

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
MARCH 2, 2010

The Personnel Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on March 2, 2010, at 5:18 p.m.

ROLL CALL

PRESENT: Director Gregory T. Pyka and Vice President Elmer "Al" J. Schaal

ABSENT: None

Also Present: STAFF – District Manager Michael D. Roe, Assistant District Manager Neal B. Allen, and Board Secretary Pro Tem Cindy Chen

PUBLIC COMMENT

None

NEW BUSINESS

1. ALIGNED ORGANIZATION
2. JOB DESCRIPTIONS
3. DISTRICT WORK SCHEDULE

District Manager Roe made a presentation to the Personnel Committee of proposed changes to the District organizational chart, modifications of job descriptions to reflect the needs of the District, and changes to the implementation of the District's 9/80 work schedule. District Manager Roe concluded the next step would be to produce draft job descriptions and other documents and to solicit input from staff.

After full discussion of the presentation, the Committee directed staff to solicit input from the affected staff and to develop revised job descriptions, grandfather resolution(s) and draft revised District policies required to implement the proposed changes for further consideration by the Committee at a future Personnel Committee meeting.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 6:59 p.m.


Assistant District Manager Neal B. Allen