

Saddle Creek Community Services District

Regular Meeting of June 20, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Management report and discussion related to the District organizational chart, staffing and job responsibilities for the position of District Clerk

Recommended Action

This item is for information and discussion only and does not require a motion.

Background

The California Government Code assigns specific technical, administrative responsibilities to the “Secretary” of the Board including the recordation and certification of meeting agendas and minutes, maintaining board actions such as motions and resolutions, policies and ordinances as well as recording documents and certifying Board actions. In most special districts, the Board Secretary is also responsible for the maintenance of all other district records.

The CSD has employed a very part time “Board Clerk” to fulfill many of these responsibilities. Historically, the Board Clerk has worked less than 20 hour per month, with most of their effort focused on Board meeting activities. As we are well aware, we have been without a Board Clerk since January 2017 and management has delayed in filling the position due to the management time required for the recruitment and training process, which has been almost completely dedicated to the efforts of developing and supporting Measure A.

There have also remained incomplete many general office tasks in records organization due to the lack of time availability of the previous part time staff, and limited funding available for staffing. These technical administrative efforts must be addressed and in addition, correctly implementing the road improvement (public works) projects and establishing and maintaining the reserves will take a significant ongoing staff effort into the foreseeable future. This report is provided to assure the Board that all aspects of District administrative functions will be completed going forward.

Recognizing this additional workload, Measure A contained funding to increase the part time Board Clerk position to one full time equivalent position. The Clerk position may also be assigned responsibility for administrative bookkeeping responsibilities, leaving the technical financial analysis and work to our current part time Bookkeeper. Government Code Section 61051 delegates to the General Manager the authority for managing the day to day operations of the District, under the policy direction of the Board. The development of the job description and hiring of the full time Clerk (or Secretary) position does not require any additional policy direction from the Board at this time. The position salary will be set based on data from similar districts in the region, as documented in currently published salary and benefit surveys.