20 employees, with the assistance of four supervisors-level employees. Reclassifying two supervisors to manager-level positions will improve succession planning into the future.
- Staff proposed the following salary ranges for the new and reclassified positions. These ranges are consistent with the existing salary schedule.

Proposed Titles	Compensation Schedule Range Number
Director of Operations	84
Government & Public Affairs Manager	69
Government & Public Affairs Supervisor	54
Engineering Manager (Capital & Development)	72
Engineering Manager (Water Resources & Planning)	72

- The Committee supported the proposed staffing plan and recommended forwarding this item to the Board of Director's for consideration.

Meeting Adjourned at 5:30 pm