



July 2, 2009

TO: BOARD OF DIRECTORS  
FROM: MITCH COONEY, INTERIM GENERAL MANAGER *MC*  
SUBJECT: Approval of Job Description and Authorization for the General Manager to Fill Two Supervisory (Supplemental) Positions

**President**

Joe Sparks

**Vice-President**

Marshall Ochylski

**Director**

Chuck Cesena  
Maria Kelly  
Steve Senet

**General Manager**

**Utilities Manager**

George J. Milanés

**Fire Chief**

Matt Jenkins

The Los Osos CSD has a very flat organizational chart in which the chain of command is not very well defined. With the conclusion of the services of the Utility Systems Manager this flat line structure is further exacerbated. In order to provide for a better chain-of-command and to offer staff members a supervisory authority to resolve their questions and concerns, it is recommended that a Supervisor (Supplementary) be authorized for the Administration Department and for the Utility Department. The appointment of supervisory personnel is particularly important during this interim period in which the sole management position, the General Manager, is employed part time.

The Supervisor (Supplementary) is envisioned to be filled by a District employee who is currently filling a full time position allocation. The supervisory responsibilities would be assumed as an additional duty. The appointment would be interim, until such time as the organization structure changes. When an interim supervisory position is no longer needed the supervisory duties, responsibilities and supplemental pay would be deleted. The original duties that the Supervisor (Supplementary) was responsible for prior to taking on the additional duties as supervisor would continue to be their assigned duties and responsibilities at the salary they received (plus any changes associated with their original position allocation) prior to assuming supervisorial responsibilities.

Financial Considerations:

The position of Supervisor (Supplementary) carries with it additional responsibilities over and above what the chosen employee(s) currently are obligated to perform. To entice a qualified employee to accept the additional responsibilities, some form of compensation needs to be offered. It is recommended that as compensation for the assumption of supervisory duties an incumbent in this class be paid an additional \$4.50 per hour (in addition to their current salary). Sufficient funds have been included in the 2009/2010 budget to pay for the two requested Supervisors.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second and vote:**

- **Adopt Los Osos CSD Resolution 2009-12, A Resolution Amending the Personnel Policy to Create the Position of Supervisor**
- **approve the Supervisor (Supplemental) job description**
- **and authorize the Interim General Manager to appoint two existing District employees to fill the duties associated with the Supervisor (Supplemental) job description.**

Attachment

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DATE: July 2, 2009  
AGENDA ITEM: 5.E.  
( ) APPROVED  
( ) DENIED  
( ) CONTINUED

**RESOLUTION 2009 – 12**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE LOS OSOS COMMUNITY SERVICES DISTRICT**  
**AMENDING THE PERSONNEL POLICY TO CREATE THE POSITION OF**  
**SUPERVISOR, AND TO SET THE INITIAL SALARY RANGE**

**WHEREAS**, the Board desires to provide for prudent management of the LOCSO's Personnel Resources; and

**WHEREAS**, the Board desires to Establish Supervisor positions to oversee the District's Administration and the District's Utility operations; and

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE THAT:**

1. The Personnel Policy is amended to add a new section 7100, SUPERVISOR, as detailed in the attached Job Description, incorporated by reference herein.
2. The FY09-10 Salary Range for this position is established as follows: \$4.50 per hour (for each 40 hour week or portion thereof) or a salary that equals at least 7.5% above anyone in a Classification that the Supervisor is called upon to supervise.
3. The General Manager is authorized to fill these positions effective July 6, 2009.

On the motion of **Director** \_\_\_\_\_, seconded by **Director** \_\_\_\_\_ and on the following roll call vote, to wit:

AYES: **Directors** \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
CONFLICTS: \_\_\_\_\_

The foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Los Osos Community Services District this \_\_\_\_\_ of \_\_\_\_\_ 2009.

\_\_\_\_\_  
Joe Sparks  
President, Board of Directors  
Los Osos Community Services District

ATTEST:

\_\_\_\_\_  
Francis M. Cooney, Interim General Manager  
And Secretary to the Board

## **LOS OSOS COMMUNITY SERVICES DISTRICT DEPARTMENT SUPERVISOR**

### **DEFINITION:**

Under direction, performs a variety of activities involved in the overall administrative, budgetary, and personnel management activities of the Los Osos CSD; coordinates and organizes office and business activities and the flow of communications and information to ensure an effective and efficient work environment; may supervise, train and evaluate the performance of assigned personnel; and does other related work as required.

An employee fulfilling the duties under this job description will perform these duties as needed (on a supplemental basis) for the effective and efficient operation of the Administrative Section of the Los Osos CSD. In addition to duties assigned hereinunder, the supervisory employee will be assigned and be responsible for the duties contained under another Los Osos CSD job description.

The position of Administrative Supervisor would be responsible for staff personnel filling the following positions: Administrative Secretary, Administrative Clerk I, Administrative Clerk II, Billing Clerk/Bookkeeper  
Accounts Payable Bookkeeper.

The position of Utility Supervisor would be responsible for staff personnel filling the following positions: Water Resource Crew Leader, Water Resource Operator I, II, III, IV, Water Resource Operator Trainee, Utility Systems Coordinator.

### **REPRESENTATIVE DUTIES**

- Assists in, performs and/or manages a variety of activities involved in the overall administration, budgetary and personnel management of the Los Osos CSD; assists in establishing and maintaining departmental timelines and priorities; ensures related activities comply with established standards, policies, procedures, legal and legislative requirements.
- Coordinates and organizes office and business activities and flow of communications and information for effective and efficient business operations; assists in the development, implementation, monitoring, and evaluation of department projects, contracts, goals, objectives, services and activities; ensures proper and timely resolution of office, personnel, and business issues, conflicts and discrepancies.
- May supervise, train, evaluate the performance of assigned personnel; interview and select employees and recommend assignment and reassignment, termination and disciplinary action, develop employee

schedules, assign staff duties and review completed work for accuracy and completeness.

- Assists in the development and preparation of the annual budget; organizes and coordinates fiscal operations and activities.
- Monitors and assesses department programs, services and operations for financial effectiveness and operational efficiency and makes recommendations for improvement.
- Communicates with other departments, business, governmental agencies and the public to exchange information, coordinate activities and resolve issues or concerns relating to the activities of the department.
- Acts for the General Manager in his/her absence.

#### **EMPLOYMENT STANDARDS:**

##### Knowledge of:

- Basic practices involved in administrative, budgetary and personnel management activities.
- Basic principals of governmental budget preparation and control
- Principals and practices of personnel management.
- Project management and evaluation.
- Effective oral and written communication and interpersonal skills.

##### Ability to:

- Coordinate and organize the business activities and flow of communication and information to insure effective and efficient activities,
- Supervise, train, and evaluate the performance of assigned staff
- Evaluate administrative/management problems and present corrective alternatives
- Plan and organize own work and work of others for successful results.

#### **LICENSES AND OTHER REQUIREMENTS**

A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

#### **WORKING CONDITIONS**

##### Environment

- Office Environment

### Physical Demands

- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Sitting for extended periods of time

### **SALARY**

Since an employee appointed to this position will be required to hold another full-time position with the District the position of Department Supervisor is considered "Supplementary"; therefore the salary for this position will be \$4.50 per hour or 7.5% above any position that the person in this position is supervising.