

**Oro Loma Sanitary District
MEMORANDUM**

TO: Board of Directors
FROM: Personnel/Safety/Public Information Committee
Directors Duncan and Glaze
DATE: May 22, 2019
SUBJECT: **MINUTES FROM MAY 22, 2019 MEETING**

The Personnel/Safety/Public Information Committee, consisting of Directors Duncan and Glaze, met on Wednesday, May 22, 2019. Chair Duncan called the meeting to order at 9:00 a.m. Also in attendance were General Manager Jason Warner and Administrative Services Manager Andreea Simion. There were no members of the public present. Items discussed included the following:

- **PUBLIC COMMENTS**

None.

- **REPORT ON APRIL 2018-APRIL 2019 CPI-W**

Staff reported that the annual cost of living salary increases for staff are based on the April CPI-W, which was just released by the Bureau of Labor Statistics at 3.7%. The salaries will be adjusted and the salary schedule presented to the Board for approval, as required by the California Code of Regulations.

Chair Duncan asked if staff is awarded merit increases, and if so, on what basis. Jason said that the District has an annual performance review process; employees who have not reached the top steps of their salary ranges are eligible for step increases on their employment anniversaries. The increases are not automatic; the employee must meet or exceed the job requirements to receive a step increase.

The Committee accepted the report.

- **TEMPORARY RECLASSIFICATION OF ONE PLANT OPERATOR II POSITION TO PLANT OPERATOR I**

Staff reported on a new recruitment strategy in the Operations Department. The vacant Plant Operator II position would temporarily be reclassified to Plant Operator I, and a recruitment initiated. Upon acquiring the necessary work experience and a Wastewater Treatment Plant Operator Grade 3 certificate from the State Water Resources Control Board, all Plant Operators I would become eligible for promotion to Plant Operator II.

The Committee accepted the report.

- **RECRUITMENT UPDATE – ADMINISTRATIVE SUPPORT SPECIALIST**

Staff provided an update on this recruitment; 148 applications were received, and the top 29 qualified candidates were invited to participate in a written exercise. Fifteen candidates completed the exercise, and the top 10 scorers were invited to attend panel interviews scheduled for May 30, 2019.

The Committee accepted the report.

- **STAFF AND DIRECTOR COMMENTS**

None.

- **ADJOURNMENT**

There being no further business to come before the Committee, Chair Duncan adjourned the meeting at 9:35 a.m.