

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting
Agenda for Wednesday, February 6, 2019

TIME: 4:00 PM
PLACE: 850 Pomona Street, Crockett

CALL TO ORDER:

PUBLIC COMMENTS:

1. Receive District's Annual Employee Earnings Summary for 2018.
2. Consider implementing CalPERS Health Benefit Program.
3. Receive report on General Manager Allocation of Payroll between Departments.
4. Discuss proposed Communication Assistant position.
5. General discussion of employment issues including but not limited to job specifications and qualifications, employment policies and procedures, benefit alternatives and performance awards.

ADJOURNMENT:

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

CROCKETT COMMUNITY SERVICES DISTRICT

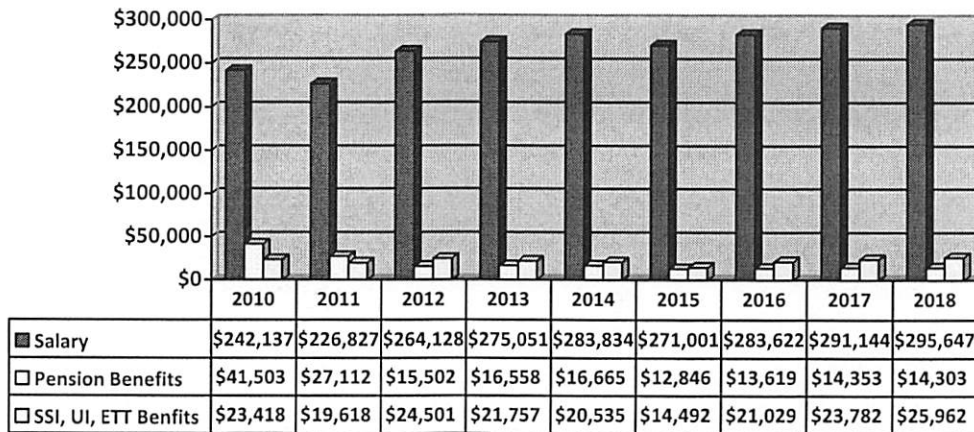
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TO: Personnel Committee
 FROM: General Manager *M*
 SUBJECT: Annual Employee Earnings Summaries from 2010 to 2018
 DATE: January 29, 2019

Crockett Community Services District staff prepares an Employee Earnings Summary for the period January through December as part of its end-of-year wrap up. The summary report is used to provide calendar year data for various reports throughout the year.

A few years ago the Personnel Committee asked staff to compile and graph a summary report for Employee Earnings over the years. Included with the annual summary is the yearly breakdown from January 2010 through December 2018.

Employee Earnings Summary



Employer CalPERS pension contribution is currently 7.634% for Classic members and 6.842% for PEPRA member. Employer pension contributions are anticipated to increase over the next 10 years. Next fiscal year the employer Classic share will increase to 8.081% and have an additional unfunded liability payment in the amount of \$7,753 due. PEPRA share will increase to 6.985% and have an additional unfunded liability payment in the amount of \$611 due.

Payroll expense comprises 8.8% of the District budget down from 9.1% in 2017 and from 10.9% in 2016. Based on recent studies District employee earnings and benefits are well below comparable agencies.

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2017

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME AND MIDDLE INITIAL	EMPLOYEE JOB TITLE	EMPLOYEE DEPARTMENT	EMPLOYEE BASE BAY FOR 2018 BEFORE ANY DEDUCTIONS	GROSS EMPLOYEE OVERTIME PAY FOR CALENDAR 2018	OTHER TAXABLE PAYMENTS	GROSS 2018 TOTAL PAY BEFORE ANY DEDUCTIONS
CROCHETT	AMINAH J.	Maintenance Attendant	Recreation	580.25	0.00	0.00	580.25
POLVOROSA	CALI A.	Lifeguard (seasonal)	Recreation	1,712.85	0.00	0.00	1,712.85
SCOTT	CHRISTINE M.	Aquatics Manager (seasonal)	Recreation	39.00	0.00	0.00	39.00
McDONALD	DALE A.	General Manager	Admin. & Crockett San.	82,656.00	0.00	0.00	82,656.00
BELL	DAVIANAH S.	Lifeguard (seasonal)	Recreation	930.94	0.00	0.00	930.94
MORALES	DOLORES M.	Event Supervisor	Recreation	18,947.33	2,773.77	0.00	21,721.10
PONTHIER	ELEXIA B.	Lifeguard (seasonal)	Recreation	2,095.32	0.00	0.00	2,095.32
JOHNSON	ELIZA R.	Aquatics Office Assistant (seasonal)	Recreation	1,512.50	0.00	0.00	1,512.50
COLOMBO	GABRIELA R.	Head Lifeguard / Asst Mrg. (seasonal)	Recreation	3,303.38	86.09	100.00	3,489.47
GIBSON	GRACE L.	Aquatics Instructor (seasonal)	Recreation	816.75	0.00	0.00	816.75
SHRI-SHASHITHARAN	HARIKESH	Lifeguard (seasonal)	Recreation	2,314.20	0.00	0.00	2,314.20
MANDICINO	HARLEY W.	Maintenance Attendant / Lifeguard (seasonal)	Recreation	3,330.04	0.00	0.00	3,330.04
COGGSHALL	JACOB A.	Aquatics Instructor (seasonal)	Recreation	655.07	0.00	0.00	655.07
BARNHILL	JAMES G.	Sanitary Dept. Manager	Port Costa Sanitary	52,851.00	0.00	0.00	52,851.00
WENTZ	JOSHUA A.	Aquatics Instructor (seasonal)	Recreation	1,388.75	0.00	0.00	1,388.75
CROW	JUSTIN T.	Lifeguard (seasonal)	Recreation	2,137.50	0.00	0.00	2,137.50
BROWN	KARA D.	Aquatics Assist. Manager (seasonal)	Recreation	5,817.89	165.88	100.00	6,083.77
CLEMONS	KATELYNN M.	Asst. Event Sup./ Lifeguard (seasonal)	Recreation	7,079.13	1,236.79	0.00	8,315.92
GONI	LAUREN F.	Aquatics Instructor (seasonal)	Recreation	899.25	0.00	0.00	899.25
LEVEQUE	MADLINE H.	Lifeguard (seasonal)	Recreation	1,841.10	0.00	0.00	1,841.10
KOZIER	MADISON A.	Aquatics Office Assistant (seasonal)	Recreation	1,671.71	0.00	0.00	1,671.71
UDY	MADISON N.	Lifeguard (seasonal)	Recreation	627.00	0.00	0.00	627.00
PENA	MARISOL V.	Lifeguard (seasonal)	Recreation	916.88	0.00	0.00	916.88
HATCH	MARLO P.	Lifeguard (seasonal)	Recreation	684.00	0.00	0.00	684.00
LAVIN	MELISA	Lifeguard (seasonal)	Recreation	1,997.85	0.00	0.00	1,997.85
ROCK	NATHAN B.	Aquatics Instructor (seasonal)	Recreation	1,050.50	0.00	0.00	1,050.50
MURDOCK	NAYA K.	Lifeguard (seasonal)	Recreation	2,191.65	4.28	0.00	2,195.93
CHAPMAN	NOAH R.	Aquatics Instructor (seasonal)	Recreation	1,179.75	0.00	0.00	1,179.75
PAULSELL	PAIGE E.	Aquatics Instructor (seasonal)	Recreation	816.75	0.00	0.00	816.75

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2017

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME AND MIDDLE INITIAL	EMPLOYEE JOB TITLE	EMPLOYEE DEPARTMENT	EMPLOYEE BASE BAY FOR 2018 BEFORE ANY DEDUCTIONS	GROSS EMPLOYEE OVERTIME PAY FOR CALENDAR 2018	OTHER TAXABLE PAYMENTS	GROSS 2018 TOTAL PAY BEFORE ANY DEDUCTIONS
WILSON	RONALD D.	Department Manager	Recreation	30,930.00	0.00	0.00	30,930.00
SCOTT	ROSE C.	Aquatics Instructor (seasonal)	Recreation	935.00	0.00	0.00	935.00
MANNELL	STELLA T.E.	Lifeguard (seasonal)	Recreation	2,351.25	0.00	0.00	2,351.25
GRAY	STEVEN A.	Aquatics Instructor (seasonal)	Recreation	1,408.00	0.00	0.00	1,408.00
ADAMS	SUMMER G.	Aquatics Assist. Manager (seasonal)	Recreation	4,521.58	0.00	100.00	4,621.58
WITSCHI	SUSAN G.	Facilities Mgr. / Assist. District Secretary	Recreation & Admin	41,601.66	1,816.33	0.00	43,417.99
DEES	TREVOR B.	Maintenance Attendant / Lifeguard (seasonal)	Recreation	3,445.85	0.00	0.00	3,445.85
IMAH	VICTOR M.	Maintenance Attendant	Recreation	473.00	0.00	0.00	473.00
LABINSKI	ZOE H.	Lifeguard (seasonal)	Recreation	1,552.68	0.00	0.00	1,552.68
TOTALS				289,263.36	6,083.14	300.00	295,646.50

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2017

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME AND MIDDLE INITIAL	TOTAL STIPENDS OR OTHER NON-EMPLOYEE COMPENSATION	EMPLOYER'S COST FOR ALL MEDICAL, DENTAL, and VISION BENEFITS	EMPLOYER'S SHARE OF PENSION PAYMENTS	SHARE OF EMPLOYEE PENSION PAID BY EMPLOYER	DEFERRED COMP.	ADDITIONAL MONITARY COSTS (MEDICARE, SSI, CA UI/ETT, WC)	Employer Sub-Total All Benefits	Total
CROCHETT	AMINAH J.	0.00	0.00	0.00	0.00	0.00	136.94	136.94	717.19
POLVOROSA	CALI A.	0.00	0.00	0.00	0.00	0.00	244.78	244.78	1,957.63
SCOTT	CHRISTINE M.	0.00	0.00	0.00	0.00	0.00	5.96	5.96	44.96
McDONALD	DALE A.	0.00	0.00	6,104.37	0.00	0.00	4,189.69	10,294.06	92,950.06
BELL	DAVIANA S.	0.00	0.00	0.00	0.00	0.00	133.03	133.03	1,063.97
MORALES	DOLORES M.	0.00	0.00	1,528.46	0.00	0.00	2,963.62	4,492.08	26,213.18
PONTHIER	ELEXIA B.	0.00	0.00	0.00	0.00	0.00	299.91	299.91	2,395.23
JOHNSON	ELIZA R.	0.00	0.00	0.00	0.00	0.00	219.10	219.10	1,731.60
COLOMBO	GABRIELA R.	0.00	0.00	0.00	0.00	0.00	498.39	498.39	3,987.86
GIBSON	GRACE L.	0.00	0.00	0.00	0.00	0.00	118.57	118.57	935.32
SHRI-SHASHITHARAN	HARIKESH	0.00	0.00	0.00	0.00	0.00	335.35	335.35	2,649.55
MANDICINO	HARLEY W.	0.00	0.00	0.00	0.00	0.00	715.88	715.88	4,045.92
COGGSHALL	JACOB A.	0.00	0.00	0.00	0.00	0.00	95.84	95.84	750.91
BARNHILL	JAMES G.	0.00	0.00	3,524.30	0.00	0.00	2,732.44	6,256.74	59,107.74
WENTZ	JOSHUA A.	0.00	0.00	0.00	0.00	0.00	200.23	200.23	1,588.98
CROW	JUSTIN T.	0.00	0.00	0.00	0.00	0.00	305.79	305.79	2,443.29
BROWN	KARA D.	0.00	0.00	0.00	0.00	0.00	880.80	880.80	6,964.57
CLEMONS	KATELYNN M.	0.00	0.00	0.00	0.00	0.00	1,640.99	1,640.99	9,956.91
GONI	LAUREN F.	0.00	0.00	0.00	0.00	0.00	128.93	128.93	1,028.18
LEVEQUE	MADELINE H.	0.00	0.00	0.00	0.00	0.00	266.93	266.93	2,108.03
KOZIER	MADISON A.	0.00	0.00	0.00	0.00	0.00	243.91	243.91	1,915.62
UDY	MADISON N.	0.00	0.00	0.00	0.00	0.00	93.40	93.40	720.40
PENA	MARISOL V.	0.00	0.00	0.00	0.00	0.00	132.59	132.59	1,049.47
HATCH	MARLO P.	0.00	0.00	0.00	0.00	0.00	99.39	99.39	783.39
LAVIN	MELISA	0.00	0.00	0.00	0.00	0.00	288.54	288.54	2,286.39
ROCK	NATHAN B.	0.00	0.00	0.00	0.00	0.00	151.97	151.97	1,202.47
MURDOCK	NAYA K.	0.00	0.00	0.00	0.00	0.00	317.02	317.02	2,512.95
CHAPMAN	NOAH R.	0.00	0.00	0.00	0.00	0.00	170.40	170.40	1,350.15
PAULSELL	PAIGE E.	0.00	0.00	0.00	0.00	0.00	118.55	118.55	935.30

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WILSON	RONALD D.	0.00	0.00	0.00	0.00	0.00	3,577.33	3,577.33	34,507.33
SCOTT	ROSE C.	0.00	0.00	0.00	0.00	0.00	135.42	135.42	1,070.42
MANNELL	STELLA T.E.	0.00	0.00	0.00	0.00	0.00	335.98	335.98	2,687.23
GRAY	STEVEN A.	0.00	0.00	0.00	0.00	0.00	203.04	203.04	1,611.04
ADAMS	SUMMER G.	0.00	0.00	0.00	0.00	0.00	672.27	672.27	5,293.85
WITSCHI	SUSAN G.	0.00	0.00	3,145.51	0.00	0.00	2,249.53	5,395.04	48,813.03
DEES	TREVOR B.	0.00	0.00	0.00	0.00	0.00	722.04	722.04	4,167.89
IMAH	VICTOR M.	0.00	0.00	0.00	0.00	0.00	111.64	111.64	584.64
LABINSKI	ZOE H.	0.00	0.00	0.00	0.00	0.00	225.76	225.76	1,778.44
		0.00	0.00	14,302.64	0.00	0.00	25,961.95	40,264.59	335,911.09

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TO: Personnel Committee
FROM: General Manager *EM*
SUBJECT: Health Benefit Program
DATE: January 29, 2019

The Crockett Community Services District used to offer health benefits through CalPERS but elected to terminate participation in the Public Employees' Medical and Hospital Care Act in 2009. The District terminated its health benefits program in part because it was planning to expand the number of employees it had and the various departments of the District could not afford the health benefit premiums at that time. This is no longer the case.

Over the last few years there have been conversations and suggestions that the District reconsider providing health benefits to its employees. In July 2017, the Personnel Committee began discussing details on the possibility of offering health benefits and looked into various options.

In reviewing past CASA benefits studies and in conversation with other special district managers I have been unable to find one agency that does not offer health insurance benefits of some sort to its employees. A survey (Appendix A) was undertaken which looked at what similar agencies in Contra Costa offer in terms of health benefits. ***It was found that our District is the only agency not offering health benefits to its employees.***

In reviewing health benefit options previously researched the CalPERS health program remains the best option for the District. The Public Employees' Medical & Hospital Care Act (PEMHCA) govern the CalPERS health program. CalPERS is the largest purchaser of public employee benefits in California offering 10 basic plans in 2019. Retired annuitants could choose to continue CalPERS health benefits but the District would only be responsible for the PEMHCA minimum amount, currently \$136 a month in 2019. A *2019 Health Benefit Summary* <https://www.calpers.ca.gov/docs/forms-publications/2019-health-benefit-summary.pdf> and *Health Program Guide* <https://www.calpers.ca.gov/docs/forms-publications/health-program-guide.pdf> are both available for review online. CalPERS 2019 Monthly Premiums for the Bay Area Region is being provided (Appendix B) for discussion.

Staff is in the process of developing the budget for FY 19/20 and has estimated the cost of providing health benefits as an employee benefit expense in the initial draft budgets for each department.

STAFF RECOMMENDATION:

Implement CalPERS health benefit program with a target effective date of July 1, 2019.

ACTION:

The Personnel Committee should discuss and formulate opinions and recommendations to the Board including defining the employer contribution amount.

Special Districts in Contra Costa County - Health Benefit Survey 2019 *				If yes:	
Agency Name	District Type	CSDA Member	Do You Offer Medical?	Does agency contribute towards monthly premium?	Amount contributed
Kensington Police Protection and CSD	CSD	Yes	Yes	Yes	All but \$125 month
Dublin San Ramon Services District	CSD	Yes	Yes	Yes	\$780 / \$1560 (+1)
Crockett Community Services District	CSD	No	No	-	-
Town of Discovery Bay Community Services Dis	CSD	Yes	Yes	Yes	100% / 80%
East Bay Regional Park District	ParkRec	Yes	Yes	Yes	100%
Ambrose Recreation and Park District	ParkRec	Yes	Yes	YEs	GM \$9K, \$40K others
Pleasant Hill Recreation and Park District	ParkRec	Yes	Yes	Yes	95% / 70%
Ironhouse Sanitary District	Sanitary	Yes	Yes	Yes	\$1,738
West County Wastewater District	Sanitary	Yes	Yes	Yes	100%
Stege Sanitary District	Sanitary	Yes	Yes	Yes	\$1,866
Mt. View Sanitary District	Sanitary	Yes	Yes	Yes	\$784 / \$1398 / \$1788
Central Contra Costa Sanitary District	Sanitary	Yes	Yes	Yes	100%
Rodeo Sanitary District	Sanitary	Yes	Yes	Yes	90%

* Comparison for all special districts in Contra Costa County providing similar services.

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CalPERS 2019 Monthly Premiums for Contracting Agencies Bay Area Region

Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin,
San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yuba

Actives and Annuitants

Effective Date: 1/1/2019 - 12/31/2019

Basic Monthly Rate (B)

PLAN	Employee Only	Plan Code	Party Rate	Employee & 1 Dependent	Plan Code	Party Rate	Employee & 2+ Dependents	Plan Code	Party Rate
Anthem HMO Select	\$831.44	454 1	1	\$1,662.88	454 2	2	\$2,161.74	454 3	3
Anthem HMO Traditional	1,111.13	450 1	1	2,222.26	450 2	2	2,888.94	450 3	3
BSC Access+	970.90	102 1	1	1,941.80	102 2	2	2,524.34	102 3	3
HealthNet SmartCare	901.55	375 1	1	1,803.10	375 2	2	2,344.03	375 3	3
Kaiser Permanente	768.25	104 1	1	1,536.50	104 2	2	1,997.45	104 3	3
PERS Choice	866.27	106 1	1	1,732.54	106 2	2	2,252.30	106 3	3
PERS Select	543.19	126 1	1	1,086.38	126 2	2	1,412.29	126 3	3
PERSCare	1,131.68	122 1	1	2,263.36	122 2	2	2,942.37	122 3	3
PORAC	774.00	207 1	1	1,623.00	207 2	2	2,076.00	207 3	3
Western Health Advantage	767.01	179 1	1	1,534.02	179 2	2	1,994.23	179 3	3

Supplement/Managed Medicare Monthly Rate (M)

PLAN	Employee Only	Plan Code	Party Rate	Employee & 1 Dependent	Plan Code	Party Rate	Employee & 2+ Dependents	Plan Code	Party Rate
Anthem Medicare Preferred Health Only	\$357.44	276 1	4	\$714.88	276 2	5	\$1,072.32	276 3	6
Anthem Medicare Preferred ¹ Health/Dental/Vision	357.44	167 1	4	714.88	167 2	5	1,072.32	167 3	6
Kaiser Senior Adv	323.74	114 1	4	647.48	114 2	5	971.22	114 3	6
Kaiser Senior Adv/Dental ²	323.74	490 1	4	647.48	490 2	5	971.22	490 3	6
PERS Choice Med Supp	360.41	116 1	4	720.82	116 2	5	1,081.23	116 3	6
PERS Select Med Supp	360.41	136 1	4	720.82	136 2	5	1,081.23	136 3	6
PERSCare Med Supp	394.83	132 1	4	789.66	132 2	5	1,184.49	132 3	6
PORAC Med Supp	513.00	208 1	4	1,022.00	208 2	5	1,635.00	208 3	6
UnitedHealthcare Grp Med Adv/PPO Health Only	299.37	380 1	4	598.74	380 2	5	898.11	380 3	6
UnitedHealthcare ³ Grp Med Adv/PPO Health/Dental/Vision	299.37	381 1	4	598.74	381 2	5	898.11	381 3	6

¹Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.

²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.

³Dental and Vision coverage is an additional \$27.65 per member per month premium. You will be billed directly for this amount.

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TO: Personnel Committee
FROM: General Manager
SUBJECT: General Manager Allocation of Payroll Costs between Departments
DATE: January 29, 2019

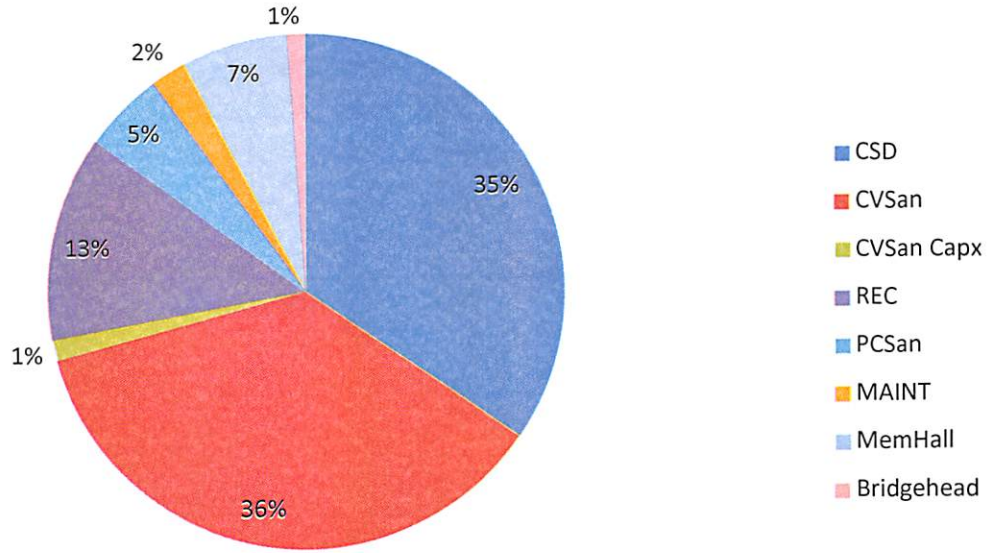
Many of the District's costs are not specific to one department and therefore are considered "indirect costs". The District Board does not have a general fund from which general expenses (indirect costs) including payroll costs for CSD business is paid. As part of the budget process, staff reviews the time spent by employees working on behalf of multiple departments and formulates the estimated payroll allocation. The General Manager position works across all departments and as such is the most important one to review in budget planning. Staff has been allocating indirect costs between departments since 2007 and will be meeting with the District Budget & Finance Committee to discuss the Cost Allocation Rates for FY 19/20.

In order to facilitate discussion and get recommendations from the Personnel Committee, a breakdown of the General Manager's time spent between departments is being provided. In addition, the billable cost breakdown is being provided. In this study working days exclude vacation, sick leave, and holidays. The General Manager currently bills 100% of his vacation, sick leave, and holiday time towards the Crockett Sanitary Department as the majority of his working hours is focused on this department.

ACTION RECOMMENDED:

Personnel Committee should review this study and form recommendations. Recommendations will be shared with the District Budget & Finance Committee.

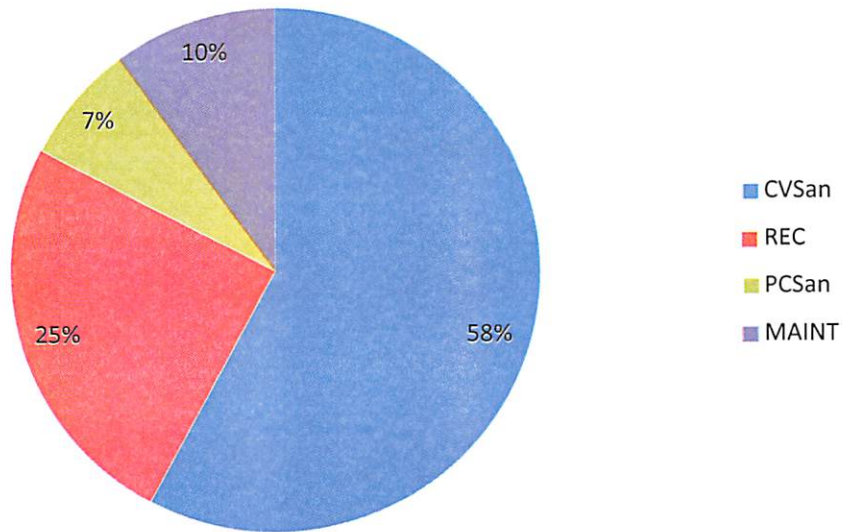
Dale McDonald - Aug 14, 2018 to Jan 17, 2019



Working days in period *	99
Equivalent working hours	792
Total hours worked (rounded)	837

* Excluding vacation, sick, and holidays

Time Billed to Departments



Dale McDonald - Timeular Allocation - 5 months Aug 14, 2018 to January 17, 2019

	<u>Percent</u>	<u>Hours</u>	<u>Minutes</u>
CSD	34.53%	288	57
CVSan	36.20%	302	52
CVSan Capx	1.28%	10	40
REC	12.95%	108	23
PCSan	5.02%	42	3
MAINT	2.20%	18	23
MemHall	6.71%	56	7
Bridgehead	1.11%	9	21
	<u>100.00%</u>	<u>833</u>	<u>226</u>

Working days in period *	99
Equivalent working hours	792
Total hours worked (rounded)	837

* Excluding vacation, sick, and holidays

All vacation, sick, and holiday pay is billed to CVSan

Billed to Departments - CSD split per cost allocation rates


	<u>Percent</u>	<u>Hours</u>	<u>Payroll Costs Split Adjusted</u>
CVSan	57.86%	484.18	\$20,318.64
REC	24.84%	207.84	\$8,722.19
PCSan	7.29%	61.02	\$2,560.60
MAINT	10.01%	83.76	\$3,514.99
	<u>100.00%</u>	<u>836.80</u>	

	<u>Actual</u>	<u>Exclude *</u>	<u>Adjusted</u>	
Gross pay 5 month period	\$35,280.00	\$4,724.17	\$30,555.83	<i>0.13391 % factor</i>
Benefits 5 month period	\$4,559.00	\$610.47	\$3,948.53	

* Exclude vacation, sick, and holiday as all billed to CVSan

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TO: Personnel Committee
FROM: General Manager 
SUBJECT: Communications Assistant Position
DATE: October 5, 2108

The Personnel Committee has previously considered creating a new part-time Communication Assistant employment position. The Committee asked for feedback from the Budget & Finance and Ad-Hoc Communications Committees.

Feedback from the Budget & Finance Committee was received. It included making sure the need is clearly identified and can be justified to the public. It was recommended that the position should focus on certain departments that have allocated payroll budget for the duties to be performed.

Cost savings are envisioned for the Recreation Department and Port Costa Sanitary Department as staff costs will be lower. Crockett Sanitary Department will have a slight increase in payroll costs as the workload for the current Assistant District Secretary is anticipated to increase for various sanitary department administrative action items.

The recommended Pay Scale of Wages for the new position would be the same as the Assistant District Secretary, currently \$14.50 to 22.50. Average work load to be 15 hours per week. The part-time position would be entitled to sick leave benefits as required by law but no other vacation, holiday, or retirement benefits. Other than attending Board, Commissions, and a few standing Committee meetings the employee would work from home with the occasional conference call or office visit with the General Manager.

Action Recommended:

Review Communications Assistant duties and responsibilities, consider authorizing creation of position, recommend pay scale of wages to be finalized, and directing General Manager to fill the position at his discretion.

COMMUNICATIONS ASSISTANT

Under the direction of the District Secretary of the Crockett Community Service District, the Communications Assistant is responsible for general office work in support of, and as delegated by, the District Secretary for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08. The Communications Assistant will spend the majority of their time creating and delivering effective communications to others for the District.

The position is part-time averaging 15 hours per week with the majority of work occurring away from the office; either at a home office or remote office of the employee's choosing. Work hours are flexible but employee is required to attend Board and Commission meetings regularly scheduled one evening a week.

Duties and Responsibilities

Include, but are not limited to:

1. **Meetings:** Attend a variety of meetings for the Board of Directors, Standing Commissions, and Committees. Coordinate with Assistant District Secretary to setup room and arrange furniture prior to meetings if needed, place agenda and minutes out for the public, rearrange furniture if needed, and close the building securely.
2. **Minutes:** Record proceedings by documenting meetings of District Board, Commissions, and some standing Committees as requested, as required by the Brown Act. Distribute draft minutes to District Secretary for review. Publish approved minutes online.
3. **Social Media:** Maintain, monitor, and post to social media accounts. Respond to public inquiries and provides general information concerning District activities.
4. **Web:** Assist in maintaining web content and executing social media strategies. Post agendas and notices as required by law to District web site including agendas of all standing committees.
5. **Communication:** Help ensure clear communication of District messages across all channels. Use interpersonal, office and media relations skills to help maintain smooth internal operations and promote unified public image. Assist with design and creation of printed and electronic informational materials, newsletters, surveys, and other public outreach materials. Prepares, edits, proofreads, and processes a variety of complex documents and correspondence including forms, memos, spreadsheets, financial and staff reports in a timely manner.
6. **Preparation of Meeting Materials:** Work with the District Secretary and Assistant District Secretary in the preparation of meeting materials including but not limited to agendas and minutes. Monitors the proper operation of audio/visual equipment in the Board Room.
7. **Agenda:** Backup the Assistant District Secretary when on extended vacation or leave by drafting, printing, distributing, posting and filing agendas for each regular and special meeting of the District, as required by the Brown Act.
8. **Agenda Packet:** Backup the Assistant District Secretary when on extended vacation or leave by preparing and distributing agenda document packets to Board Members, Commissioners, Legal Counsel, and others approximately 1 week before each meeting.

9. Timesheets: Keep a detailed log of time worked each day, identifying time spent working for each department, on recoverable-cost items of work, and on other tasks as needed.
10. Other Duties: Confine activities and public statements to serving the Board and Board policy. Present ideas effectively, both orally and in writing. Performs other duties as assigned.
11. Personnel Policy & Procedures Manual: Adhere to rules as published and amended.

Knowledge, Skills, and Abilities

Knowledge of: Proficient knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint. Use of computer and use of social media applications; such as Facebook, Twitter, and Nextdoor. Familiar with online website management applications. Knowledge of database software, such as Microsoft Access, and various cloud based Google applications is a plus.

Use of office equipment such as a printer, copy machine, and fax machine.

Familiar with the Brown Act requirements for public agencies and other government regulations.

Ability to: Work from remote or home office location independently and take initiative as necessary. Must have access to working computer less than 5-years old and high-speed Internet connection. Must have a cellular phone or access to landline phone that can be reached during business hours.

Sit at table/desk for extended periods of time, twist to reach equipment in storage or surrounding desk, and perform simple and power grasping, pushing, pulling, and fine manipulation; write or use keyboard to communicate through written means.

Communicate clearly and concisely, both orally and in writing, with strong attention to detail to deliver effective communications to others on behalf of the District.

Maintain positive working relationships with employees, executives, appointed commissioners, and elected board.

Minimum Qualifications

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience: Equivalent to high-school diploma, would prefer a minimum 2-year post-high school degree with a focus on communication, public policy, public relations, or municipal clerk experience for executive personnel involving frequent public contact; experience including two (2) years in a public or governmental agency performing duties in direct support of an elected board who operate under the Brown Act at the level of an executive assistant, assistant District clerk, deputy clerk of the Board or equivalent is preferred;

Licenses and Certificates: Possession of a valid California Driver's License. Certificate as public relations communication assistant is desirable. Being a Certified Municipal Clerk (CMC) is desirable but not required.