

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting
Agenda for Tuesday, February 18, 2020

TIME: 5:00 PM
PLACE: 850 Pomona Street, Crockett – Multi Purpose Room

CALL TO ORDER:

PUBLIC COMMENTS:

1. Receive and confirm Personnel Committee Minutes from December 17, 2019.
2. Receive District's Annual Employee Earnings Summary for 2019.
3. CSDA Survey Results for the Crockett Community Services District FY 2018, discuss and form recommendations.
4. Consider approval of Aquatics Office Manger job description for existing position.
5. General discussion on District management structure, existing management employment agreements, and contracted fringe benefits including, but not limited to, accrued sick leave and vacation leave.
6. Consider changes to Policy for Evaluation of General Manager, as directed by the District Board, and consider expansion of policy to include contracted exempt Department Managers.
7. General discussion of employment issues such as but not limited to, future agenda items, employment policy suggestions, 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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MINUTES OF PERSONNEL COMMITTEE MEETING DECEMBER 17, 2019

CALL TO ORDER: The meeting was called to order at 5:06 PM by Chairperson Cusack. Present were Directors Barassi and Sutton, Recreation Department Manager Wilson, and General Manager McDonald. Commissioner Bartlebaugh was absent.

PUBLIC COMMENTS: None

1. PAY SCALE OF WAGES: Mr. McDonald informed the committee the District's Pay Scale of Wages must be revised by January 1, 2020 to comply with California minimum wage requirements. Management recommended increasing hourly positions \$1. It was the consensus of the Committee to submit the revised schedule of wages, as presented, to the District Board for consideration.
2. SALARY TARGET GOALS: The Committee received salary study graphs from June 2019 that show, except for the Event Supervisor position, year-round employee compensation is below other comparable public agencies. Mr. McDonald said the pay disparity has only grown in recent years. Mr. Barassi said have the market demand what the salary should be, if there is a vacancy then let it drive what the employee would be paid. Mr. McDonald said that he is concerned about a sizable jump in salary expense if a management position becomes vacant. He suggested setting a target rate with the goal to reach it within 3-5 years. Ms. Sutton said the Board should be made aware that we may be paying substantially more in the future for key employees. She said it's either pay now or pay later and doesn't see a lot of good solutions. No decision was made on setting targets. Mr. McDonald will develop an operating reserve during the budget process to address the risk.
3. EMPLOYER OBLIGATIONS – WIREFIRES AND POWER OUTAGES: Mr. McDonald shared an article, Employer Obligations In The Event Of Closures Due to California Wildfires and Power Outages by Atkinson, Andelson, Loya, Ruud & Romo, on reporting rules when sending employees home, what to do when employees are unable to come into work, and liabilities and responsibilities when natural disasters that impact the workplace.
4. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: SB 83 Paid Family Leave did not change the exemption or definition of government employee as it relates to the State Disability Insurance (SDI) program. Our District does NOT participate in SDI. Mr. Wilson asked that a cap on accrued sick leave and use of vacation including a possible cash-out option placed on a future agenda.

ADJOURNMENT: The meeting was adjourned at 6:05 PM.

Respectfully submitted,

Dale McDonald
February 8, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

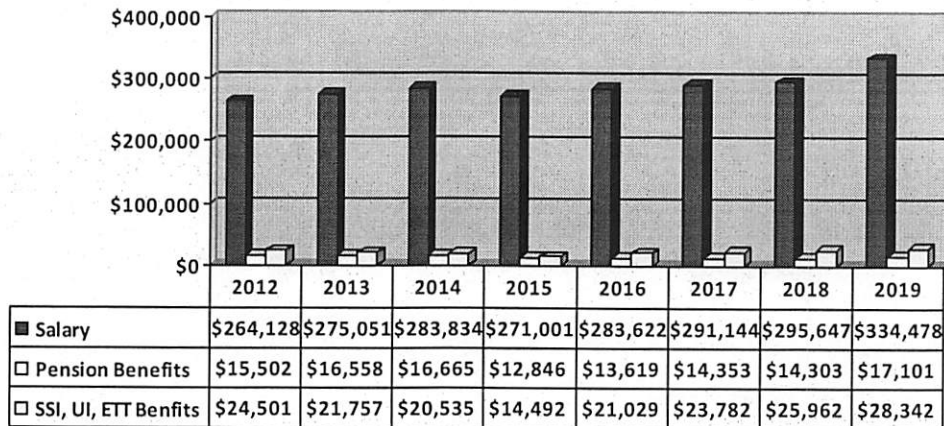
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TO: Personnel Committee
 FROM: General Manager *M*
 SUBJECT: Annual Employee Earnings Summaries from 2012 to 2019
 DATE: January 13, 2020

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 2012 through December 2019.

Employee Earnings Summary



Payroll expenses comprise 18.8% of the District O&M budget and 11.1% of the total budget. In the private sector if you spend between 15 and 30 percent of your gross revenue on payroll it is most likely considered in solid standing. Public employers usually have higher payroll expense than private businesses but our contract-out model is different than most agencies and therefore it makes it difficult to compare with other agencies. District employee earnings and benefits remain well below comparable agencies.

CalPERS employer pension contributions are anticipated to continue increasing over the next 10 years. Employer CalPERS pension contribution is currently 8.081% for Classic members and 6.985% for PEPR member. Next fiscal year the employer Classic share will increase to 8.794% and have an additional unfunded liability payment in the amount of \$9,279 due. PEPR share will increase to 7.732% and have an additional unfunded liability payment in the amount of \$357 due. The District began offering health benefits in 2020 which will add \$26,505 in employer benefit costs in 2020, almost doubling the current year.

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2019

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME AND MIDDLE INITIAL	EMPLOYEE JOB TITLE	EMPLOYEE DEPARTMENT	EMPLOYEE BASE BAY FOR 2019 BEFORE ANY DEDUCTIONS	GROSS EMPLOYEE OVERTIME PAY FOR CALENDAR 2019	OTHER TAXABLE PAYMENTS	GROSS 2019 TOTAL PAY BEFORE ANY DEDUCTIONS
GAMERO-HERRERA	ANA B.	Lifeguard (seasonal)	Recreation	1,720.50	51.15	0.00	1,771.65
LOPEZ-PENA	ANDREW	Maintenance Attendant (seasonal)	Recreation	618.00	0.00	0.00	618.00
BUGGS	ARIANA M.	Aquatics Office Asst / Inst (seasonal)	Recreation	861.00	0.00	0.00	861.00
LABINSKI	ASHER H.	Lifeguard (seasonal)	Recreation	1,295.44	18.39	0.00	1,313.83
CONTRERAS	CASSANDRA D.	Lifeguard (seasonal)	Recreation	2,636.82	68.94	100.00	2,805.76
McDONALD	DALE A.	General Manager	Admin. & Crockett San.	88,265.00	0.00	0.00	88,265.00
CORREA	DENISSE V.	Lifeguard (seasonal)	Recreation	2,315.26	50.55	200.00	2,565.81
MORALES	DOLORES M.	Event Supervisor / Sanitary Asst	Recreation & Crockett San.	20,489.86	4,213.61	0.00	24,703.47
PONTHIER	ELEXIA B.	Lifeguard (seasonal)	Recreation	1,171.80	37.20	0.00	1,209.00
OSTI	GABRIEL J.	Lifeguard (seasonal)	Recreation	1,454.70	0.00	0.00	1,454.70
SHRI-SHASHITHARAN	HARIKESH	Aq. Assist. Manager (seasonal)	Recreation	4,620.00	294.00	200.00	5,114.00
MANDICINO	HARLEY W.	Maintenance Attend. / LG (seasonal)	Recreation	4,293.56	4.71	100.00	4,398.27
BARNHILL	JAMES G.	Sanitary Dept. Manager	Port Costa Sanitary	64,521.00	0.00	0.00	64,521.00
OSTI	JOCELYN M.	Lifeguard (seasonal)	Recreation	1,972.25	0.00	0.00	1,972.25
WENTZ	JOSHUA A.	Lifeguard (seasonal)	Recreation	3,199.20	167.40	0.00	3,366.60
CROW	JUSTIN T.	Lifeguard (seasonal)	Recreation	2,799.30	83.70	200.00	3,083.00
BROWN	KARA D.	Aquatics Assist. Mgr (seasonal)	Recreation	6,214.25	454.77	0.00	6,669.02
CLEMONS	KATELYNN M.	Asst. Event Sup./ LG (seasonal)	Recreation	9,510.30	1,220.07	200.00	10,930.37
O'SHEA	KELSEY S.	Aquatics Instructor (seasonal)	Recreation	483.00	0.00	0.00	483.00
LEVEQUE	MADLINE H.	Lifeguard (seasonal)	Recreation	100.41	0.00	0.00	100.41
KOZIER	MADISON A.	Aquatics Office Asst./Mgr. (seasonal)	Recreation	2,113.38	76.13	200.00	2,389.51
UDY	MADISON N.	Lifeguard (seasonal)	Recreation	2,346.86	56.50	0.00	2,403.36
HATCH	MARLO P.	Lifeguard (seasonal)	Recreation	1,120.09	0.00	0.00	1,120.09
MUNOZ	MONICA A.	Lifeguard (seasonal)	Recreation	2,116.20	174.62	0.00	2,290.82
ROCK	NATHAN B.	Lifeguard (seasonal)	Recreation	2,005.70	27.90	0.00	2,033.60
MURDOCK	NAYA K.	Head LG / Asst Mrg. Trn. (seasonal)	Recreation	2,381.69	59.64	0.00	2,441.33
PAULSELL	PAIGE E.	Aquatics Instructor (seasonal)	Recreation	677.37	0.00	0.00	677.37
WILSON	RONALD D.	Department Manager	Recreation	33,668.00	0.00	0.00	33,668.00
SCOTT	ROSE C.	Lifeguard (seasonal)	Recreation	837.00	4.65	0.00	841.65

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2019

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AYALA	SOPHIA R.	Lifeguard (seasonal)	Recreation	1,907.96	36.76	0.00	1,944.72
MANNELL	STELLA T.E.	Aquatics Office Asst / LG (seasonal)	Recreation	2,695.14	28.25	200.00	2,923.39
GRAY	STEVEN A.	Aquatics Instructor (seasonal)	Recreation	331.09	0.00	0.00	331.09
WITSCHI	SUSAN G.	Facilities Mgr. / Assist. District Secretary	Recreation & Admin	48,705.67	1,621.46	0.00	50,327.13
DEES	TREVOR B.	Maintenance Attend. / LG (seasonal)	Recreation	4,594.72	0.00	0.00	4,594.72
LABINSKI	ZOE H.	Lifeguard (seasonal)	Recreation	285.52	0.00	0.00	285.52
TOTALS				324,328.04	8,750.40	1,400.00	334,478.44

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2019

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
GAMERO-HERRERA	ANA B.	0.00	0.00	0.00	0.00	0.00	240.10	240.10	2,011.75
LOPEZ-PENA	ANDREW	0.00	0.00	0.00	0.00	0.00	84.06	84.06	702.06
BUGGS	ARIANA M.	0.00	0.00	0.00	0.00	0.00	118.75	118.75	979.75
LABINSKI	ASHER H.	0.00	0.00	0.00	0.00	0.00	178.01	178.01	1,491.84
CONTRERAS	CASSANDRA D.	0.00	0.00	0.00	0.00	0.00	380.66	380.66	3,186.42
McDONALD	DALE A.	0.00	0.00	6,910.36	0.00	0.00	4,275.39	11,185.75	99,450.75
CORREA	DENISSE V.	0.00	0.00	0.00	0.00	0.00	349.22	349.22	2,915.03
MORALES	DOLORES M.	0.00	0.00	1,821.09	0.00	0.00	3,233.93	5,055.02	29,758.49
PONTHIER	ELEXIA B.	0.00	0.00	0.00	0.00	0.00	164.43	164.43	1,373.43
OSTI	GABRIEL J.	0.00	0.00	0.00	0.00	0.00	198.36	198.36	1,653.06
SHRI-SHASHITHARAN	HARIKESH	0.00	0.00	0.00	0.00	0.00	693.47	693.47	5,807.47
MANDICINO	HARLEY W.	0.00	0.00	0.00	0.00	0.00	1,005.24	1,005.24	5,403.51
BARNHILL	JAMES G.	0.00	0.00	4,455.43	0.00	0.00	3,156.74	7,612.17	72,133.17
OSTI	JOCELYN M.	0.00	0.00	0.00	0.00	0.00	268.68	268.68	2,240.93
WENTZ	JOSHUA A.	0.00	0.00	0.00	0.00	0.00	456.05	456.05	3,822.65
CROW	JUSTIN T.	0.00	0.00	0.00	0.00	0.00	417.47	417.47	3,500.47
BROWN	KARA D.	0.00	0.00	0.00	0.00	0.00	903.69	903.69	7,572.71
CLEMONS	KATELYNN M.	0.00	0.00	0.00	0.00	0.00	2,142.00	2,142.00	13,072.37
O'SHEA	KELSEY S.	0.00	0.00	0.00	0.00	0.00	65.73	65.73	548.73
LEVEQUE	MADLINE H.	0.00	0.00	0.00	0.00	0.00	14.05	14.05	114.46
KOZIER	MADISON A.	0.00	0.00	0.00	0.00	0.00	326.15	326.15	2,715.66
UDY	MADISON N.	0.00	0.00	0.00	0.00	0.00	327.14	327.14	2,730.50
HATCH	MARLO P.	0.00	0.00	0.00	0.00	0.00	152.61	152.61	1,272.70
MUNOZ	MONICA A.	0.00	0.00	0.00	0.00	0.00	309.28	309.28	2,600.10
ROCK	NATHAN B.	0.00	0.00	0.00	0.00	0.00	277.12	277.12	2,310.72
MURDOCK	NAYA K.	0.00	0.00	0.00	0.00	0.00	333.92	333.92	2,775.25
PAULSELL	PAIGE E.	0.00	0.00	0.00	0.00	0.00	91.86	91.86	769.23
WILSON	RONALD D.	0.00	0.00	0.00	0.00	0.00	3,797.22	3,797.22	37,465.22
SCOTT	ROSE C.	0.00	0.00	0.00	0.00	0.00	114.69	114.69	956.34

CROCKETT COMMUNITY SERVICES DISTRICT

Employee Earnings Summary

January through December 2019

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AYALA	SOPHIA R.	0.00	0.00	0.00	0.00	0.00	264.38	264.38	2,209.10
MANNELL	STELLA T.E.	0.00	0.00	0.00	0.00	0.00	397.97	397.97	3,321.36
GRAY	STEVEN A.	0.00	0.00	0.00	0.00	0.00	44.90	44.90	375.99
WITSCHI	SUSAN G.	0.00	0.00	3,914.23	0.00	0.00	2,470.00	6,384.23	56,711.36
DEES	TREVOR B.	0.00	0.00	0.00	0.00	0.00	1,049.39	1,049.39	5,644.11
LABINSKI	ZOE H.	0.00	0.00	0.00	0.00	0.00	39.05	39.05	324.57
		0.00	0.00	17,101.11	0.00	0.00	28,341.71	45,442.82	379,921.26



California Special
Districts Association
Districts Stronger Together

Survey Results

Crockett Community Services District
2/8/2020
FY2018

Filters Applied:

District Type: Community Services; Recreation & Park; Sanitary/Sanitation
Number of FTE Employees: 0.00 - 10.00

This report provides results for the Administrative Salary & Benefits Survey.

These worksheets present numeric data by percentiles, values that divide a list of numbers into quartiles.

- "My District's Data (Percentile)" displays the data you entered and your (corresponding percentile).
- 25th Percentile/first quartile = 25% of the data falls below this percentile.
- 50th Percentile/median = The median represents the middle number where 50% of the answers are lower and 50% are higher.
- 75th Percentile/first quartile = 75% of the data falls below this percentile.

For multiple choice responses:

- The percentage listed in the Median/Selection Rate column represents the percent of total survey respondents selecting that answer.
- In the "My District's Data (Percentile)" column, check marks indicate the answers you selected.

Bokkett Community Services Distr	Benchmarking Results				
	My District's	25th	Median/	75th	# of
	Data (Percentile)	Percentile	Selection Rate	Percentile	Responses
Compensation Details: General Manager					
Annual Base Salary: Minimum	\$88,042 (52nd)	\$72,350	\$87,701	\$100,139	28
Annual Base Salary: Maximum	\$110,589 (48th)	\$85,306	\$111,195	\$120,300	28
Annual Base Salary: Actual	\$92,448 (45th)	\$75,225	\$94,125	\$108,750	30
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00	29
Years in Position	10 (75th)	2	5	10	30

Compensation Details: Assistant General Manager					
Annual Base Salary: Minimum		\$57,584	\$61,366	\$75,308	6
Annual Base Salary: Maximum		\$58,834	\$72,250	\$88,920	6
Annual Base Salary: Actual		\$57,584	\$69,750	\$88,920	6
Number of FTEs in this Position		1.00	1.00	1.00	6
Years in Position		2	5	13	6

Compensation Details: Office Assistant/Receptionist					
Annual Base Salary: Minimum		\$21,642	\$35,855	\$36,996	7
Annual Base Salary: Maximum		\$27,745	\$43,742	\$46,124	7
Annual Base Salary: Actual		\$24,526	\$37,606	\$43,670	7
Number of FTEs in this Position		1.00	1.00	1.00	7
Years in Position		2	3	12	7

Compensation Details: Administrative Assistant					
Annual Base Salary: Minimum	\$42,944 (-)	-	-	-	
Annual Base Salary: Maximum	\$65,108 (-)	-	-	-	
Annual Base Salary: Actual	\$52,665 (-)	-	-	-	
Number of FTEs in this Position	0.40 (-)	-	-	-	
Years in Position	10 (-)	-	-	-	

Compensation Details: Board Secretary/Clerk					
Annual Base Salary: Minimum		\$49,502	\$54,582	\$66,745	10
Annual Base Salary: Maximum		\$51,429	\$65,486	\$76,478	10
Annual Base Salary: Actual		\$51,068	\$65,486	\$76,478	10
Number of FTEs in this Position		1.00	1.00	1.00	10
Years in Position		3	7	20	10

Compensation Details: Customer Service Representative					
Annual Base Salary: Minimum		\$34,090	\$37,440	\$42,578	7
Annual Base Salary: Maximum		\$39,950	\$45,531	\$55,692	7
Annual Base Salary: Actual		\$34,059	\$43,305	\$53,394	7
Number of FTEs in this Position		1.00	1.00	1.00	7
Years in Position		2	3	13	7

Compensation Details: Office/Administrative Services Manager					
Annual Base Salary: Minimum		\$37,000	\$55,054	\$59,386	8
Annual Base Salary: Maximum		\$51,000	\$63,755	\$75,294	8
Annual Base Salary: Actual		\$41,582	\$55,054	\$69,717	8
Number of FTEs in this Position		1.00	1.00	1.00	8
Years in Position		5	10	12	8

Buckett Community Services District	Benchmarking Results				
	My District's	25th	Median/	75th	# of
	Data (Percentile)	Percentile	Selection Rate	Percentile	Responses
Compensation Details: Facilities Manager					
Annual Base Salary: Minimum	\$43,670 (0th)	\$51,006	\$65,499	\$74,683	7
Annual Base Salary: Maximum	\$64,220 (17th)	\$70,110	\$79,366	\$93,264	7
Annual Base Salary: Actual	\$52,665 (0th)	\$63,962	\$79,366	\$91,183	7
Number of FTEs in this Position	0.80 (0th)	1.00	1.00	1.00	7
Years in Position	10 (50th)	4	10	11	7

Compensation Details: Maintenance Supervisor					
Annual Base Salary: Minimum	\$53,807 (67th)	\$49,535	\$52,041	\$58,722	10
Annual Base Salary: Maximum	\$93,988 (89th)	\$61,323	\$67,090	\$84,248	10
Annual Base Salary: Actual	\$68,676 (67th)	\$57,496	\$67,090	\$77,532	10
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00	10
Years in Position	4 (0th)	6	12	23	10

Compensation Details: Maintenance Worker					
Annual Base Salary: Minimum		\$29,891	\$33,663	\$38,025	10
Annual Base Salary: Maximum		\$40,594	\$44,169	\$48,596	10
Annual Base Salary: Actual		\$33,242	\$40,664	\$47,388	10
Number of FTEs in this Position		1.00	1.00	1.75	10
Years in Position		1	2	3	10

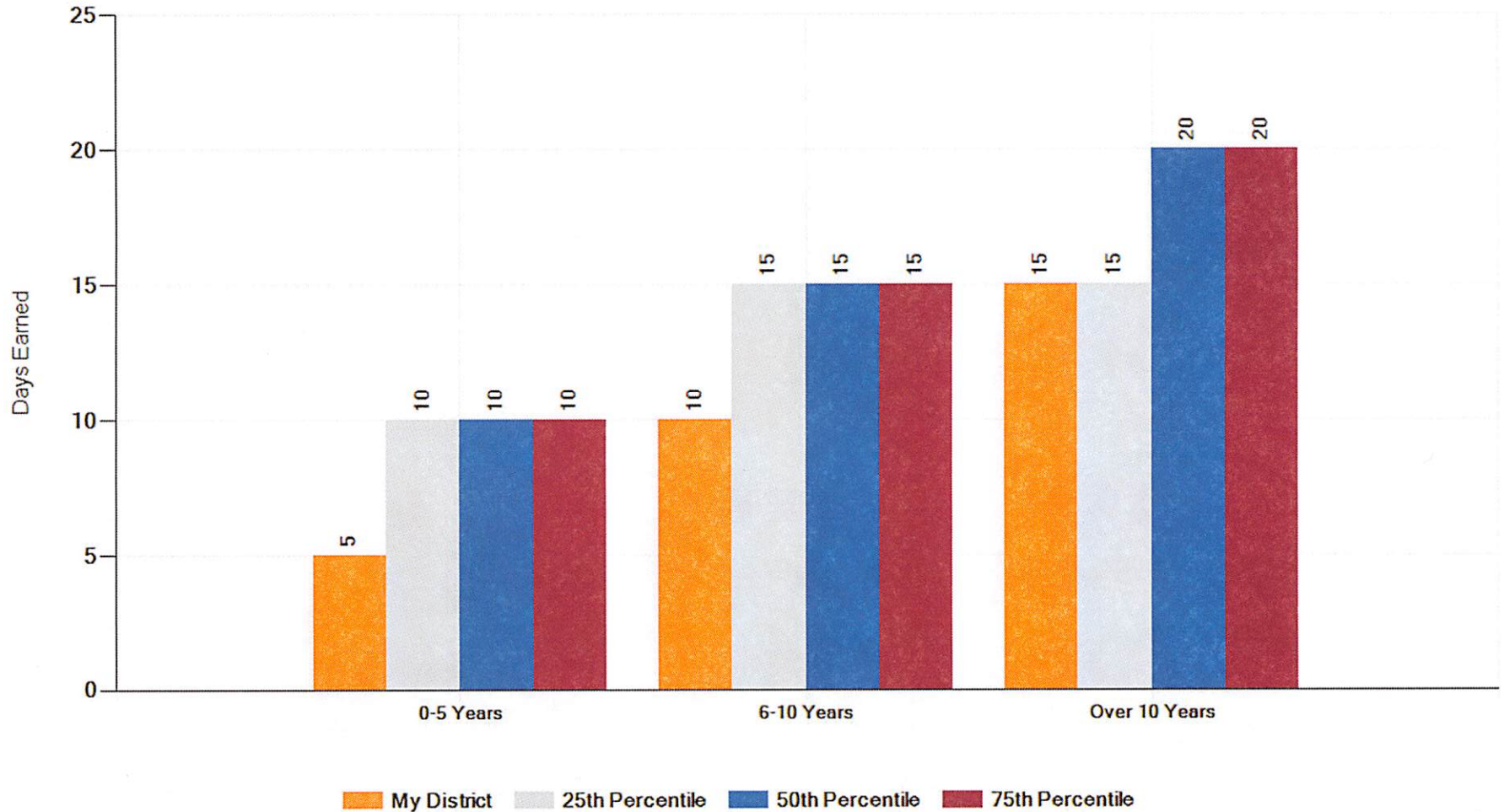
Compensation Details: Recreation Manager/Supervisor					
Annual Base Salary: Minimum	\$56,845 (-)	-	-	-	
Annual Base Salary: Maximum	\$107,255 (-)	-	-	-	
Annual Base Salary: Actual	\$34,788 (-)	-	-	-	
Number of FTEs in this Position	0.50 (-)	-	-	-	
Years in Position	13 (-)	-	-	-	

Bokkett Community Services Distr	Benchmarking Results				
	My District's	25th	Median/	75th	# of
	Data (Percentile)	Percentile	Selection Rate	Percentile	Responses
Compensation Details: Controller/Chief Financial Officer/Finance Manager					
Annual Base Salary: Minimum	n/a	\$68,411	\$68,723	\$70,000	5
Annual Base Salary: Maximum	n/a	\$71,510	\$75,096	\$91,291	5
Annual Base Salary: Actual	n/a	\$68,411	\$72,909	\$83,500	5
Number of FTEs in this Position	n/a	1.00	1.00	1.00	5
Years in Position	n/a	11	14	16	5

Compensation Details: Accounting Clerk/Specialist					
Annual Base Salary: Minimum	n/a	\$3,758	\$31,642	\$34,794	8
Annual Base Salary: Maximum	n/a	\$3,758	\$47,244	\$53,050	8
Annual Base Salary: Actual	n/a	\$3,758	\$36,198	\$44,429	8
Number of FTEs in this Position	n/a	0.88	1.00	1.00	8
Years in Position	n/a	2	3	5	8

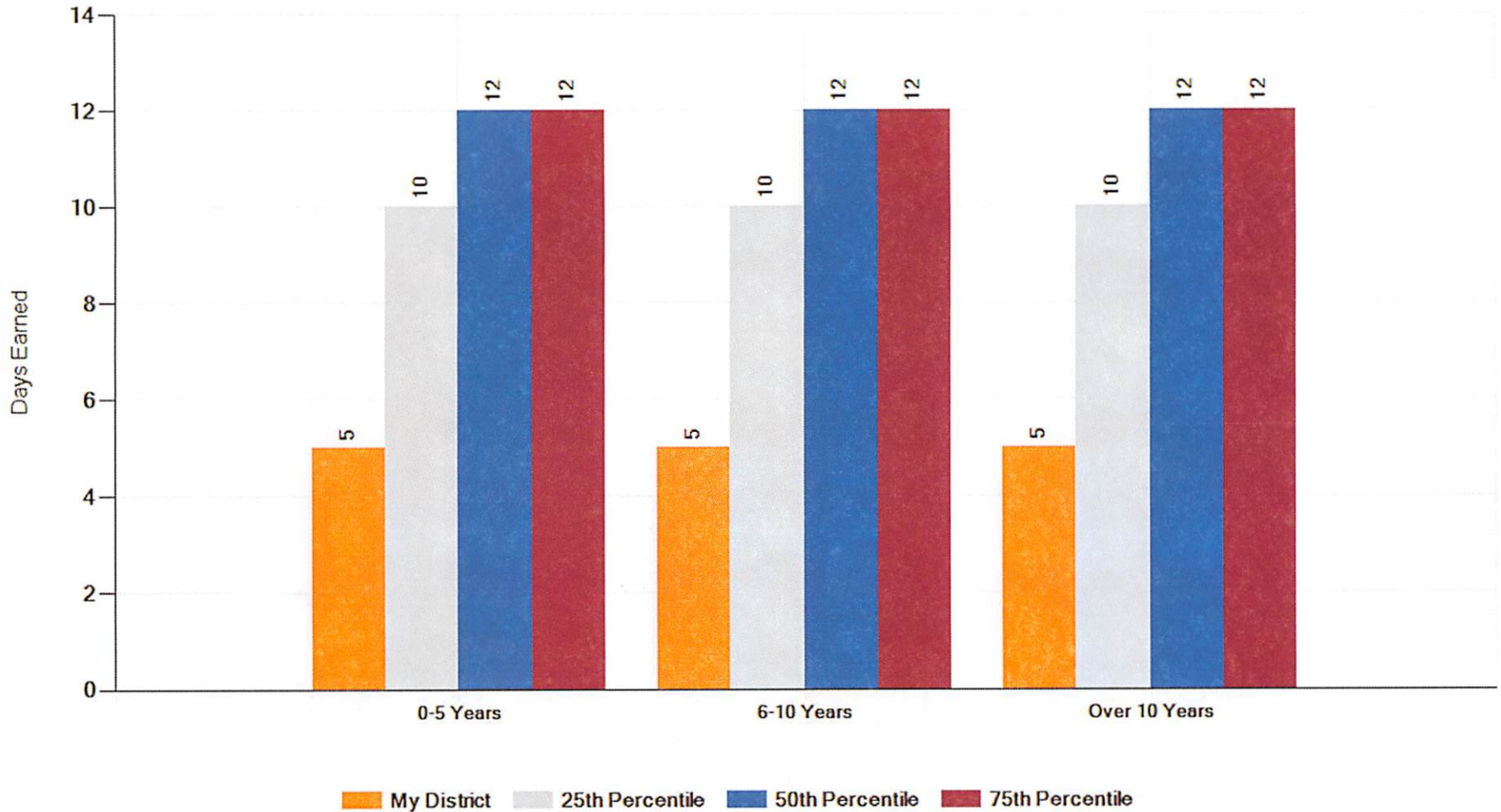


Vacation Days Earned Annually by Years of Service





Sick Days Earned Annually by Years of Service



AQUATICS OFFICE MANAGER

The Aquatics Office Manager reports to the Aquatics Manager and/or the Recreation Manager if the Aquatics Manager position is vacant. Primary responsibility is to train office staff in all job requirements and to set work schedules for all aquatics staff using the online scheduling system. The Aquatics Office Manager supports the Assistant Aquatics Managers and may from time to time substitute for them when needed. The Aquatics Office Manager will comply with all safety requirements and Recreation Department policies for the safe operation of the swim center.

Duties:

1. Help recruit competent staff. Ensure that all staff members are properly certified for the jobs that they were hired to perform.
2. Develop staff work schedules equitably for all staff members. Post work schedules and makes sure staff reports to work on time.
3. Identify classes for Lifeguard, WSI, and CPR/First Aid and inform employees of on-site and off-site opportunities.
4. Validate timesheets and provide to the Aquatics Manager and/or Recreation Manager.
5. Provide support to the Assistant Aquatics Managers.
7. Train office staff in use of cash register, credit card machine, and appliances. Train office staff in the preparation of daily cash reports and bank deposits.
8. Assist the Aquatics Manager and/or Recreation Manager in the evaluation of each office staff member's job performance.
9. Coordinate with Aquatics and/or Recreation Manager to maintain concession supplies. Recommend concession opportunities.
10. Supervise office staff
11. Perform any other duties assigned by the General Manager or the Recreation Department Manager.

Requirements:

Must have valid CPR/First Aid Certification.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
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Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Personnel Committee
FROM: General Manager *JM*
SUBJECT: Management structure and existing employment agreements
DATE: February 11, 2020

The General Manager (GM) is the executive manager of the District and is responsible for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

Authority

District Code *Section 2.08.040* gives the GM the authority and duty to appoint, supervise, discipline, and dismiss District employees, *except those employees who are appointed by resolution of the Board*. District Code *Section 4.16.070* states that appointments for management level positions, including but not limited to general manager, district secretary and department managers, are Board-appointed positions, and such appointments shall be so adopted by resolution. Both the Recreation Department Manager and Port Costa Sanitary Department Manager positions are appointed by the Board and therefore the Board has authority over these positions unless, at the discretion of the Board, they choose to delegate certain aspects of their responsibility.

The creation and adoption of the policy Delegating Authority to Commissions, adopted by the Board on August 27, 2008, gives commissions the power to give directions to Department Managers. The same policy confirms the Board as the body to give direction to the General Manager, District Secretary, and Commissions. It reserves power to the Board to appoint, remove or discipline the general manager, district secretary, district treasurer, and their (*board*) staff, along with department managers.

California Government Code 61051 (b) makes the general manger responsible for "the appointment, supervision, discipline, and dismissal of the district's employees, *consistent with the employee relations system established by the board of directors*." The District's Personnel Policy & Procedures Manual generally describes the employment relationship between the District and its employees. Restrictions imposed by the District Code and contract law give the Board final authority over personnel matters for department managers.

Dual-Reporting

The District Hierarchy establishes dual-reporting responsibilities for its managers. Management must report to both their Commission and to the General Manager which sometimes have competing objectives. Management must weigh these conflicts and bring issues of dispute to the

Board more regularly than that with agencies with a less complex reporting structure, adding an administrative burden to the District.

Employee Agreements and Contracted Fringe Benefits

The District's Management Employment Agreements for the Recreation Department Manager and Port Costa Sanitary Department Manager were developed based on the General Manager's contract and contain some the same language and protections given to executive managers including termination and severance pay, vacation leave, and sick leave. Any changes to the contract terms and fridge benefits provided would require negotiation of a new contract. Vacation leave for management employees under contract accrue monthly and accumulate from year-to-year without limit. Sick leave accumulates from-year-to-year and is capped under contract for two of the three management employees.

	Vacation Accrued	Sick Accrued	Sick Cap
Dale McDonald	49 days	240 hours	240
James Barnhill	10 days	37 hours	160
Ron Wilson	48 days *	192 hours	n/a

** Based on 4 hour days*

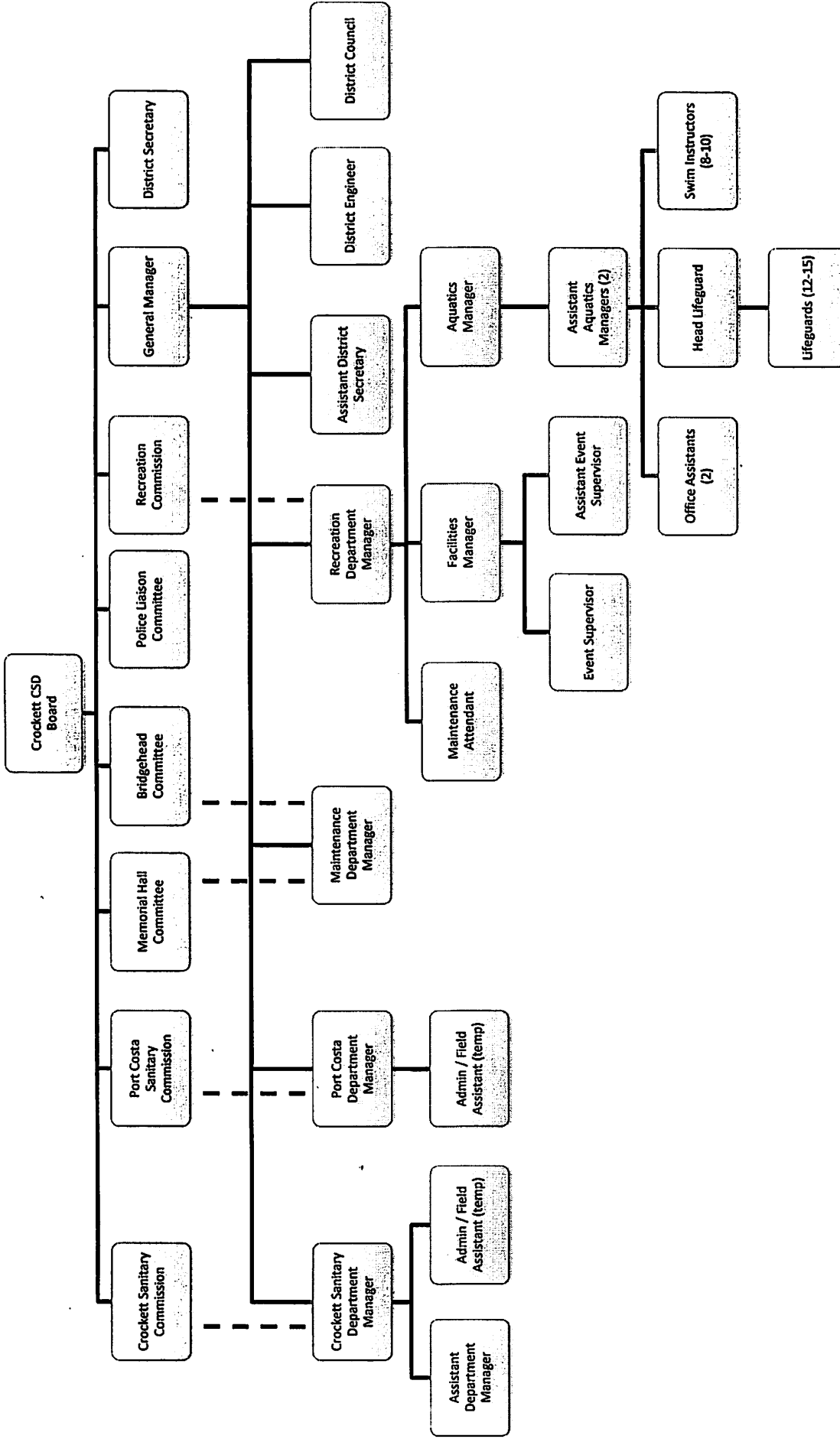
Use of vacation leave is restricted based on contract language, requiring employees to not voluntarily take more than either two weeks or three weeks of vacation in any calendar year without prior approval of the General Manager or Board. Both the General Manager and Recreation Manager accrue 4 weeks of vacation annually due to longevity of service. Vacation leave remains on the books as an uncompensated payroll liability and must be paid out upon leaving employment. The continuing accrual and responsibilities of managing the District has made it difficult for management to draw down their accrued vacation leave.

DISCUSS

Management structure, form recommendations.

Vacation and sick leave accumulation, form recommendation.

CROCKETT COMMUNITY SERVICES DISTRICT HIERARCHY



CROCKETT COMMUNITY SERVICES DISTRICT

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website: www.town.crockett.ca.us

TO: Personnel Committee
FROM: General Manager *M*
SUBJECT: Management Evaluation
DATE: February 11, 2020

As previously discussed, the General Manager, Recreation Manager, and Port Costa Sanitary Department Manager positions are designated as management positions appointed by the District Board. As such, and as required by District Code Section 2.08.040, the Board has the authority to oversee these employees' duties and perform their employee evaluations.

Both the Recreation Department Manager and Port Costa Sanitary Department Manager Employment Agreement's state under duties, Section I (g), that the employee from time to time, at the discretion of the Board of Directors, participate in performance evaluations conducted by the General Manager or the Board's Representative(s). Historically the General Manager has given the performance evaluation and solicited recommendations from the Personnel Committee, acting as the Board's Representative, before reporting those recommendations to the Board.

District Code, District Policy, and contract language indicates that the performance evaluation for Board appointed management positions should be at the Board level.

As required by the Brown Act, performance evaluations must be conducted in closed session pursuant to expressly authorized statutory exceptions; in this case the Personnel Exception Government Code Section 54957.6.

The Board directed that the *Policy for Evaluation of the General Manager* be updated so that the performance evaluations are handled exclusively at the Board level. During the drafting of the updated policy it became clear that a similar guideline should be developed to codify the practice in place for the other two management positions for which the Board has authority.

ACTION REQUESTED:

Review the revised *Policy for Evaluation of General Manager*, form recommendations.

Consider expanding the policy to include contracted exempt Department Managers.

POLICY FOR EVALUATION OF GENERAL MANAGER

(Drafted 2-11-2020)

Under the direction of the Crockett Community Services District Board of Directors (Board), the General Manager (GM) is responsible for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

It is the policy of the Board to provide regular performance feedback to the GM and provide a formal performance evaluation annually.

ANNUAL REVIEW

The Board will conduct an annual formal performance evaluation of the GM. This will include a discussion between the GM and ~~the Personnel Committee~~ of the Board and may include a written evaluation. The annual review is to be done by the full Board in closed session.

PROCEDURE

~~Two~~One months before the annual review is due, the Board will be informed of the upcoming evaluation and receive a blank evaluation questionnaire. All Board members may complete the evaluation questionnaire or ~~provide~~prepare written comments ~~to the Personnel Committee~~to be presented to the full Board during the closed session personnel evaluation. The Board can solicit information from Commissioners, ~~and Committees,~~ and department managers to complete the evaluation questionnaire if desired.

The General Manager will perform a confidential self-assessment and present it to the Board for their review prior to the closed session.

The ~~Personnel Committee~~Board will meet to consolidate the scores and comments in closed session. The ~~committee~~Board should make every effort to protect the confidentiality of comments as well as to present a clear and unambiguous evaluation to the GM. The ~~committee~~Board President will obtain consensus of the full Board on the evaluation before presenting it to the GM and present the consolidated summary ~~and to the GM~~obtain consensus of the full Board on the evaluation before presenting it to the GM.

~~The annual review is to be done by the full Board at a regularly scheduled Board meeting in closed session.~~—During the meeting, the Board and GM will also discuss measurable goals for the upcoming year. The annual goals and objectives can be derived from the long-term strategic plan or actionable items approved at Board meetings along with the appraisal and performance evaluation.

After the discussion, the Board President will prepare a formal write-up of the discussion. This report may include a summary of the discussion, input from the GM, and suggestions for improving the evaluation process or tool. The Board President and the GM should sign the evaluation and it should be placed in the GM's personnel file.

After announcements of any action in closed session, one or more Board members can propose adjustments to compensation for the General Manager position. The item must be then placed on a future agenda of a regularly scheduled Board meeting so that the public has an opportunity to comment. An oral report by the Board must be given before any compensation adjustments are awarded.