



155 Mason Circle
Concord, CA 94520
phone (925) 685-9301
fax (925) 685-0266
www.contracostamosquito.com

BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING

****MONDAY, MARCH 4, 2019****

DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520
6:00 PM

AGENDA

CALL TO ORDER:

Roll Call
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board 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 Board 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.

2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 11, 2018

3. REVIEW OF COMPENSATION STUDY AND COMMITTEE CONSIDERATION OF STAFF RECOMMENDATIONS

4. REVIEW OF PROPOSED CHANGES TO THE JOB DESCRIPTION OF LABORATORY AIDE (SEASONAL)

5. BOARD AND GENERAL MANAGER ANNOUNCEMENTS

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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

6. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 10 days, before the noted meeting.

Natalie Martini, Administrative Assistant

2/22/2019
Date

The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100.

Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

MARCH 4, 2019 PERSONNEL COMMITTEE MEETING

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 11, 2018 (Pages 4-6)
3. REVIEW OF COMPENSATION STUDY AND COMMITTEE CONSIDERATION OF STAFF RECOMMENDATION – A regional salary and benefits study has been completed by RGS for the Contra Costa MVCD, San Mateo County MVCD and Alameda County MAD. Administrative Services Manager Maria Bagley and General Manager Paula Macedo will review the final report from RGS with the committee and present recommendations for committee consideration.
4. REVIEW OF PROPOSED CHANGES TO THE JOB DESCRIPTION OF LABORATORY AIDE (SEASONAL) – The job description for the seasonal position of laboratory assistant was revised to better reflect the tasks performed by that position. These changes are necessary in order to appropriately recruit for that position. (Pages 7-8)
- 5 - 6. No comment

PERSONNEL COMMITTEE
MEETING MINUTES

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 11, 2018, in the District office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Randall Diamond (Chair) Richard Ainsley Warren Clayton Perry Carlston Chris Cowen Richard Mank Lola Odunlami Daniel Pellegrini
------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------

TRUSTEES ABSENT	Mark Lewis Richard Means Peter Pay
-----------------	------------------------------------------

OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Assistant Fran Buchanan, IEDA
----------------	----------------------------------------------------------------------------------------------------------------------------------------------------

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that nine trustees were present and two were absent.
3. PUBLIC INPUT AND NON AGENDA ITEMS
None.
4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 16, 2018 AND SPECIAL MEETING HELD ON MAY 18, 2018 (pages 5-8)

** Motion was made by Trustee Pellegrini and seconded by Trustee Mank to approve minutes for the Committee meeting held on April 16, 2018 and May 18, 2018. *Motion passed unanimously.*

CLOSED SESSION – 7:01 p.m.

5. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH RANDALL DIAMOND, CHAIR OF THE PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

6. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH RANDALL DIAMOND, CHAIR OF THE PERSONNEL COMMITTEE, AND PAULA MACEDO, 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 – 8:49 p.m.

REPORT FROM CLOSED SESSION – No reportable action

7. SALARY RANGE REVIEWS – The scheduled review of the salary range for the following positions was conducted: Biologist and Vector Ecologist II. After discussing the overall market comparisons, the following actions were taken:

A motion was made by Trustee Pellegrini and seconded by Trustee Mank to recommend to the full Board in July an increase to both salary ranges of Biologist and Vector Ecologist II, of 3.65%.

8. PROPOSED CHANGE TO TITLE, JOB DESCRIPTION AND SALARY REVIEW - Job responsibilities of the two employees in the Community Affairs Department were evaluated and updated with proposed job titles of Public Information & Technology Officer and Public Affairs Director. The committee recommended to change the job descriptions as noted, recommending that it will be brought before the full Board for consider in July.
9. COMMITTEE CONSIDERATION FOR EARLY SALARY RANGE REVIEW – Accounting and Benefits Specialist requested consideration for early salary range review. The committee elected to table that discussion until all salary range surveys are conducted later in the year.
10. BOARD AND STAFF ANNOUNCEMENTS – Trustee Diamond announced that he will be absent from the regular Board meeting in July and asked Trustee Carlston to provide the Personnel Committee report during the meeting in his absence.
11. ADJOURNMENT – 9:13 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on March 4, 2019.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Randall Diamond, Chair
Personnel Committee



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266

www.contracostamosquito.com

Job Title: Laboratory Aide (Seasonal)

Salary Range: \$16.00 - \$20.00

Department: Scientific and Technical

FLSA Employment Status: Non-exempt

ESSENTIAL FUNCTIONS

Under the supervision of the Scientific Programs Manager, assists with field surveys for vectors and vector-borne diseases; assists with care/maintenance of sentinel chicken flocks; records data and performs routine data entry; assists with laboratory assays and applied research projects; keeps laboratory and lab equipment clean and organized; assists with repair and maintenance of field surveillance equipment, but may include other work needed by the District.

DISTINGUISHING CHARACTERISTICS

This position is responsible for daily assistance with the District's field surveillance and laboratory programs and for recording and entering surveillance data.

PRIMARY DUTIES

Vector Surveillance: Assists with mosquito and arbovirus surveillance programs and special projects, including but not limited to: field collection of mosquitoes and trap placement, adult and larval mosquito sample identification, and field collection of bird carcasses for virus testing. Records surveillance data and performs routine data entry. Assists with care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction/repair. Performs routine repairs on field sampling equipment. Assists with periodic special projects for surveillance and investigation of vector-borne diseases. Interact with community members in Contra Costa County.

Laboratory: Keeps laboratory, equipment and vehicle clean and organized, assists with mosquito colony maintenance as needed, assists with identifying mosquitoes to species as needed, alerts Scientific Programs Manager of supply needs.

Research: Provides field assistance with applied research projects.

Knowledge of the following is required to perform the essential function:

Must have basic knowledge of general biology, insect identification, biosafety principles, and data entry in Windows applications.

Job Title: Laboratory Aide (Seasonal)
Department: Scientific and Technical
FLSA Employment Status: Non-exempt

Ability to do the following is required to perform the essential function:

Accurately record scientific data, prepare and maintain accurate records, follow directions, organize time and workload efficiently, communicate clearly and effectively, both verbally and in writing, collaborate effectively with others, work alone outdoors in field situations, safely operate a motor vehicle on and off-road, periodically lift objects weighing up to 50 pounds. Follows District safety procedures and other regulatory requirements when using District equipment.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and skills and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: A Bachelors or Associates degree in Biology, Entomology or a related field or one (1) year of relevant full or part-time paid experience in a biology-related field

EXPERIENCE: One (1) year of full or part-time paid experience at a college, university, public agency or industry related to field biology or related field

REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

Must have a valid California driver's license with good driving record and maintain a good driving record as required for insurability with the District's insurance provider using the accepted guidelines of the insurance provided.

Specifications Approved by: Board of Trustees on _____

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation
Appointment and Removal Authority: General Manager