



June 2, 2016

**TO:** LOCSO Board of Directors  
**FROM:** Peter J. Kampa, Interim General Manager  
**SUBJECT:** **Agenda Item 12A – 6/2/2016 Board Meeting**  
Review District Organizational Chart and the Responsibilities  
Associated with Various Positions

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Marshall E. Ochylski

**Vice President**  
Jon-Erik G. Storm

**Directors**  
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Louis G. Tornatzky  
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### **STAFF RECOMMENDATION**

This item is presented for information to the Board and public; and, for discussion of the transition that occurred when certain mid-management positions were not filled.

### **DISCUSSION**

The District's current organizational chart attached hereto details two mid-management positions: the Administrative Services Manager and Utility Systems Manager. These positions answered directly to the District General Manager and were responsible for the management of the office and operations, respectively.

The bankruptcy and associated restructuring of District staff resulted in the loss of these two mid-management positions. Over time and without specific assignment of the remaining responsibilities of these positions, many of their duties were assumed by existing employees in both administrative and operations positions. There have been no formal modifications to the job descriptions for the positions that basically assumed the duties of their supervisors.

The supervisory and management responsibilities of the two eliminated positions basically fell onto the General Manager; leaving them responsible to set schedules, approve leave, conduct performance evaluations, lead, direct, discipline, hire, train and mentor nearly all staff. Critical functions such as coordination and inspection of public works projects has now been assigned to the District Engineer at a much higher hourly rate. Functions such as human resources have been marginally filled by past General Managers and now portions of the HR role land on administrative staff, and other functions are completed by whoever has time, or not at all.

Although the District has adapted to the lack of mid management, and the remaining staff are doing an absolutely fantastic job at picking up the pieces, there remains a large gap in our ability to adequately manage the District with the GM fulfilling all functions, and in reality the GM is beyond the reasonable span of control in their ability to direct and supervise these very critical functions.

During this meeting, I will be reviewing the current organizational chart, and discussing possible opportunities to fill the mid management positions without adding additional employees to the District headcount. A second organizational chart titled Optimal is also included for discussion.

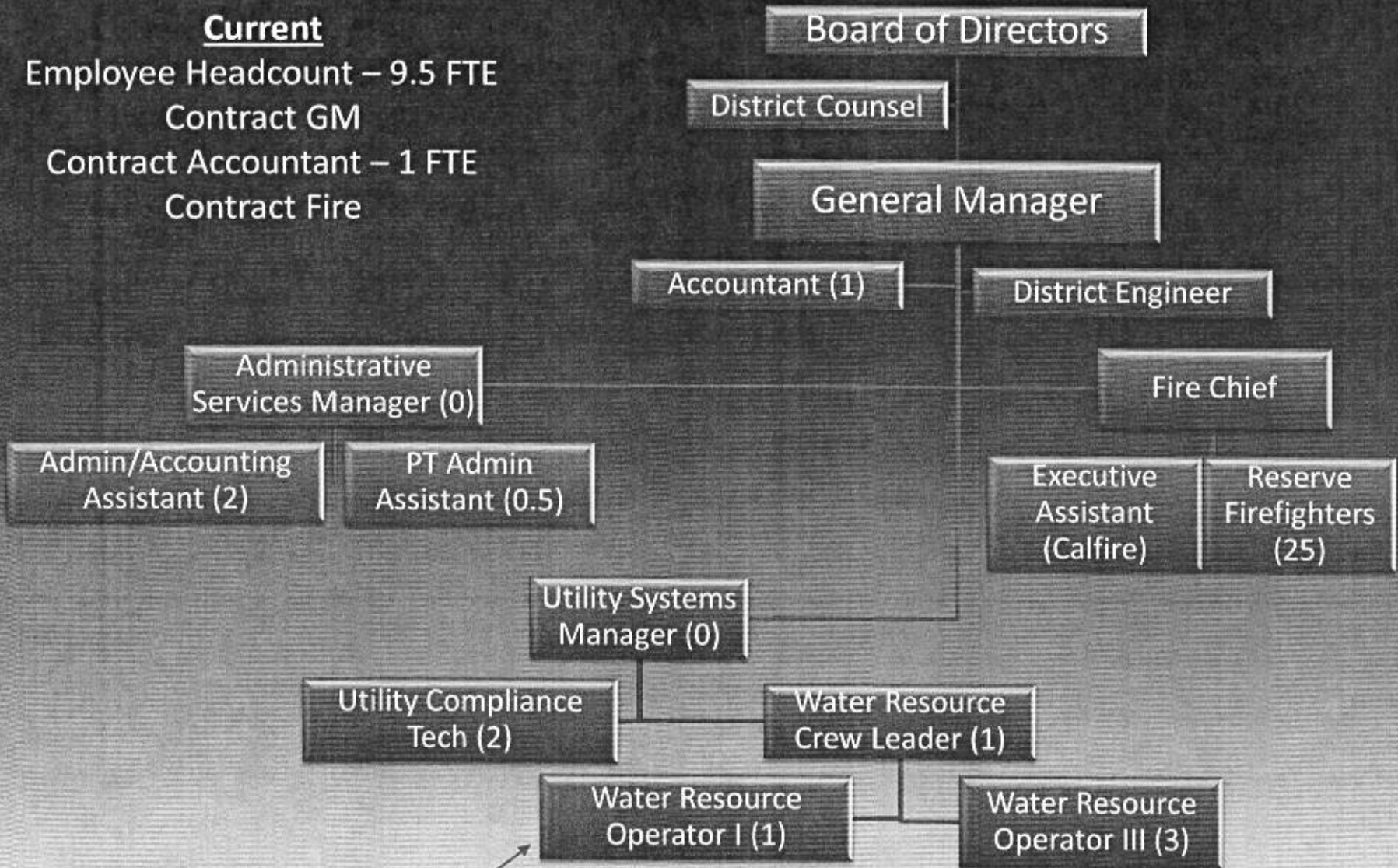
### **FINANCIAL IMPACT**

This item is for discussion only.

Attachments

**Current**

Employee Headcount – 9.5 FTE  
Contract GM  
Contract Accountant – 1 FTE  
Contract Fire



Current Chart Position Title is Trainee

**Optimal**

Employee Headcount – 8.5 FTE

GM (Contract or 1 FTE)

Contract Accountant – 0.5 FTE

Contract Fire

