



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

THURSDAY, MARCH 8, 2018
8:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT (*limit 3 minutes*)

II. ACTION / DISCUSSION

- A. RECLASSIFICATION OF DROUGHT MANAGEMENT COORDINATOR POSITION TO ENGINEERING TECHNICIAN I
- B. LABORATORY TECHNICIAN I/II JOB DESCRIPTION REVISIONS

III. ADJOURNMENT OF MEETING

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DECLARATION OF POSTING

I, Kelly Laughlin, Acting Secretary of the Board of Directors of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Kelly Laughlin, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

MAR 02 2018

Dated / Fallbrook, CA

Kelly Laughlin

Acting Secretary, Board of Directors

M E M O

TO: Board of Directors
FROM: Lisa Chaffin, Human Resources Manager, JRD
DATE: March 8, 2018
SUBJECT: Reclassification of Drought Management Coordinator Position to Engineering Technician I

Purpose

To obtain approval for the proposed reclassification of the Drought Management Coordinator position to Engineering Technician I.

Summary

The growing Capital Improvement Program (CIP), along with increased development, has increased overall staff support needs within engineering and the Drought Management Coordinator's duties and responsibilities have expanded to include this engineering-support role.

Upon approval of the proposed reclassification, the Drought Management Coordinator's duties and responsibilities, including the District's reporting requirements currently performed by this position, will be allocated across and incorporated into engineering

There is no immediate fiscal impact; however, the top hourly rate for Engineering Technician I (\$31.68/hr.) is \$2.99 per hour higher than Drought Management Coordinator (\$28.69/hr.).

Recommended Action

Staff recommends approving the reclassification of the Drought Management Coordinator position to Engineering Technician I.

M E M O

TO: Board of Directors
FROM: Lisa Chaffin, Human Resources Manager, JRB
DATE: March 8, 2018
SUBJECT: Laboratory Technician I/II Job Description Revisions

Purpose

To obtain approval for the proposed revisions to the job description for the District's Laboratory Technician I/II job classification.

Summary

The proposed changes to the job description more adequately describe the current scope of duties and responsibilities of the position.

With the anticipated July 13, 2018 retirement of the current incumbent, the District's early recruitment efforts of this position will allow for some overlap and on-the-job training.

No change in compensation is being proposed.

Recommended Action

Staff recommends approving the proposed changes to the Laboratory Technician I/II job description to more accurately reflect the current duties and responsibilities of the position.