

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
PO Box 333, Cayucos, CA 93430-0333
805-995-3290

- GOVERNING BOARD
R. B. Enns, President
R. H McHale, Vice-President
H. Fones, Director
S. Lyon, Director
M. Foster, Director

PERSONNEL COMMITTEE
MINUTES
February 9, 2009

OPEN SESSION:

1. CALL TO ORDER:

The meeting commenced at 3:30 p.m. on Monday, February 9, 2009.
Committee members present: Vice-President Bud McHale and Director Shirley Lyon

Staff present: District Manager Bill Callahan and Administrative Services Officer Bonnie Connelly

2. PUBLIC COMMENTS:

There were no public comments received.

3. RECRUITMENT STRATEGY FOR ADMINISTRATIVE SERVICES OFFICER POSITION:

There was general discussion and review of the job announcement, job description and recruitment schedule. Director McHale expressed confusion as to the hiring salary range, step A through Step C-D, as reflected in the job announcement. Administrative Services Officer Connelly stated that the District's salary classification table reflects steps (alphabetical) in 1 ½% increments to facilitate the performance review and merit increase policy. Therefore, from step A through step C-D represents a difference of about 6% within which the hiring authority, District Manager, can make a job offer, depending upon the qualifications of the candidate. For ease of understanding it was decided to drop the reference to the lettered ranges and instead just show the relevant hiring salary range, from low to high.

Lyon bec

Director ~~McHale~~ suggested that staff quantify the District's "benefits" offered in terms of a fully-burdened rate (percentage).

Director McHale suggested that under the "Interview and Selection Process" heading of the job announcement something be stated to the effect that the number of applicants to be interviewed will depend upon the number of applications received pared down based on paper screening of the applications and supplemental questionnaire.

There was discussion about where the Board would gain access in terms of the interview and hiring process. The merits of having a Board member(s) participate in the first round of oral interviews as a panel (oral board) member, along with other participants was discussed. Director Foster's name was brought up based on his expertise in accounting and finance. Another idea was expressed whereby a Board member(s) would be present at the final interview along with the District Manager. Manager Callahan stated that he would have to think this through but that the original plan was to conduct first round interviews through an independent panel.

Sources for advertising, beyond those addressed in Manager Callahan's staff report, were discussed with the Committee members' suggestions to possibly consider using Jobs Available and SLOJOBS.com.

4. ADJOURNMENT:

The meeting ended at 4:15 p.m.

Minutes recorded by

Bonnie E. Connelly, Administrative Services Officer
Clerk to the Board