



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

MONDAY, AUGUST 19, 2019
11:30 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

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I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION -----(ITEM A)

A. PROPOSED JOB TITLE CHANGE AND JOB DESCRIPTION UPDATE FOR SECRETARY

Recommendation: Staff recommends that the Personnel Committee recommends to the Board that the proposed change to the Secretary job title and the updated job description be approved in order to more accurately reflect the current duties and responsibilities of the position.

III. ADJOURNMENT OF MEETING

DECLARATION OF POSTING

I, Mary Lou West, Secretary of the Board of Directors of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mary Lou West, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

August 15, 2019
Dated / Fallbrook, CA


Secretary, Board of Directors

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: August 19, 2019
SUBJECT: Proposed Job Title Change & Job Description Update for Secretary

Purpose

To obtain approval for the proposed job title change and updated job description for the District's Secretary job classification.

Summary

The proposed title change from Secretary to Executive Assistant/Board Secretary and the proposed updated job description are more in line with industry standards for similar positions and more adequately describe the current scope of duties and responsibilities of the position.

With the anticipated December 13, 2019 retirement of the current incumbent, the District's early recruitment efforts of this position will allow for some overlap and on-the-job training.

No change in compensation is being proposed.

Recommended Action

Staff recommends that the Personnel Committee recommends to the Board that the proposed change to the Secretary job title and the updated job description be approved in order to more accurately reflect the current duties and responsibilities of the position.

Current Job Title and Job Description (“Old”)

SECRETARY JOB DESCRIPTION - OLD

Definition

Under administrative direction, to serve as Secretary of the Board of Directors; to perform complex secretarial and administrative detail work for the General Manager; and to perform related work as required.

Class Characteristics

This one-position class serves in an official capacity as Secretary of the Board of Directors. In addition, the incumbent serves as the secretary and executive assistant of the General Manager, wherein the incumbent performs secretarial and staff support work and administers assigned programs. This classification is designated as confidential. Incumbents may supervise clerical staff in the performance of duties.

Examples of Duties

Takes minutes at Board meetings¹; prepares and distributes copies of minutes, agenda/agenda packets, and other pertinent matters to Board members¹; prepares, sends for recordation and files Board Resolutions, Ordinances, agreements, etc.¹; signs and places District seal on documents, as required; develops and maintains the District's administrative codes¹; mails meeting reminders and other official notices to the Board, consultants and the press; prepares Bills of Sale²; prepares documents for Department of Motor Vehicles²; publishes and posts notices and ordinances in accordance with law; makes necessary arrangements for elections²; confers with the General Manager in the preparation of material and data requested by the Board of Directors¹; assists in the preparation of material for presentation at Board meetings¹; keyboards correspondence, memoranda and reports, and writes routine letters, as directed; performs a wide variety of complex administrative support work requiring composition, typing, stenographic and organizational skills¹; gathers the necessary information for preparation of reports by the General Manager²; schedules appointments for the General Manager; communicates on behalf of the General Manager in his absence and for others, as directed; provides administrative support of the General Manager in and for others, as directed¹; prepares and processes District forms and documents, to include recordable documents, and prepares and processes forms and documents required by other agencies¹; manages board room calendar and usage²; makes travel arrangements for the General Manager and Board members¹; may plan, organize and supervise the work of assigned staff, selecting, making assignments, setting priorities for and training personnel; develops standards of performance; receives work from administrators other than General Manager and may assign work to subordinate within the unit; develops procedures of the work unit; modifies work assignments in accordance with the needs of the unit; and performs related work as required.

¹-The performance of this function is the reason the job exists.

Licenses and Certifications Required

Possession of certification as a Notary Public of the State of California;

Possession of a valid and appropriate California driver's license.

Qualifications:

SECRETARY JOB DESCRIPTION - OLD

Knowledge of:

Modern office equipment and procedures;

Computer remote terminal and microcomputer operating methods and software related to word processing and spreadsheet applications;

English usage, spelling, grammar and punctuation at an advanced level;

Business mathematics;

Applicable laws and regulations;

Principles of supervision;

Common public relations courtesies, practices and techniques;

Applicable safety precautions and procedures;

County Tax Assessors procedure as it relates to real property ownership.

Ability to:

Perform highly responsible and complex administrative support work;

Keyboard at a net corrected speed of not less than 60 words per minute from clear text;

Take dictation at a speed of not less than 100 words per minute and transcribe material accurately;

Establish comprehensive records management systems;

Read and interpret laws, codes, ordinances, resolutions and other technical and complex written materials;

Operate computer remote terminal/microcomputer at a skilled level, utilizing varied software;

Plan, organize, administer and coordinate several major functions;

Compose resolutions, ordinances, agreements, specifications, notices, correspondence and reports;

Operate a vehicle observing legal and defensive driving practices;

Understand and carry out oral and written instructions;

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

Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is public agency or corporate experience related to serving an elected or appointed board as secretary and the performance of responsible administrative secretarial and staff support work.

Physical Demands

Sitting: Remains in a seated position for up to 9 hours per day.

Talking: Expresses ideas and shares information by means of spoken word and by telephone.

Hearing: Hears well enough to receive communication in person and by telephone.

Hands/Arms: Operates computer for up to 9 hours per day and takes minutes for up to 3 three hours.

Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

Reasonable accommodations will be considered.

SALARY RANGE: 36

Proposed Job Title and Job Description (“New”)

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

EXECUTIVE ASSISTANT/BOARD SECRETARY

DEFINITION

Under general direction, performs highly responsible, confidential and complex administrative and secretarial work for the General Manager and the Board of Directors; plans, organizes, directs, and coordinates the administrative activities of the General Manager's office; provides secretarial support and assistance to the Board of Directors as assigned; and performs related duties as assigned.

CLASS CHARACTERISTICS

The incumbent reports to the General Manager and is responsible for the administration of activities in the General Manager's Office. This position is responsible for coordinating, directing, and evaluating assigned administrative staff. Duties emphasize complex, responsible and confidential administrative and secretarial support work requiring the use of independent judgment and initiative. The incumbent is expected to demonstrate a high level of expertise and initiative in maintaining efficient and effective administrative operations that are consistent with Board policies and the administrative guidelines established by the General Manager

EXAMPLES OF DUTIES:

- Plans, organizes, integrates and monitors the administrative work of the General Manager's office;
- Performs advanced secretarial duties in support of the General Manager and the Board of Directors;
- Acts as secretary to the board of directors; certifies resolutions, ordinances and minutes of board meetings;
- Prepares a variety of board and committee documents, including required board memoranda and resolutions; prepares communications to all parties and agencies involved in the process; prepares legal notifications;
- Attends board and committee meetings and coordinates meeting logistics, arrangements and other required support; oversees and coordinates the preparation of the agenda, as well as the assembly and distribution of agenda packets; updates and maintains mailing lists; records roll call votes on agenda items; ensures compliance with legal requirements governing public notice of meetings and the conduct of closed sessions; drafts the official meeting minutes and prepares summaries of board meetings and other district meetings;
- Coordinates all meeting follow-up activities for the General Manager and board members; assists management staff in collecting, compiling, and analyzing information from various sources on a variety of specialized topics related to programs administered by the General Manager or the Board;
- Receives, tracks, and responds to Public Records Act requests and ensures compliance with related laws; coordinates efforts with departmental staff and legal counsel;

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

- Accepts service of process and serves as official custodian of record; authenticate documents with official seal; notarize documents related to District business and for employees;
- Acts as filing officer and filing official for Statements of Economic Interest for elected officials and designated positions identified in the Conflict of Interest Code; notifies elected officials and designated filers of filing obligations and deadlines for filing; processes and maintains records;
- Reviews, updates, and maintains the District’s Conflict of Interest Code as new job positions are created or existing job descriptions change; coordinates updates with legal counsel and human resources.
- Updates and maintains Form 800 series and Statement of Facts—Roster of Public Agencies Filing as necessary;
- Tracks and ensures compliance by elected officials with mandatory trainings in sexual harassment prevention and ethics laws; maintain records;
- Prepares Department of Motor Vehicles forms as necessary; maintains master file of titles and registrations for on-road vehicles;
- Prepares and records official documents of the District, including but not limited to, liens for unpaid charges, deeds secured by promissory notes, releases, agreements to defer standby changes, temporary service agreements, and documents related to annexations; coordinates document management with appropriate departments;
- Coordinates and certifies annual report to the County of San Diego for placement of fixed charge special assessments on the tax roll;
- Develops best practices for document management and retrieval; maintains agreements, memorandums of understanding, and contracts, including but not limited to, land leases, communication tower leases, interagency agreements, legal, historical, and matters specific to the office of the general manager;
- Coordinates new board member orientation, provides materials and payroll forms, and administers oath of office; verifies residency and eligibility of candidates with the County of San Diego; processes official documents related to elections and appointments to office;
- Maintains the Public Policy and Ethics Program and distributes newly-released memoranda;
- Researches information using a variety of sources, including history files and the Internet; compiles data and assists with the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations;
- Maintains the General Manager's and Board's calendar; coordinates, arranges and confirms meetings; screens requests for appointments;
- Oversees and participates in the maintenance of Board records and the recordation of documents;
- Prepares and processes expense claim forms for the General Manager and board members;
- Assists the General Manager with customer inquiries and problem resolution;
- Suggests policy changes in order to streamline departmental operations;
- Ensures departmental operations are within budgetary guidelines;
- Drafts and arranges for the legal publication of notices, postings and public hearings; updates and distributes changes to the administrative code;
- Develops and implements office-related goals, objectives, policies, and procedures; analyzes and interprets complex documents and administrative procedures and regulations;
- Serves as a liaison between the General Manager, the Board of Directors, and District staff.

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

- Assists with the election process for Board of Director offices; and
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- District codes, State and local laws, and other legal requirements applicable to the governmental structure of the District and specifically related to the functions and operations of the Board of Directors and the General Manager;
- Legal requirements applicable to the maintenance and retention of public records;
- Requirements of the Brown Act and parliamentary procedure;
- Organization, functions, procedures and rules of the Fallbrook Public Utility District and its Board;
- The methods and formats used for preparing complex business correspondence, compiling data and information, and performing data analysis;
- The principles of written English including proper grammar, punctuation, spelling and vocabulary;
- Methods of researching information;
- Advanced methods of classifying, indexing, processing, retrieving, and controlling documents;
- Computer applications and systems related to department functions; and
- Maintenance of public records.

Ability to:

- Provide advanced and complex administrative and secretarial support to an executive manager and/or other high-level staff;
- Organize and manage competing priorities;
- Ensure established deadlines are met;
- Take complete, comprehensive notes at live meetings, unaided by recording devices, to prepare clear, concise and complete documentation, minutes and other reports and correspondence;
- Type, at an acceptable rate of speed, a variety of complex documents that may be highly sensitive/confidential, include technical information, and/or require specialized formatting;
- Research, interpret, explain and apply complex procedures, rules and regulations;
- Gather, organize, input and maintain complex information, including financial or program-specific data;
- Analyze data and information at a level sufficient to identify trends and visible findings, and draw logical conclusions;
- Provide/obtain detailed information to/from others as appropriate, including confidential and/or otherwise sensitive information;
- Operate standard office equipment, including a computer;
- Serve as a liaison between District personnel, other agencies, and the public;

SECRETARY – PROPOSED NEW TITLE & JOB DESCRIPTION

- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education, Training and Experience:

Education

High school graduation or GED and completion of 60 semester (or equivalent quarter) units from an accredited college or university. An associate's or bachelor's degree is preferred.

Training

Possession of or ability to obtain and maintain a certification as a notary public of the State of California.

Experience

Three years of progressively responsible and complex administrative and secretarial experience, including at least one year providing secretarial support to a Board of Directors or similar group.

PHYSICAL REQUIREMENTS

Sitting: Remains in a seated position for up to 9 hours per day.

Talking: Expresses ideas and shares information by means of spoken word and by telephone.

Hearing: Hears well enough to receive communication in person and by telephone.

Hands/Arms: Operates computer for up to 9 hours per day and takes minutes for up to 3 three hours per day.

Vision: Reads written or video messages for up to 8 hours per day

SALARY RANGE: 36