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**BOARD OF TRUSTEES**  
**PERSONNEL COMMITTEE MEETING**

**\*\*Monday, June 13, 2016\*\***

**7:00 P.M.**  
District Office  
155 Mason Circle  
Concord, California 94520

**AGENDA**

1. **CALL TO ORDER**
2. **ROLL CALL**
- 3.\* **PUBLIC INPUT ON NON AGENDA ITEMS**

Public Participation: Members of the public may address the committee regarding items of interest that are within the subject matter jurisdiction of the committee. Generally, the committee will not enter into a dialogue during this period.

Speakers should have a "Speaker Card" completed and presented to the Clerk of the Board prior to the start of the committee meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person** unless different time limits are set by the chairperson.

4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 15, 2015**
5. **EMPLOYEE HANDBOOK UPDATE (page 7)**
6. **SALARY RANGE REVIEWS**

Title(s):       Accounting & Benefits Specialist  
                  Assistant Manager  
                  IT Technician  
                  Scientific Programs Manager  
                  Vector Ecologist

*Protecting Public Health Since 1927*

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**BOARD OF TRUSTEES**

President **RANDALL DIAMOND** Danville • Vice President **PEGGIE HOWELL** Clayton • Secretary **H. RICHARD MANK** El Cerrito • Antioch **LOLA ODUNLAMI**  
Brentwood **ROLANDO VILLAREAL** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG** • Hercules Vacant  
Lafayette **JAMES FITZSIMMONS** • Martinez **DANIEL PELLEGRINI** • Moraga **ROBERT LUCACHER** • Oakley **MICHAEL KRIEG** • Orinda **DIANE WOLCOTT** • Pinole **WARREN CLAYTON**  
Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **RICHARD MEANS** • Richmond **SOHEILA BANA, PhD** • San Pablo Vacant • San Ramon **SHARYN ROSSI** • Walnut Creek **JAMES MURRAY**

7. PROPOSED NEW POSITION (page 33)

Title(s): Vector Source Reduction Specialist

8. PROPOSED NEW JOB DESCRIPTION (page 37)

Title(s): Administrative Secretary

CLOSED SESSION

9. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH PEGGIE HOWELL, CHAIR OF PERSONNEL COMMITTEE AND CRAIG DOWNS, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6 (a).

Titles: All unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

10. BOARD AND STAFF ANNOUNCEMENTS

11. ADJOURNMENT

*I hereby certify that the District Board of Trustee Agenda was posted 72 hours, or \_\_\_ days before the noted meeting:*



Ray Waletzko, Assistant Manager

6-3-16

Date

*The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Ray Waletzko at least 24 hours before the meeting, at (925) 771-6110*