

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: April 20, 2021
SUBJECT: Public Affairs Specialist Change to Full-Time Status (Revised)

Purpose

To obtain approval to change Public Affairs Specialist from a part-time to a full-time position, with an effective date of July 1, 2021.

Summary

The current Public Affairs Specialist's works a part-time schedule of 35 hours per week.

The additional 5 hours per week resulting from the change to a full-time schedule would serve partly to support the District's public outreach efforts to address water supply/water quality ahead of the start of local water production in early 2022, via the Santa Margarita River Conjunctive Use Project.

Budgetary Impact

While no change in salary is being proposed, there will be an annual increase in compensation of \$12,786.80 given the 5 additional hours per week, calculated as follows:

Current Hourly Pay Rate	Part-Time Hours (1820/year)	Full-Time Hours (2080/year)	Difference
\$49.18	\$89,507.6	\$102,294.4	\$12,786.80

Recommended Action

Staff recommends approving the proposed change.