

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting Agenda for Tuesday, December 15, 2020

TIME: 4:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 813 5177 0775 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81351770775> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 813 5177 0775.

CALL TO ORDER:

PUBLIC COMMENTS:

1. Receive and consider Crockett Community Services District Responsibility Reorganization Chart.
2. Receive and consider salary schedule adopted temporarily by the Board for new positions of Acting General Manager, District Secretary, Administrative Services Manager and District Engineer.
3. Consider job applications packet turned over from Board President.
4. Confirm no benefits to new hourly probationary employees.
5. Consider Employment Agreement Extension for Recreation Dept. Manager.

6. General discussion of employment issues such as but not limited to performance evaluations, employment agreements, future agenda items, policy suggestions, and performance awards.

ADJOURNMENT:

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

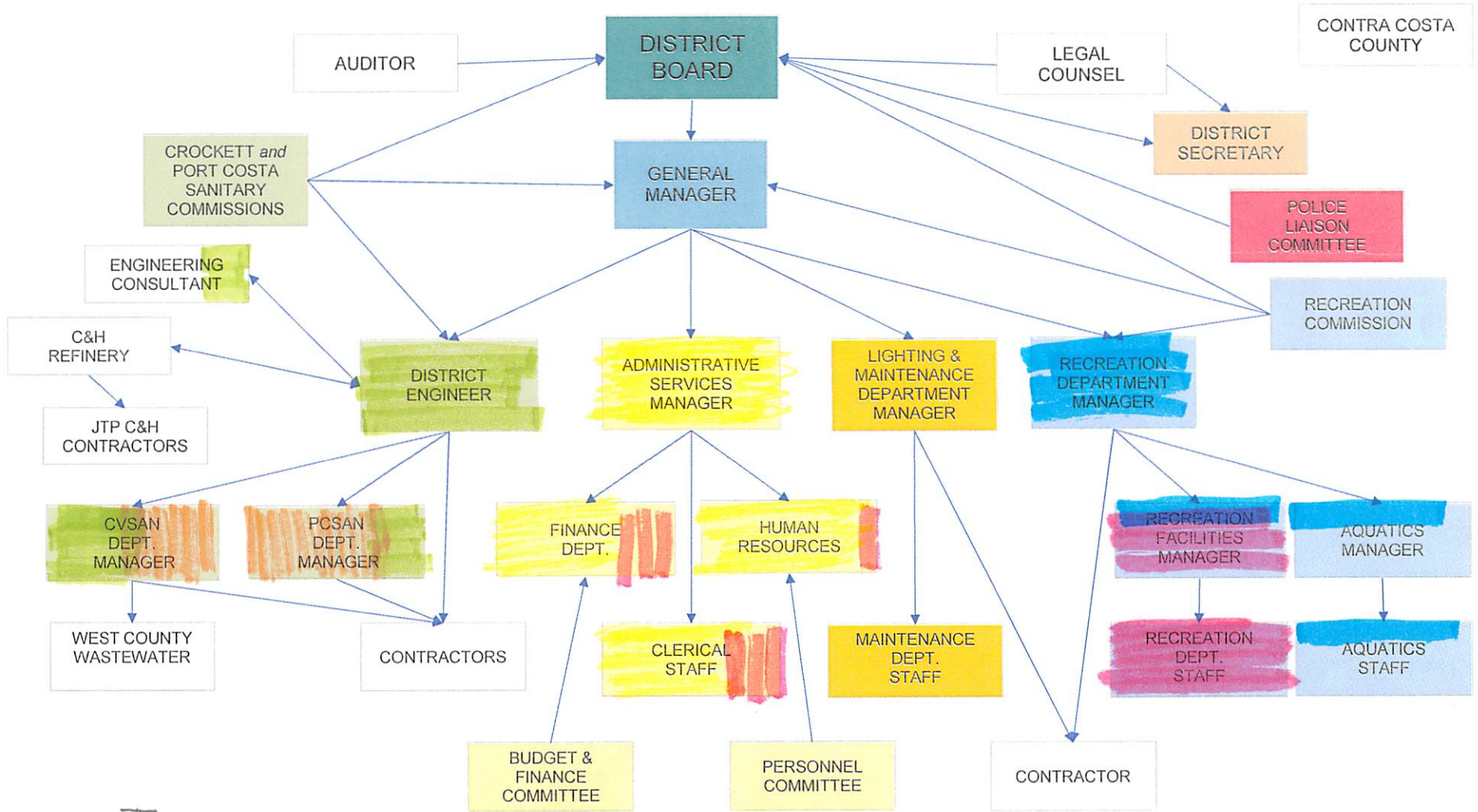
Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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.

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 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing 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, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

Responsibility CROCKETT CSD REORGANIZATION CHART



James
 Susan
 GAUNT
 VAUGHN Ron

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (Proposal 10-22-2020 - ADOPTED _____ - EFFECTIVE DATE _____)

CCSD Administration

Acting General Manager ⁽¹⁾ - Exempt Position - Average work load 8 hours per week

Probation	Level I			Level II			Level III			Level IV			Level V			
Per Hour	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	
n/a	\$1,000	\$1,048	\$1,095	\$1,143	\$1,191	\$1,238	\$1,286	\$1,334	\$1,381	\$1,429	\$1,476	\$1,524	\$1,572	\$1,619	\$1,667	
* Monthly salary		Monthly Income= \$1,000 min. \$1,667 max.					Annual Base Full Time Equivalent= \$12,000 minimum \$20,000 maximum									

\$20,000

District Secretary - Exempt Position - Average work load 16 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$3,754	\$3,910	\$4,066	\$4,222	\$4,378	\$4,534	\$4,690	\$4,846	\$5,002	\$5,158	\$5,314	\$5,470	\$5,626	\$5,782	\$5,938	\$6,094	\$6,250
* Hourly salary, paid bi-weekly		Monthly Income= \$3,754 min. \$6,250 max.					Annual Base Full Time Equivalent= \$45,048 minimum \$75,000 maximum										

\$2,600 max. benefits
 \$22,600 net
 eff. rate \$48.08 per hr

\$2,600

Administrative Services Manager ⁽¹⁾ - Exempt Position - Average work load 24 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$5,581	\$5,753	\$5,925	\$6,097	\$6,269	\$6,441	\$6,613	\$6,785	\$6,957	\$7,129	\$7,301	\$7,473	\$7,645	\$7,817	\$7,989	\$8,161	\$8,333
* Monthly salary		Monthly Income= \$5,581 min. \$8,333 max.					Annual Base Full Time Equivalent= \$66,976 minimum \$100,000 maximum										

\$15,375 max. benefits
 \$28,932 net
 eff. rate \$28.86 per hr

\$24,010 salary
 \$4,922 benefits

Wastewater Operations Manager - Exempt Position - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$6,545	\$6,712	\$6,879	\$7,046	\$7,213	\$7,380	\$7,547	\$7,714	\$7,881	\$8,048	\$8,215	\$8,382	\$8,549	\$8,716	\$8,883	\$9,050	\$9,217
* Monthly salary		Monthly Income= \$6,545 min. \$9,217 max.					Annual Base Full Time Equivalent= \$78,536 minimum \$110,600 maximum										

\$17,300 max. benefits
 \$58,759 net
 eff. rate \$40.14 per hr

\$8,666

Sanitary Departments

CVSAN Dept. staff ⁽¹⁾ - Non-exempt Position - Average work load 30 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
	\$4,510	\$4,654	\$4,798	\$4,932	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
* Monthly salary		Monthly Income= \$4,510 min. \$7,832 max.					Annual Base Full Time Equivalent= \$54,120 minimum \$93,984 maximum														

eff. rate \$45.47 per hr

\$72,648

PCSAN Dept. staff ⁽²⁾ - Non-exempt Position - Average work load 10 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
	\$4,510	\$4,654	\$4,798	\$4,932	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
* Monthly salary		Monthly Income= \$4,510 min. \$7,832 max.					Annual Base Full Time Equivalent= \$54,120 minimum \$93,984 maximum														

eff. rate \$34.98 per hr \$85,216 net

\$12,568

\$85,216

2337

\$508,980

\$39,861 net

2

Recreation Department

511317

Recreation Dept. Manager ⁽³⁾ - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
n/a	\$2,250	\$2,322	\$2,397	\$2,474	\$2,553	\$2,636	\$2,720	\$2,808	\$2,899	\$2,993	\$3,089	\$3,189	\$3,293	\$3,399	\$3,509	\$3,624	\$3,741	\$3,862	\$3,987	\$4,114	\$4,246
* Monthly salary					Monthly Income= \$2,250 min. \$4,246 max.					Annual Base at 19 hours per week = \$27,002 minimum					\$50,946 maximum						
										Annual Base Full Time Equivalent = \$56,845 minimum					\$107,255 maximum						

\$35,911

(3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.

\$11,798 max. benefits

\$3,950

\$39,861 net

eff. rate \$36.35 per hr

Recreation Facilities Manager ⁽⁴⁾ - Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$20.76	\$22.00	\$22.61	\$23.23	\$23.85	\$24.47	\$25.08	\$25.70	\$26.32	\$26.94	\$27.55	\$28.17	\$28.79	\$29.41	\$30.02	\$30.64	\$31.26	\$31.88
* Hourly salary, paid bi-weekly					Monthly Income= \$3,050 min. \$4,420 max.					Annual Base Full Time Equivalent= \$45,750 minimum					\$66,300 maximum		

\$49,957

(4) Recreation Facilities Manager performs the duties of the Assitant District Secretary when position is vacant.

\$13,592 max. benefits

\$10,241

\$60,199 net

eff. rate \$30.02 per hr

Event Supervisor - Hourly Position, Non-Exempt - Average work load 16 to 30 hours per week.

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	
\$14.52	\$15.30	\$16.08	\$16.86	\$17.64	\$18.42	\$19.20	\$19.98	\$20.76	\$21.28	\$21.80	\$22.32	\$22.84	\$24.40	\$23.88	\$24.40	\$24.92	\$25.44	
* Hourly salary, paid bi-weekly					Monthly Income= \$1,989 min. \$3,307 max.					Annual Base Full Time Equivalent= \$31,819 minimum					\$52,905 maximum			
** Pay rate for table/chair setup/takedown at Community Center is flat \$25.50 per hour regardless of pay schedule level/step.																	\$14,126 max. benefits	\$35,436

\$27,968

\$63,404 net

eff. rate \$20.11 per hr

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

Probation	Level I							
Per Hour	Step a	Step b	Step c	Step d	Step e			
\$13.48	\$14.00	\$14.52	\$15.04	\$15.56	\$16.08			
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$0 max.	Annual Base Full Time Equivalent= \$29,115 minimum	\$33,440 maximum	\$ 10,782

\$6,421 max. benefits

\$ 2,070

Aquatics Manager / Aquatics Administrative Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II					Level III
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
\$18.50	\$18.75	\$19.25	\$19.75	\$20.25	\$20.75	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$3,462 max.	Annual Base Full Time Equivalent= \$39,000 minimum	\$48,880 maximum	\$ 7,181			

\$12,852 net

eff. rate \$13.48 per hr

\$ 977

Aquatics Asst. Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	
\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$2,947 max.	Annual Base Full Time Equivalent= \$35,360 minimum	\$41,600 maximum	\$ 5,100

\$8,158 net

eff. rate \$18.75 per hr

\$ 694

\$39,861 net

eff. rate \$17.00 per hr \$5,794 net

Head Lifeguard / Pool Office Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e
\$13.75	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$2,505 max. Annual Base Full Time Equivalent= \$28,600 minimum \$35,360 maximum \$ 2,296
 \$4,809 max. benefits \$ 312

Lifeguard ^{(5) (6)} - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e
\$13.25	\$13.25	\$13.40	\$13.55	\$13.70	\$13.85	\$14.00	\$14.15	\$14.30	\$14.45	\$14.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$2,151 max. Annual Base Full Time Equivalent= \$27,560 minimum \$30,368 maximum \$ 37,357
 \$4,130 max. benefits \$ 5,081

\$2,609 net
 eff. rate \$13.75 per hr

Aquatics Instructor - Seasonal - 0 to 20 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$1,179 max. Annual Base Full Time Equivalent= \$27,040 minimum \$28,288 maximum \$ 2,145
 \$3,847 max. benefits \$ 292

\$42,438 net
 eff. rate \$13.36 per hr

Aquatics Office Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$2,004 max. Annual Base Full Time Equivalent= \$27,040 minimum \$28,288 maximum \$ 1,092
 \$3,847 max. benefits \$ 149

\$2,437 net
 eff. rate \$13.00 per hr

Maintenance Attendant ⁽⁷⁾ - Hourly - 0 to 20 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$1,179 max. Annual Base Full Time Equivalent= \$27,040 minimum \$28,288 maximum \$ 4,355
 \$3,847 max. benefits \$ 989

\$1,241 net
 eff. rate \$13.00 per hr

(5) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI etc.) for Lifeguards.

(6) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move.

(7) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higher of the two rate schedules.

\$5,344 net
 eff. rate \$13.00 per hr

\$199,033 Net

Personnel Budget: \$511 K vs \$528,584 Total

\$110,290 Mgmt
 \$173,959 San
 \$244,335 Rec
 \$528,584 Total

\$39,861 net

EMPLOYMENT AGREEMENT EXTENSION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and Ronald Wilson ("Employee") and approved by the District Board on December 18, 2013 is hereby extended as follows. The Agreement extension is contingent upon approval by the District's Board of Directors.

SECTION II – TERM (d) extension added to contract:

- (d) The term of this Agreement shall be extended not to exceed thirty-six (36) months beginning January 1, 2021 and ending on December 31, 2023, unless modified, extended, or terminated as herein provided.

All terms of the employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.

Employee – Ron Wilson

Dated: _____

District – Michael Kirker, Acting General Manager

Dated: _____