



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

BOARD OF TRUSTEES  
**PERSONNEL COMMITTEE SPECIAL MEETING**  
**\*\*MONDAY, FEBRUARY 3, 2025\*\***  
**AGENDA**  
**6:00 PM**

**TIME: 6:00 PM**

**LOCATION:** Hybrid meeting of the Board of Trustees  
Physically held at the District office located at  
**155 Mason Circle, Concord, CA 94520**

By teleconference at:

<https://us06web.zoom.us/j/81991473179?pwd=TV36OEwi9KkZIFPKfyO3Kr5MxHk8jF.1>

Meeting ID: 819 9147 3179

Passcode: 086493

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com).

Supporting materials on agenda items are available for public review at the District's office at 155 Mason Circle, Concord, CA and on the District's website at [www.contracostamosquito.com](http://www.contracostamosquito.com). During the meeting, supporting materials are available in the Board Room.

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President **PETER PAY** San Ramon • Vice President **KEVIN MARKER** Orinda • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **CHRIS COWEN, JIM PINCKNEY, & DARRYL YOUNG**  
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Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

## **AGENDA**

**1. CALL TO ORDER**

Roll Call  
Pledge of Allegiance

**2. AGENDA MANAGEMENT**

**3. PUBLIC INPUT ON NON-AGENDA ITEMS**

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

**4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON OCTOBER 29, 2024**

**5. COMMITTEE DISCUSSION ON THE PROPOSED ELIMINATION OF THE CLASSIFICATIONS OF MECHANIC II AND MECHANIC/TECHNICIAN**

**CLOSED SESSION**

**6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, Michal Jarvis, LCW, and Chris Cowen, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**7. JOB DESCRIPTIONS AND TITLES UPDATES**

- A. Public Information and Technology Officer
- B. Public Affairs Director
- C. Program Supervisor
- D. Scientific Programs Manager
- E. Vector Ecologist I

F. Vector Ecologist II

G. IT Systems Administrator

**8. BOARD AND STAFF ANNOUNCEMENTS**

**9. ADJOURNMENT**

I hereby certify that the District Board of Trustees Personnel Committee special meeting agenda was posted 5 days before the noted meeting.

\_\_\_\_\_  
Christine Widger, Customer Service Specialist

1/29/2025

\_\_\_\_\_  
Date

## CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON OCTOBER 29, 2024 (Pages 6-7)** – Minutes from Personnel Committee meeting held on October 29, 2024 were attached.
5. **COMMITTEE DISCUSSION ON THE PROPOSED ELIMINATION OF THE CLASSIFICATIONS OF MECHANIC II AND MECHANIC/TECHNICIAN** – The classification of Mechanic II has been unfunded since the retirement of the mechanic in March of 2019, at which point the position of Mechanic/Technician was created in an attempt to combine the tasks of a mechanic with those of a technician, as the mechanic job could no longer fulfill a full-time job. That position has been vacant and unfunded since October 2021.

### CLOSED SESSION

6. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, Michal Jarvis, LCW, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

### RETURN TO OPEN SESSION

### REPORT FROM CLOSED SESSION

7. **JOB DESCRIPTIONS AND TITLES UPDATES** – Human Resources and Administration Manager Stark has been working on updating all job descriptions in preparation for a salary survey. The following job descriptions have been updated to more accurately reflect the work performed by those classifications.
  - A. Public Information and Technology Officer (*Pages 8-10*)
  - B. Public Affairs Director (*Pages 11-13*)
  - C. Program Supervisor (*Pages 14-17*)

**D.** Scientific Programs Manager (*Pages 18-20*)

**E.** Vector Ecologist I (*Pages 21-23*)

**F.** Vector Ecologist II (*Pages 24-26*)

**G.** IT Systems Administrator (*Pages 27-28*)

**8-9. BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – 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 Tuesday October 29, 2024, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT        Peter Pay, Chair, San Ramon  
                                 Perry Carlston, Concord  
                                 Warren Clayton, Pinole  
                                 Daniel Pellegrini, Martinez

TRUSTEES ABSENT        Richard Ainsley, Pittsburg  
                                 Chris Cowen, Contra Costa County

OTHERS PRESENT        Paula Macedo, General Manager  
                                 Michael Jarvis, LCW  
                                 Stacy Stark, Human Resources and Administration Manager

1.        CALL TO ORDER – Personnel Committee Chair Pay called the meeting to order at 6:00 p.m.  
            Roll Call: A roll call indicated that four Trustees were present and two Trustees were absent.  
            Pledge of Allegiance

2.        AGENDA MANAGEMENT – Agenda was adopted by rule.

3.        PUBLIC INPUT ON NON-AGENDA ITEMS – None

4.        APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON OCTOBER 15, 2024

\*\*        Motion was made by Trustee Carlston and seconded by Trustee Clayton to approve the minutes from the Personnel Committee meeting held on October 15, 2024. *Motion passed unanimously.*

CLOSED SESSION – 6:01 p.m.

5.        CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION – 7:22 p.m.

REPORT FROM CLOSED SESSION – no reportable action

6. BOARD AND STAFF ANNOUNCEMENTS - None

7. ADJOURNMENT – 7:23 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Personnel Committee held on February 3, 2025.

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Chris Cowen, 2025 Personnel Committee Chair



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**Job Title:** Public Information and Technology Officer

**Department:** Public Affairs

**FLSA Employment Status:** Non-Exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the direct supervision of the Public Affairs Director, executes and implements communication strategies; develops and maintains the District's online presence including all social media and the District's website; develops and maintains the District's Intranet; acts as the designated Compliance Coordinator for website disability-related accommodations, conducts community affairs, public outreach, and internal communications programs; develops video content, facilitates public opinion surveys and collaborates on advertising.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public relations activities involving public speaking. Must have knowledge of photography, video production and editing, print design and layout, and composition. Must have knowledge in Social Media Marketing to expand the reach of District messages. Must have strong organizational skills and attention to detail. Must be adaptable to change and comfortable learning and adjusting to new technologies.

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### PRIMARY DUTIES

Under the supervision of the Public Affairs Director, collaborates on the development, and implementation of strategic communication plans, establishing the public image of the District. Maintains public speaking engagements to a variety of city, government and community organizations. Serves as a District spokesperson as needed and works closely with District staff to respond to public inquiries and/or complaints. Maintains the District Intranet to facilitate communication with District staff. Creates and collaborates on public education materials such as films, videos, presentations, public service announcements, and displays. Designs, creates, and places advertisements in local newspapers, radio, television, the Internet, and in public areas including outdoor signage and vehicle signage using graphic design and copy writing skills. Maintains relationships with District Public Relations vendors and conducts paid advertising.

Develops, creates and implements social media content, and designs, creates and maintains the District website and Intranet. Designs, creates and conducts surveys and responds to inquiries; provides information to the media and public; investigates and responds to negative feedback or issues. Participates in cross-functional committees and meetings to ensure communication tactics are consistent, timely and responsive and interacts with local health and government agencies, as needed. Collaborates on community relations activities to increase public profile of the District. Plans, coordinates, and schedules District participation in public events and public event booth setup, assists in creating and refreshing outreach materials and public displays. Supports the Customer Service Specialist and Public Affairs Director as needed.



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

Computer programs in the areas of web design, social media design, video production, word processing, publications, and spreadsheets, as well as the Internet;  
Standard methods and practices related to web design, social media, and videos;  
Standard principles and practices of journalism and effective public relations;  
Standard public/community relations, communications, customer service, and information presentation methods and procedures;  
Principals and methods of graphics design, reprographics and video production;  
Principles of effective communications.

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

Understand and maintain AP style guidelines;  
Be dynamic and engaging when communicating with the public or District employees;  
Interview with media on location or at news agencies;  
Communicate effectively in a technical environment to a non-technical public;  
Learn the principles of public health, epidemiology, and integrated pest management;  
Effectively disseminate messages and themes to the public, the media, the Internet, and city and county officials;  
Prepare and coordinate advertisements, social media posts, website articles, correspondence, and other materials;  
Work outside typical hours in order to provide presentations, attend fairs, or participate in county or state related events;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Build and maintain cooperative relations with public, local agency and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge 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 Bachelor’s degree with major course work in mass communications, public relations, journalism, marketing, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism, marketing and public relations.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver’s license, with a good driving record and be insurable with the District’s Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-Exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



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**Job Title:** Public Affairs Director  
**Department:** Public Affairs  
**FLSA Employment Status:** Exempt  
**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the supervision of the Human Resources and Administration Manager, develops, executes, and implements a comprehensive public relations program, supervises communication plans and media strategies, serves as communications counsel to District staff, coordinates crisis communication, community affairs, public outreach, internal communications programs, oversees media events, and develops and maintains relationships with media for the benefit of the District. Initiates, schedules and maintains the District public education and outreach calendar. Prepares key message statements for District staff. Monitors and proposes Public Affairs annual budget for consideration by management. Writes, produces, and distributes annual reports, newsletters, news releases, and other materials. Serves as the primary District spokesperson with media representatives and collaborates on media responses. Supervises departmental staff.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public speaking, preparation of printed materials such as news and press releases and brochures. Must have strong organizational skills and attention to detail. Must be adaptable to change and comfortable learning and adjusting to new technologies.

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### PRIMARY DUTIES

Develops, directs, oversees, and implements a comprehensive public relations program, establishing the public image of the District. Evaluates strategic communication plans and reports effectiveness of the plans to the Board of Trustees in monthly reports and presentations as needed. Works extensively with District Staff to ensure consistent and correct message dissemination, and to build positive working relationships through trainings, meetings and newsletters. Maintains extensive public speaking engagements to a variety of audiences, including legislators and city, government, and community organizations. Serves as primary District spokesperson with media representatives on location or at news studios or news rooms; develops and directs media responses. Develops, writes and edits feature articles, bylines, white papers, media releases, literature, reports, and letters to the editor. Participates in industry and cross-functional committees and meetings to ensure communication tactics are consistent, timely and responsive. Researches and provides Public Relations related training and resources to departmental staff. Develops, coordinates, and maintains District communication plan and implements crisis and message responses. Under the general direction of the Human Resources and Administration Manager, oversees department budget preparation and management. Researches and provides Public Relations and communications related training and resources to departmental and District staff. Provides support, collaboration and supervision of the creation of public education materials such as films, videos, presentations, public service announcements, District advertising and Internet content. Supervises and collaborates on community relations activities to increase public profile of the District.

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

Standard methods and practices related to the preparation, publication and distribution of media releases, media materials, public service announcements, and videos;

Standard principles and practices of journalism and effective media relations;

Standard public/community relations, communications, customer service, and information presentation methods and procedures;

Principles and methods of graphics design, video scriptwriting and production;

Principles of effective communications;

Internet, photography, design, layout, basic printing, and composition;

Computer programs in the areas of word processing, publications, and spreadsheets, as well as video scriptwriting and production skills.

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

Communicate effectively with subordinates and supervisors/managers;

Supervise staff;

Understand and maintain AP style guidelines;

Be dynamic and engaging;

Conduct interviews with media on location or at news agencies;

Possess excellent interpersonal skills and communicate effectively in a technical environment to a non-technical public;

Learn the principles of public health, epidemiology and integrated pest management;

Effectively disseminate messages and themes to the public, the media, and city and county officials;

Prepare, coordinate and news releases, articles, correspondence, booklets, brochures, and other materials for publication; oversee the preparation of advertisements, social media posts, website artless and other online materials;

Work outside typical hours in order to respond to media calls and requests, provide presentations, attend fairs, or participate in county or state related events.

Establish and maintain effective working relationships with those contacted in the course of work;

Build and maintain cooperative relations with public, local agency, and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge 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 Bachelor's degree with major course work in mass communications, public relations, journalism, marketing, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism, marketing and public relations. Experience in a supervising or management capacity preferred.

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## REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

### **Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



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**Job Title:** Operations Supervisor  
**Department:** Operations  
**FLSA Employment Status:** Exempt  
**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTIONS

Under direction of the Operations Manager, provides direct supervision and instruction to Vector Control Technicians and Vector Control Inspectors and oversees vector programs; performs quality control inspections; provides field and classroom instruction and training to vector control employees; assists vector control employees with problematic service requests, vector inspections and control work; coordinates various projects with other agencies concerning implementation of code enforcement/administrative citation processes, field surveys, and other related vector projects; and does other related supportive services as required.

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### DISTINGUISHING CHARACTERISTICS

The Operations Supervisor has comprehensive supervisory and program responsibilities. This position assists and supports the Operations Manager in coordinating day-to-day operations in the field and at the District office by supervising designated vector control employees and providing oversight of assigned geographical area. The Operations Supervisor must make use of available resources and use sound judgement in decision making, solve problems quickly and effectively, be able to mediate, craft compromises and diffuse situations involving complaints, follow directions, promptly record details of incidents to ensure proper documentation, perform mathematical calculations, make concise, organized and relevant written and verbal presentations to the public and to District staff and Board members.

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### PRIMARY DUTIES

Operations: Assists the Operations Manager with planning, implementation, organization, and monitoring of the District's Vector Control Programs. Observes vector control employees conducting various assigned field tasks. Conducts quality control inspections of work performed by vector control employees. Performs pre and post inspections to evaluate field inspections and treatments of sources and assess the quality of work. Collects data and writes reports. Conducts vector control employees' performance appraisals. Recommends discipline in appropriate circumstances. Reports findings of pertinent field operations to Operations Manager. Ensures compliance of District policies by vector control employees, including, but not limited to, safety and operational procedures. Determines, distributes and coordinates vector control

employee workloads and assignments. Supports community education programs. Coordinates field elements of laboratory projects. Assists District staff in working with other agencies and the private sector to coordinate and facilitate the goals of the District. Assists with issuance and posting of notices on properties, obtaining and executing inspection warrants, and provides data and support in determinations regarding the District's abatement process. Attends any hearings involving District abatements, if necessary. Assists with the coordination of enforcement with other governmental agencies. Participates in committees as needed or directed, including but not limited to Safety, Equipment, and Drone Committees.

Employee Training: Assists the Operations Manager with planning and conducts training of vector control employees with regard to operational procedures, safety, equipment and vehicle usage, pesticide use and safety, equipment calibration, and best practices in integrated vector management. Trains employees on policies and procedures and on the proper use and care of shop and application equipment. Maintains training records for District employees, and updates training materials as needed. Pesticide and Equipment: Advises the Operations Manager of equipment, pesticides, and supplies needed in the field. Researches, tests and purchases required items from vendors while maintaining budget parameters. Evaluates equipment, procedures, and pesticide use, efficacy, and resistance.

Operates cars, trucks, ATVs, boats, forklifts, drones, hand and power spray equipment, and oversees the calibration, maintenance and repair of equipment. May be assigned to assist in maintenance and repair of buildings and grounds and/or assigns employees to perform these tasks. Performs fabrication of tools and other equipment using approved shop equipment as needed.

Administrative: Assigns, monitors and evaluates work performed by vector control employees. Distributes and monitors service requests and assigns various tasks to vector control employees. Monitors and evaluates vector control employees' daily work records, service requests, files, source lists, and field inspection reports, and assists vector control employees in maintaining accurate record keeping. Conducts computer field data queries, generates graphs and reports. Reviews pesticide usage for accuracy, makes corrections, and submits pesticide usage reports. Identifies and corrects database errors, updates District records, and maintains facilities and operational records and files. Drafts and/or reviews: letters, reports, summaries, directories, presentations, forms, operational manuals, pamphlets and other District materials and publications in general. Supports the establishment of contracts with property owners and government agencies for reimbursement to the District for services rendered while maintaining customer profiles and ensuring billing accuracy. Organizes and maintains operational files. Assists other departments with service requests, advice to the public, and other related vector control operations.

General: Assists with special projects upon request of Operations Manager or General Manager. May occasionally be required to work evening or weekend hours.

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**Knowledge of the following is required to perform the essential functions:**

A thorough knowledge of District services, vector biology and habitat, vector control techniques, application of pesticides, personal protective equipment, and safety. Must have a thorough knowledge and experience in the operation of vector control equipment and specialized vehicles, such as ATVs, 4x4 trucks, forklifts, drones and boats. Be familiar with and able to apply the principles and methods of personnel supervision in regards to federal, state, and local laws and regulations as well as District rules, regulations, contract obligations and policies. Be familiar

with laws and regulations governing code enforcement and due process. Have knowledge and experience regarding safety procedures and regulations regarding the operations of private companies, such as chemical plants, oil refineries, warehouses, and manufacturing facilities.

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

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs. while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 50% of the workday.
- Ability to read labels and use a microscope.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collaborate effectively with others.

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**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:** Graduation from high school or equivalent and two (2) years of accredited college course work in a pertinent discipline strongly preferred.

**EXPERIENCE:** Five (5) years' experience in the Vector Control field.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.
- Must obtain and maintain a Part 107 Remote Pilot Certificate from the FAA within one year of employment.
- Must obtain and maintain a California Department of Pesticide Regulation Unmanned Pest Control Aircraft Pilot Certificate within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility



Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



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**Job Title:** Scientific Programs Manager

**Department:** Laboratory

**FLSA Employment Status:** Exempt

**Salary Range:** \$

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### ESSENTIAL FUNCTION

Under the direction of the General Manager, designs, plans and coordinates vector and disease surveillance programs; trains and supervises Laboratory staff; provides scientific review of vector control programs and procedures; serves as scientific liaison with other agencies, University researchers, and the public; designs and conducts applied research projects, designs and coordinates evaluation of control methods and products

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### DISTINGUISHING CHARACTERISTICS

The Scientific Programs Manager possesses comprehensive knowledge of vector biology and other related scientific disciplines to develop and implement the District's vector and vector-borne diseases surveillance and programs; demonstrates supervisory skills and encourages teamwork and collaboration; works cooperatively with other staff, other agencies and the general public, uses good judgement; possesses effective oral and written communication skills, often in highly technical areas; collaborates and interacts with a wide range of individuals and groups, including members of the public, landowners, state and local government, University level researchers, resource agency managers, and others as needed.

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### PRIMARY DUTIES

**Vector Surveillance:** Plans, coordinates, implements and supervises vector and vector-borne disease surveillance programs and special projects, including but not limited to: larval sample identification, trapping, sentinel chickens, mosquito pooling, dead bird testing. Assists with routine vector control and laboratory work as needed. Analyzes, interprets and reports surveillance data, including design of databases, spreadsheets, charts, reports and queries. Prepares monthly laboratory reports and weekly arbovirus risk assessments as needed. Communicates and coordinates with other local and state agencies and laboratories involved in surveillance. Plans, coordinates and supervises seasonal surveillance for ticks and tick-borne diseases. Designs, coordinates and supervises periodic special projects for surveillance of vector-borne diseases and assists other local and State agencies with investigations of human cases of vector-borne and zoonotic diseases.

**Vector Control:** Works with laboratory and operations employees to develop, review and refine integrated vector management thresholds, procedures and response plans; reviews procedures to ensure compliance with State and Federal laws and regulations; periodically evaluates efficacy of vector control procedures, including analysis of post-treatment larval samples, field assessments of adult mosquito control, and pesticide resistance testing; trains and tests employees in vector and non-target biology and identification; develops field sampling and data

recording procedures; meets regularly with operational and administrative staff to report laboratory results and exchange information.

Laboratory: Directs, trains, laboratory staff, providing direct oversight of Vector Ecologists; develops and enforces laboratory safety policies and procedures; determines supply and equipment needs; prepares annual budget and fixed asset equipment requests. Supervises maintenance of arthropod cultures insectary, and aquaculture. Maintains reference mosquito/insect collections.

Aquaculture: Is responsible for general oversight of mosquitofish and fisheries daily activities and research, and annual budget. Reviews programs for the production of mosquitofish and candidate biological control species. Monitors field stocking of biocontrol agents. Oversees daily operations of production system (system maintenance, water quality monitoring and feeding). Ensures the District's compliance with environmental laws and regulations through a range of mechanisms. Maintains current awareness of federal, state, and local environmental laws and regulations governing District mosquitofish stocking, including endangered species. Notifies staff of changing requirements to District practices.

Research: Designs, oversees, and analyzes independent and collaborative applied research and any other projects per the direction of the General Manager that support the District's mission. Reports results in-house and at scientific/technical conferences. Reviews, interprets and applies scientific data and literature to improve District programs.

General: Assists with special projects upon request of the General Manager. May occasionally be required to work evening or weekend hours. Prepares written, oral and multimedia presentations describing the District's scientific programs for other agencies, Board of Trustees and the public. Develops, reviews or revises informational pamphlets, literature and the District's website.

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

Must have in-depth professional knowledge of: vector biology and surveillance; vector control methods and principles of integrated vector management (IVM) ; insect/vertebrate taxonomy; disease surveillance; biosafety principles and procedures; biostatistical analysis; computer software (including databases, spreadsheets, PowerPoint, word processors, mapping and statistical analysis); presentation and communication skills, good laboratory practices (GLP), sufficient understanding of human and ecological risk assessment methods to effectively review and comment on proposed projects and regulations. Must possess knowledge of federal, state, and local regulations as they apply to vector surveillance and control, the California Health and Safety Code, as well as the District's Programmatic Environmental Impact Report (PEIR) and National Pollutant Discharge Elimination System (NPDES) permit.

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

Compile, analyze, interpret and report scientific data; instruct and supervise others; communicate clearly and effectively, both verbally and in writing, to technical and non-technical audiences; collaborate effectively with others and use knowledge and skills to contribute to decision-making processes; work outdoors in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.; safely operate a motor vehicle on and off-road; lift objects weighing up to 50 pounds.

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## QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge 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 Doctoral degree in entomology or a related field

**EXPERIENCE:** Three (3) years of full time paid postdoctoral research experience at a college or University, or three years of full time paid supervisory-level experience at a public agency or industry related to vector surveillance or control.

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## REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

### **Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771 -6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

<https://www.contracostamosquito.com>

**Job Title:** Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the supervision of the Scientific Programs Manager, conducts and assists with planning and coordination of field surveys for vectors and vector-borne diseases; assists with the maintenance of sentinel chicken flocks and collection of serological samples for virus testing; performs laboratory identification of vector specimens; maintains surveillance databases and disseminates surveillance data charts and reports as needed; conducts laboratory assays; assists with applied research projects; builds, repairs, and maintains laboratory and field surveillance equipment; purchases equipment and supplies as needed. Under the direction of the Scientific Programs Manager, provides direct supervision and instruction to temporary Laboratory Aides.

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### DISTINGUISHING CHARACTERISTICS

The Vector Ecologist possesses comprehensive knowledge of vector biology and other related scientific disciplines to assist in implementing the District's vector and vector-borne diseases surveillance and programs; is able to conduct field surveys, accurately compile scientific data, solve problems; has basic mechanical aptitude and ability; possesses the ability to work independently or with minimal direction, demonstrates supervisory skills and encourages collaboration to reach District's goals.; works cooperatively with other staff and the general public, uses good judgement; possesses effective oral and written communication skills, often in highly technical areas; collaborates and interacts with a wide range of individuals and groups, including members of the public, landowners, state and local government, University level researchers, resource agency managers, and others as needed.

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### PRIMARY DUTIES

**Vector Surveillance:** Implements mosquito and arbovirus surveillance programs and special projects, including but not limited to: larval sample identification, trapping, sentinel chickens, mosquito pooling, and dead bird testing. Records and compiles surveillance data and designs or assists with design of databases, spreadsheets, charts, reports and queries. Prepares mosquito surveillance summary charts and adult mosquito occurrence reports as needed. Directs or assists with the care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction and repair, and in the collection and processing of animal serum samples for disease testing. Conducts seasonal surveillance for ticks and testing for tick-borne diseases. Designs, builds and repairs field sampling equipment. Assists with special projects for surveillance and investigation of vertebrate-borne diseases. Create and utilize maps for mosquito surveillance, assists in the development of protocols for laboratory procedures and field surveillance. Coordinates with property owners, businesses, and other public agencies and professional organizations to conduct surveillance projects.

**Vector Control:** Assists with review of integrated vector management thresholds, procedures and response plans;

**Job Title:** Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

assists with evaluations of vector control procedures and products (including analysis of post treatment larval samples, field assessments of adult mosquito control (AMC), and pesticide resistance testing); assists with training employees in vector and non-targets biology and identification; assists with development of field sampling and data recording procedures; communicates regularly with operational personnel to coordinate field activities. Provides assistance with mosquitofish rearing and distribution as needed.

Laboratory: Trains, directs and supervises Laboratory Aides, purchases supplies and equipment as needed; assists with maintenance of arthropod cultures and insectary; maintains/supervises reference mosquito/insect collections. Identifies ticks and other medically important pests for the public and maintains records of specimens identified.

Research: Assists with development and implementation of independent and collaborative applied research projects that support the District's mission. Records and compiles project data. Presents data and results at meetings and conferences as approved by the General Manager.

General: Assists with special projects upon request of Scientific Programs Manager or General Manager. May occasionally be required to work evening or weekend hours.

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

. Understanding ecological risk assessment methods sufficient to effectively review and comment on proposed projects and regulations. Must have basic knowledge of: vector biology and surveillance; vector control methods and principles of integrated vector management (IVM); insect/vertebrate taxonomy; biosafety principles; computer software (including databases, spreadsheets, word processors), good laboratory practices (GLP).

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

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs. while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 50% of the workday.
- Ability to read labels and use a microscope.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collaborate effectively with others.

**Job Title:** Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

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## QUALIFYING TRAINING AND EXPERIENCE

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

**EDUCATION:** A bachelor's degree in Biology or a related field is required.

**EXPERIENCE:** Two (2) years of full-time paid experience at a college, University, public agency or industry related to field biology.

## REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

### **Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

<https://www.contracostamosquito.com>

**Job Title:** Senior Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the supervision of the Scientific Programs Manager, develops, implements and coordinates field surveys for vectors and vector-borne diseases; assists with sentinel chicken flocks and collection of serological samples for virus testing; performs laboratory identification of vector specimens; maintains surveillance databases and disseminates surveillance data charts and reports as needed; conducts laboratory assays; develops, proposes, and coordinates applied research projects; builds, repairs, and maintains laboratory and field surveillance equipment; purchases equipment and supplies as needed. Under the direction of the Scientific Programs Manager, provides direct supervision and instruction to Laboratory Technicians.

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### DISTINGUISHING CHARACTERISTICS

The Senior Vector Ecologist possesses comprehensive knowledge of vector biology and other related scientific disciplines to assist in developing and implementing the District's vector and vector-borne diseases surveillance and programs; possesses the ability to work independently or with minimal direction, demonstrates supervisory skills and encourages teamwork and collaboration; works cooperatively with other staff and the general public, uses good judgement; possesses effective oral and written communication skills, often in highly technical areas; collaborates and interacts with a wide range of individuals and groups, including members of the public, landowners, state and local government, University level researchers, resource agency managers, and others as needed.

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### PRIMARY DUTIES

Vector Surveillance: Coordinates and implements mosquito and arbovirus surveillance programs and special projects, including but not limited to: larval sample identification, trapping, sentinel chickens, mosquito pooling, and dead bird testing. Records and compiles surveillance data and designs or assists with design of databases, spreadsheets, charts, reports and queries. Prepares mosquito surveillance summary charts and adult mosquito occurrence reports as needed. Ensures compliance with District policies by lab personnel, including, but not limited to, safety and laboratory procedures. Assists in maintenance and care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction and repair, and in the collection and processing of animal serum samples for disease testing. Conducts seasonal surveillance for ticks and testing for tick-borne diseases. Designs, builds and repairs field sampling equipment. Coordinates special projects for surveillance and investigation of vertebrate-borne diseases. Communicates and coordinates with District staff, members of the public, other local and state agencies, laboratories, and professional organizations as it relates to surveillance and vector-borne-diseases.

Vector Control: Assists with review of integrated vector management thresholds, procedures and response plans;



**Job Title:** Senior Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

assists with evaluations of vector control procedures and products (including analysis of post treatment larval samples, field assessments of adult mosquito control (AMC), and pesticide resistance testing); assists with training employees in vector and non-targets biology and identification; develops field sampling and data recording procedures; communicates regularly with operational personnel to coordinate field activities.

Aquaculture: Designs, implements, manages, and evaluates programs for the production of mosquitofish and candidate biological control species. Assists and monitors field stocking of biocontrol agents. Coordinates daily operations of production system (system maintenance, water quality monitoring and feeding) and monitors health of mosquitofish and other biocontrol agents. Ensures the District's compliance with environmental laws and regulations through a range of mechanisms. Maintains current awareness of federal, state, and local environmental laws and regulations governing District mosquitofish stocking, including endangered species. Notifies staff of changing requirements to District practices. Is responsible for direct supervision of mosquitofish and fisheries daily activities and research, and annual budget.

Laboratory: Trains, directs and supervises Laboratory Technicians, purchases supplies and equipment as needed; assists with maintenance of arthropod cultures and insectary; maintains/supervises reference mosquito/insect collections. Identifies ticks and other medically important pests for the public and maintains records of specimens identified.

Mapping/Database: Produces and provides analysis, queries, and maps for District Personnel as needed. Creates and updates surveillance routes and manages spatial data records. Collects, assembles, and verifies data to support the District's control and surveillance programs. Plans surveillance routes and trap sites using District mapping applications and databases; analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs; is responsible for maintaining Laboratory datasets, maps and dashboards containing District data.

Research: Develops, implements and coordinates independent and collaborative applied research projects that support the District's mission. Records and compiles project data. Presents data and results at meetings and conferences as approved by the General Manager.

General: Assists with special projects upon request of Scientific Programs Manager or General Manager. May occasionally be required to work evening or weekend hours.

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

Requires knowledge of federal, state, and local legal and regulatory requirements and their application to District fish stocking activities, and maintenance of this knowledge as requirements change. Knowledge of aquatic ecology and biological control of mosquitoes. Understanding ecological risk assessment methods sufficient to effectively review and comment on proposed projects and regulations. Must have basic knowledge of: vector biology and surveillance; vector control methods and principles of integrated vector management (IVM); insect/vertebrate taxonomy; biosafety principles; computer software (including databases, spreadsheets, word processors), good laboratory practices (GLP).

**Job Title:** Senior Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

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

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
  - Ability to routinely lift 50-65 lbs. while bending/kneeling.
  - Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
  - Ability to drive up to 50% of the workday.
  - Ability to read labels and use a microscope.
  - Ability to communicate clearly and effectively, both verbally and in writing.
  - Ability to collaborate effectively with others.
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**QUALIFYING TRAINING AND EXPERIENCE**

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

**EDUCATION:** A Bachelor's degree in Biology or a related field is required. A Master's degree or PhD in Biology or a related field is preferred.

**EXPERIENCE:** Three (3) years of full-time paid experience at a college, University, public agency or industry related to field biology with at least one (1) year in a supervisory position.

**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

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A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



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

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Information Technology Systems Administrator

**Department:** Administration

**FLSA Employment Status:** Non-exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the direction of the Human Resources and Administration Manager, serves as the District's information technologies and business continuity expert; coordinates the evaluation, installation and maintenance of hardware and software; provides end-user support; is responsible for District data, communication and information technologies systems and their application; develops information system policies and procedures; and responds to information systems needs as required.

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### DISTINGUISHING CHARACTERISTICS

The Information Technology Systems Administrator works in collaboration with other staff within the District's departments and programs (Administration, Operations, Laboratory, and Public Affairs); and performs related work as required.

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### PRIMARY DUTIES

The Information Technology Systems Administrator will maintain and improve the District's database, computer, phone, voice mail, mobile device, network equipment, cloud services, fixed asset, and access control; identify information requirements by conferring with users; and gathering and analyzing information regarding the needs of various District departments and programs. Maintains the District's emergency response and business continuity plans to ensure continuity of business operations in an emergency, particularly as it pertains to District technology software and equipment. Is responsible for cybersecurity implementation and training. Prepares users to operate technology systems by conducting training sessions and providing individual coaching. Provides system resources by documenting procedures; maintaining accurate records, preparing periodic special reports as required.

Improves programs by working with outside resources devising new and/or improved applications. Improves service by evaluating system results with users. Develops and maintains regular system backups and technology equipment inventory. Resolves problems by issuing corrective instructions; consulting with co-workers and vendors. Responsible for procurement, implementation and maintenance site security, alarm systems, and access authorizations. Under the general direction of the Human Resources and Administration Manager, oversees IT budget preparation and management. Assists with technology needs for in person and remote meetings. Assists with special projects upon request of the General Manager. May occasionally be required to work evening or weekend hours.

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

Must have a general knowledge of design, function and application of computer hardware and software operating systems. Must be able to perform basic repair of computer, tablet, phone and software malfunctions. Must be able to provide administrative functions for local area network. Must have knowledge of principles and practices of database management software and hands on experience.

Must have knowledge and stay up to date on cybersecurity.

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

Must be physically able to lift, install, upgrade and repair computers and peripheral devices; the ability to see and read in order to assist users on office software, including word processing, spreadsheets, graphics, geographical information systems, database management and the internet; operate, monitor and provide technological assistance to departments as it relates to information technology equipment; understand, interpret and effectively explain hardware and software applications to users and provide coordination in troubleshooting computer and phone networks; respond to requests for assistance with District website and Intranet; assist in developing webpages; train users on uploading to the District website; establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public. Must be able to work independently with minimal supervision.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge 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 Bachelor’s degree in Computer Science or related field, or any combination of education and experience that has provided the equivalent knowledge, skills and abilities necessary for an Information Technology Systems Administrator.

**EXPERIENCE:** Three (3) years of full-time paid experience in a technical position.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver’s license, with a good driving record and be insurable with the District’s Insurance Carrier, using the accepted guidelines of the insurance provider.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

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A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_