

# Lake Don Pedro Community Services District

## Regular Meeting of June 19, 2017

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- b. Management report and discussion related to the District organizational chart and staffing levels, as well as staff state certification requirements and job responsibilities.

#### ***Recommended Action***

This presentation is informational only for the information of the Board and public.

#### ***Background***

California Government Code 61051 delegates the authority and responsibility for the day to day operation and management of the District to the General Manager, under the policy direction of the Board of Directors. The organization of district staff, their responsibilities, certification levels, job duties, advancement opportunities and other personnel management functions is delegated specifically to the GM.

The Board adopts the policy direction of the District which establishes the criteria under which the GM must organize the staff, for example the adoption of a budget and its spending limitations, salary schedule, personnel policies offering benefits, etc. The Board also establishes the vision and plan for the future of the District. The Board's adopted vision and strategy requires that we increase system and equipment maintenance, increase employee efficiency and accountability, implement cost effective solutions and plan long term for infrastructure and finances.

To accomplish the Board's vision and direction, management has determined it necessary to employ an experienced person to manage the day to day operations. This Operations Manager will serve under the direction of the General Manager, and be the leader of the operation and maintenance crew. The Operations Manager will be responsible to perform at a high level of accountability and communication, ensuring that we have the resources we need to perform in an efficient and effective manner. This mid manager will also receive management training, if they don't already have this, and can also serve as an interim General Manager during absences.

In the past years, the District has assigned the General Manager this role of Operations Manager, as well as serving the Board as General Manager. Unfortunately this has left GMs having to serve one function or the other, usually leaving the district without a professional General Manager to inform and guide the Board's actions in compliance with laws, permits and standards. The role of General Manager with the CSD is not a

full time position, so long as the operations are well managed by a qualified Operations Manager.

The Preliminary draft 2017/18 budget contains funding for the Operations Manager position, through the reduction of one Operator position. Attached hereto is a revised organizational chart that will be implemented on adoption of the Final 2017/18 budget, so long as that budget contains funding for the position. In the event the funding is not available in the budget to fund the Operations Manager, the district management objectives and strategic plan may need to be adjusted to reflect the extension of the current staffing conditions.

In addition, adding an Operations Manager position may require adjustments to the role, responsibilities and pay of the top office position; which is actually an Office Manager (or Administrative Services Manager) position packaged as three different job descriptions in our current system. Attached hereto is a copy of the salary survey data for an Operations Manager position, taken from the last 2015/16 CSDA salary survey. The 2017/18 budgeted expenses assume the Operations Manager salary will be set within the ranges contained in the survey.