

AGENDA

BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING

DELTA DIABLO
(a California Special District)

2500 Pittsburg-Antioch Highway | Antioch, CA 94509
(Note: There will be no in-person meeting at the District.)
WEDNESDAY, NOVEMBER 10, 2021
4:30 P.M.

In lieu of a public gathering, the Board of Directors Personnel Committee meeting will be accessible via ZOOM to all members of the public as permitted by the Government Code Section 54953(e).

The Board of Directors Personnel Committee Meeting on November 10, 2021 will not be physically open to the public and the Personnel Committee will be teleconferencing into the meeting. Members of the public can observe the meeting by following the steps listed below to view and listen to the Personnel Committee Meeting.

Persons who wish to address the Personnel Committee during the Public Comment period or with respect to an item on the Agenda will be limited to two (2) minutes. The Secretary to the Board will call on members of the public at the beginning of the meeting to establish a speaking order. Please indicate whether you wish to speak during the Public Comment period or on a specific Agenda item at that time.

Presentations will be made available online at <https://www.deltadiablo.org/board-meetings> approximately one hour prior to the start of the Personnel Committee meeting.

How to view, listen to, and provide a Public Comment during the meeting via ZOOM:

Using your computer, access the Zoom meeting at: <https://us02web.zoom.us/j/87410186065>

How to listen and provide a Public Comment during the meeting via ZOOM:

§ **Using your telephone, access the Zoom meeting by dialing (669) 900-6833**

§ **Meeting ID: 874 1018 6065**

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24 hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to the Committee members less than 72 hours prior to that meeting are available for public inspection on the District website at www.deltadiablo.org

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A. PUBLIC COMMENT

**B. REVIEW AND COMMENT ON HUMAN RESOURCES AND RISK MANAGEMENT
PROFESSIONAL/RETIRED ANNUITANT CLASSIFICATION, JOB
DESCRIPTION, AND SALARY SCHEDULE (Carol Margetich)**

C. ADJOURNMENT

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MEMORANDUM

DATE: November 10, 2021

TO: Juan Banales, Alternate, Personnel Committee

FROM: Carol Margetich, Business Services Director *em*

SUBJECT: HUMAN RESOURCES AND RISK MANAGEMENT PROFESSIONAL/
RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND
SALARY SCHEDULE

Recommendations

- § Review and comment on the proposed Human Resources and Risk Management Professional/Retired Annuitant (RA) classification, job description, and salary schedule.
- § Recommend consideration of a resolution to adopt a job description and salary schedule for the Human Resources and Risk Management Professional/RA classification at the November 17, 2021 Special Board Meeting.

Background

The Human Resources Division, which administers the District's human resources and risk management activities under the direction of the Business Services Department Director, is managed by the Human Resources and Risk Manager. Because this position will become vacant on December 18, 2021 due to a planned retirement, staff recommends creating a Human Resources and Risk Management Professional/RA position to meet short-term workload and staffing needs, support organizational improvement, and provide support to Human Resources Division staff. This RA position would allow the District to maintain its human resources and risk management functions while completing the recruitment and onboarding process for a new Human Resources and Risk Manager. In addition, staff may utilize temporary and contract services to provide short-term, specialized assistance for specific projects.

The Human Resources and Risk Management Professional/RA position requires in-depth knowledge of human resources and risk management directly related to special districts. The District requires this specialized, temporary assistance (up to 960 hours per fiscal year) to perform management level human resources and risk management duties, including policies and procedures conformance, contract management for risk management providers, and support for Human Resources Division staff. This position will also support implementation of organizational improvements and completion of special project assignments, as needed.

Subject to certain requirements, CalPERS allows the District to employ CalPERS retirees (known as "retired annuitants [RAs]") without reinstating the retiree in CalPERS as an active member. CalPERS regulations stipulate the following conditions under which a retired annuitant may be employed without reinstatement:

- § The RA may only be hired into a position designated as a RA position (not any other full- or part-time position). The RA has skills needed to perform work of a limited duration.
- § The RA must wait 180 days after their retirement date before returning to work for a CalPERS employer (this requirement is currently suspended by Executive Order N-12-21 [9/13/21]).
- § The compensation must be according to an established pay rate for a classification on the agency's salary schedule.
- § The RA cannot receive any other compensation or benefits and does not accrue service credit or any additional retirement rights or benefits.
- § The RA is limited without exception, to a maximum of 960 hours within a fiscal year (July 1 to June 30) (this requirement is currently suspended by Executive order N-12-21 [9/13/21]).

To comply with CalPERS regulations, the Board of Directors must designate and approve, by Resolution, a job description and salary range for the Human Resources and Risk Management Professional/RA classification before the District can hire an RA. The job description defines the classification, outlines essential duties, qualifications, education, experience, and certification requirements, and identifies working conditions to successfully perform the work.

The Human Resources and Risk Management Professional/RA classification is a non-represented, exempt, limited duration classification and does not include benefits (other than those statutorily required by law). In accordance with CalPERS regulations, this position would have an hourly compensation rate within the range paid to other employees performing comparable functions, which in this case is the Human Resources and Risk Manager salary range.

Attachments

- 1) Proposed Job Description – Human Resources and Risk Management Professional/RA
- 2) Revised Salary Schedule



HUMAN RESOURCES AND RISK MANAGEMENT PROFESSIONAL/RETIRED ANNUITANT

DEFINITION

Under general administrative direction, performs complex human resources and risk management functions and special projects.

DISTINGUISHING CHARACTERISTICS

This is a confidential, single-position, management-level classification. The incumbent performs duties related to a wide range of human resources and risk management activities, including analyzing, organizing, and implementing initiatives related to the full range of human resources functions, which requires independent judgment, initiative, and communication skills to inform senior management and other department managers, as appropriate. This classification requires discretion to work with confidential and sensitive information on a regular basis.

SUPERVISION RECEIVED AND EXERCISED

Under general administrative direction from the Business Services Director and may receive direction from the General Manager. This classification does not directly supervise employees but may act as a leader for assigned District teams and projects, and as such, may coordinate or oversee the work of other District staff directly related to the assigned activity.

TYPICAL DUTIES

Duties and responsibilities may include, but are not limited to, the following:

- § Assist with management level human resources activities related to recruitment and selection, classification and compensation, training and development and performance management.
- § Review existing human resources and risk management policies and procedures and recommend new ones consistent with current legal standards. Recommend implementation approach and necessary training.
- § Provide consultation support to senior management on highly complex human resources issues.
- § Assist with the development and implementation of classification and compensation studies and the performance management program.
- § Perform special Human Resources projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- § General intent and specific application of federal, state, and local laws and regulations applicable to employment and risk management practices at a public agency.
- § Specific functions, operating principles, and practices of applying multiple statutory, regulatory, and policy provisions to specific personnel issues and circumstances.
- § Techniques used in conducting prevailing practice and compensation surveys, forecasting personnel costs, and developing positions for negotiation of labor agreements.
- § Principles of equal employment opportunity recruitment and examination.

Delta Diablo Human Resources and Risk Management Professional/Retired Annuitant

- § Techniques for performance evaluation systems and scheduling.
- § General requirements of employment benefit programs.
- § Employee background investigation practices.
- § Techniques for assessing training needs; and scheduling programs and monitoring effects.
- § Principles and practices for conducting knowledge and skills examinations.
- § Legal requirements for maintaining confidential personnel records.

Skills and Abilities to:

- § Interpret and apply the general intent and specific provisions of multiple laws and regulations to particular conditions.
- § Apply professional personnel principles and practices to specific issues.
- § Evaluate, plan, and establish a sequence of actions for multiple work projects to progress simultaneously.
- § Provide and present verbal and written direction and advice to a wide variety of people.
- § Communicate ideas and assert a point of view in controversial situations.
- § Establish and maintain open and honest communications with co-workers at all levels in the organization.
- § Exhibit and instill a high public service priority in communications with others.
- § Perform mathematical and statistical calculations common to compensation and benefits, salary and wage setting, and public agency budget work.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience that demonstrates an individual 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 most likely qualify to compete in a selection process:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Human Resources Management, Organizational Development, Business or Public Administration, Social or Behavioral Science, Risk Management, or a closely related field.

Experience: Seven (7) years of increasingly responsible experience performing human resources administration and risk management duties, with at least three (3) years at the management level involving employee and labor relations.

Licenses and Certifications:

A valid California Class C driver's license and insurability under the District's driving program must always be maintained.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Delta Diablo Human Resources and Risk Management Professional/Retired Annuitant

- § Work in normal office environment with controlled lighting and ventilation and moderate noise levels. May be required to work outside of normal business hours as operational needs dictate or to respond to emergency personnel situations.
- § Periodic travel may be required for training and other business purposes.
- § Frequent sitting for prolonged periods while using computer and standard office equipment (scanner, copier, telephone, typewriter, fax machine); intermittently twisting and reaching to operate other equipment without incapacitating adverse effects.
- § Occasionally transport, lift, and otherwise safely handle objects weighing up to twenty-five (25) pounds.
- § Occasionally reach above shoulder level to access or place files, paperwork, or binders and related items on and off overhead cabinets.
- § Periodic kneeling, bending and/or stooping to retrieve or place documents, files, and/or boxes on and off lower shelves, drawers, or ground level.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Classification: Exempt from overtime under the administrative exemption

Collective Bargaining Representation Unit: N/A

Job Specifications Approved By: Board of Directors on (insert date here)

Appointment and Removal Authority: General Manager

Amended and Approved by: N/A

**DELTA DIABLO SALARY RANGES (Effective November 17, 2021)
Section V - Unrepresented Part-time and Temporary Classifications**

RANGE	CLASSIFICATIONS	Hourly Salary at Step Level										
		A	B	C	D	E	F	G	H	I	J	
N/A	Co-Op Laboratory	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
N/A	Co-Op Maintenance	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
N/A	Operations Assistant	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
N/A	Engineering Intern	\$15.30	-	-	-	-	-	-	-	-	-	\$19.11
FPRA	Finance Professional/Retired Annuitant	\$68.89	\$70.61	\$72.37	\$74.18	\$76.04	\$77.94	\$79.89	\$81.88	\$83.93	\$86.03	
HRRA	Human Resources and Risk Management Professional/Retired Annuitant	\$67.11	\$68.79	\$70.51	\$72.27	\$74.08	\$75.93	\$77.83	\$79.78	\$81.77	\$83.82	
OSRA	Operations Support and Construction Coordinator/Retired Annuitant	\$46.33	\$47.49	\$48.68	\$49.89	\$51.14	\$52.42	\$53.73	\$55.07	\$56.45	\$60.23	

Approved: _____ **Juan Banales, Board Secretary**

Date: _____