HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: May 22, 2017

The Hidden Valley Lake Community Services District Personnel Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Herndon	General Manager Kirk Cloyd
Director Freeman	Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:05 pm by Director Herndon.

APPROVAL OF AGENDA

The Committee unanimously approved the agenda with the amended date.

DISCUSSION AND REVIEW OF THE REVISED JOB DESCRIPTIONS AND NEW POSITION

Committee approves of staff recommendation to dissolve the Utility Worker I/II position once the existing personnel transition up and position becomes vacant. Entry level position will become (OIT) Operator in Training, salary study to set the salary range. Director Herndon will make recommendations to the Board of Directors at the June Regular Board Meeting.
Operations Supervisor and OIT job description to be completed. All operator job descriptions to include CEWA Certifications. Committee request salary range with revised date and approved by the board on job description and posted on website for public view.

DISCUSS AND REVIEW RESOLUTION 2015-28 SALARY RANGE ADJUSTMENTS

Committee reviewed and discussed the salary range adjustments, per policy, salary adjustments must be approved by the HVLCSD Board of Directors. Additional options were discussed pending board approval.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 1:17 pm by motion by Director Freeman and Second by Director Herndon.