



March 3, 2022

TO: LOCSO Board of Directors

FROM: Ron Munds, General Manager

SUBJECT: Agenda Item 6G – 3/03/2022 Board Meeting
Adopt Resolution Number 2022-10 Amending the Personnel Policy to Update the Job Description and Salary Series for the Administrative Services Manager Position.

President
Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
Troy C. Gatchell
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DESCRIPTION

With impending departure of the current Administrative Services Manager and the recent addition of solid waste related duties to the District, staff has taken the opportunity to evaluate the current job description for the position. This report provides an overview of the updated job description and salary series.

STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board adopt Resolution 2022-10 amending the District's Personnel Policy by updating the job description and salary series for the Utility Systems Manager position.

DISCUSSION

The current Administrative Services Manager provided notice that she will be moving out of state in early March. The recruitment process began in December 2020. During January, staff interviewed four potential candidates with two rising to the top. Job offers were made to these candidates but both declined with the primary reason based on the pay scale.

Since the failed recruitment, staff used this opportunity to evaluate the position, examine the District's needs moving into the future and the options available to fulfill those requirements. Additionally, during this time period, the effort to bring solid waste responsibilities back to the District have moved forward. It is anticipated that the Administrative Services Manager position will assume a majority of those responsibilities.

Since the current job description does not reflect the importance of the leadership role of the position has in the organization and does not include solid waste management responsibilities, staff is recommending a revision to the job description and an adjustment to the salary series to:

1. Reflect the changes as discussed and provide a more competitive pay range; and
2. Align with the Utility Systems Manager, the other important member of the District's management team, with the Administrative Services Manager pay scale.

FINANCIAL IMPACT

The proposed annual pay scale is about a 17% increase from the current pay scale (see table below) but, as stated earlier is in line with the Utility Systems Manager position. Since this position will be assuming solid waste responsibilities, the salary increase will be offset by franchise fee revenues allocated to the position. These revenues will begin to be collected by the district in April 2022. Staff will be returning to the Board with a proposal on a recommended allocation of the franchise fee revenue at a future meeting.

Proposed Annual Salary Pay Scale Administrative Services Manager					
	Step 1	Step 2	Step 3	Step 4	Step 5
Current	\$80,302.56	\$84,333.60	\$88,534.37	\$92,968.51	\$97,614.82
Proposed	\$93,412.80	\$98,342.40	\$103,251.20	\$108,409.60	\$113,838.40

Attachment
Resolution 2022-10
Administrative Services Manager Job Description

RESOLUTION NO. 2022-10

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT AMENDING
THE PERSONNEL POLICY TO UPDATE THE JOB DESCRIPTION
FOR THE ADMINISTRATIVE SERVICES MANAGER AND SET THE SALARY SERIES**

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

WHEREAS, the Board reviewed the proposed amendment to the District Personnel Policy to update the Administrative Services Manager job description and salary series attached herein to the Personnel Policy at a public meeting;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. The Personnel Policy is hereby amended to revise section 7010, Administrative Services Manager, as detailed in the attached Job Description, incorporated by reference herein.
2. The Salary Series for the position is established as detailed in the attached Job Description, incorporated by reference herein.
3. The effective date of the Salary Series is April 1, 2022.

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

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 3rd day of March, 2022.

Mathew D. Fourcroy
President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Ron Munds
General Manager and Secretary to the Board

Jeffrey A. Minnery
District Legal Counsel



**ADMINISTRATIVE SERVICES MANAGER
CHAPTER SEVEN – JOB DESCRIPTIONS
COMPENSATION:**

**NUMBER: 7010
EFFECTIVE: MARCH 2022**

Proposed Annual Salary Pay Scale Administrative Services Manager					
	Step 1	Step 2	Step 3	Step 4	Step 5
Current	\$80,302.56	\$84,333.60	\$88,534.37	\$92,968.51	\$97,614.82
Proposed	\$93,412.80	\$98,342.40	\$103,251.20	\$108,409.60	\$113,838.40

7010 - ADMINISTRATIVE SERVICES MANAGER

1. GENERAL PURPOSE

The Administrative Services Manager will direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department. Provides administrative support to the General Manager, District Accountant and staff. Keeps data sensitive information confidential and secure.

2. DISTRIGUISHING CHARACTERISTICS:

This is an advanced level supervisory management position with significant administrative and solid waste management responsibilities including planning and delivering information to the public, Solid Waste Franchise Agreement administration, and supervising personnel. Requirements may include evening, weekend and holiday hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Administrative Services Manager will be responsible for all District Administration operations and Solid Waste management responsibilities, including human resources, payroll, risk management, customer service, finance and information systems; act as Deputy Secretary to the Board of Directors, Deputy District Clerk, and Deputy Secretary to the District; coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the General Manager.

3. SUPERVISION RECEIVED

Receives administrative direction from the General Manager.

4. SUPERVISION EXERCISED

Supervises Administrative Clerk and temporary and/or contract personnel, as assigned.

5. DUTIES AND RESPONSIBILITIES (Illustrative Only)

- Assume management responsibility for assigned services and activities of the Administrative Services Department.
- Handle all payroll processing duties from start to finish, including processing and filing of all payroll reports and taxes (monthly, quarterly & annually) to the various government agencies.
- Assume responsibility for all human resources services and activities including recruitment, hiring, classification, compensation, benefits and related services.
- Facilitate Proposition 218 noticing in compliance with solid waste rate changes.
- Perform responsible accounting duties pertaining to accounts payable and accounts receivable.
- Prepare and present staff reports, agendas, minutes and other necessary correspondence for Board and Standing Advisory Committees.
- Serve as the Deputy District Clerk at all Board and Committee meetings taking minutes and ensuring the meeting follows Roberts Rules of Orders and Brown Act.
- Maintain the Districts website, Facebook Page and YouTube channel.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within District policy, appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for the Administrative Services Department staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

- Manage District purchasing and contract administration; administer a variety of maintenance and service contracts.
- Manage District finances and financial activities including accounting, budgeting, customer service, and recommend and administer financial policies and procedures.
- Perform fiscal record management.
- Negotiate the purchase of insurance coverage or arrange alternative risk management mechanisms.
- Monitor worker's compensation claims; investigate and resolve third party tort claims; conduct inspections of facilities and work sites.
- Manage District information systems including local area networks and associated hardware and software; determine adequacy of District's current and future information technology requirements.
- Oversee maintenance of District office.
- Select, train, motivate and evaluate administrative services, department personnel, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the District's annual budget including franchise fee collected from solid waste collection franchisee; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Proactively seek new grants and other funding sources for solid waste franchise.
- Serve as the liaison for the Administrative Services Department with other District departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Develop and implement a public information program regarding assigned functional areas and act as a resource to the community for solid waste programs.
- Provide responsible staff assistance to the General Manager; serve as a member of the District's management team.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Administrative Services Department

programs, policies and procedures as appropriate.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Review and negotiate solid waste rate increases with oversight from the General Manager for Board approval.
- Act as interim or acting General Manager as required.
- Perform related duties and responsibilities as required.

6. ADDITIONAL DUTIES

- Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative and productive work environment.
- Serves as a member and/or leader of various committees or other assigned group; assures coordination and cooperation.
- Represents the District in related professional organizations as appropriate.
- Performs other duties as assigned.

7. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of; Standard Payroll procedures, practices and monthly, quarterly and annual tax reporting; Brown Act and Roberts Rules of Order for government meetings; principles of supervision, training and performance evaluation, program development, special district budget preparation and administration
- Knowledge of Solid Waste management regulations, statutory requirements and principles.
- Operational characteristics, services and activities of a comprehensive administrative services program.
- Skilled in; Modern computer technology and information systems including but not limited to MIP accounting software, Zoom Webinars, Adobe Acrobat, Microsoft Office Products including Outlook, Word, Excel, PowerPoint;

Ability to:

- Support and follow departmental policies, goals, guiding principles, and Mission – Vision – Values Statement
- Collect and analyze data and report from solid waste franchisee to ensure appropriate performance
- Perform a variety of activities involved in the overall administrative, budgetary and personnel management activities of the District
- Interpret, apply, implement, monitor programs and explain Federal, State, and local policies laws, codes, rules, regulations, policies and procedures as they apply to the District.
- Keep up to date on payroll laws and continually be learning more.
- Oversee and participate in the management of the Administrative Services Department's operations, services and activities.
- Oversee, direct and coordinate the work of the District staff.
- Supervise, train and evaluate the performance of assigned staff.
- Work with General Manager to prepare and compile Board and Committee Agenda, Staff Reports, Agenda Packets and Meeting Minutes.
- Handle confidential information with high sensitivity and discretion.
- Maintain records or files in a compliant and organized fashion.
- Process accounts payable and accounts receivable
- Participate in the development and administration of District goals, objectives and procedures.
- Prepare and administer the District budget.
- Prepare clear and concise administrative, solid waste and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals with the General Manager.
- Research, analyze and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Provide technical and policy support directly to assigned council liaison to the Integrated Waste Management Authority (IWMA) Board.

8. EDUCATION/EXPERIENCE

Any combination of experience or experience and training that would likely provide the required knowledge and abilities to perform the job duties. A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible work in public administration;

Or,

Have office management experience including three years of administrative and supervisory responsibility.

Or,

A combination of education equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field and experience.

9. LICENSES/CERTIFICATES

Valid California Driver's License at time of application