

Delta Diablo

(a California Special District)

Personnel Committee Meeting

Board Member Federal Glover, Committee Chair

4:00 PM, Wednesday, July 10, 2024

190 East 4th St., Pittsburg, CA 94565

MEETING NOTES

The Personnel Committee meeting was called to order by Committee Chair Federal Glover on Wednesday, July 10, 2024 at 4:00 pm. Present were Brian Thomas, Deputy General Manager; Rebecca Hooley, District Counsel; Cecelia Nichols-Fritzler, Office Manager/Secretary to the Board; Jamie Lyn Alfonso, Human Resources and Risk Manager; and Jason Piper, Information Technology Manager.

Public Comments - None.

Review of New Software Developer Classification, Job Description, and Salary Range

Mr. Piper provided an overview of major IT Division responsibilities and current staffing levels. He noted that staff is proposing creation of a new Software Developer position to support implementation of critical IT initiatives and workload requirements, which are focused on providing business process IT solutions, supporting disaster recovery and cyber security programs. Mr. Piper stated that staff identified a proposed salary range based on a review of similar positions at peer agencies and sufficient funding has been incorporated in the proposed FY24/25 Budget for this position. In addition, he noted that the District has engaged with the Professional & Technical bargaining unit, which provided overall agreement with the new position.

Following a clarifying question from Chair Glover regarding outreach efforts for the recruitment of the Software Developer position, Mr. Piper noted that the District will utilize multiple outlets to advertise the employment opportunity.

Chair Glover recommended that staff submit the item for consideration at the Board Meeting on July 17, 2024.

Adjournment

Chair Glover adjourned the meeting at 4:11 pm.

(Recording Secretary: Cecelia Nichols-Fritzler)

