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BOARD OF TRUSTEES
PERSONNEL COMMITTEE
MONDAY, MAY 18, 2020

6:00 PM

To be held via teleconference only – see below

**IMPORTANT NOTICE REGARDING COVID-19
AND TELECONFERENCE MEETINGS:**

Pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using **Zoom** (see Executive Order 29-20).
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting remotely in the manner described below.

HOW TO OBSERVE THE MEETING

Telephone: Meeting ID: **926 4767 9679**

Listen to the meeting live by calling **(669) 900-9128** and entering the **PASSWORD: 5287711**

Computer or mobile: Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/92647679679?pwd=UGJ0c2lDaU1DVy9pVzJlVWd3YW5Gdz09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

HOW TO SUBMIT PUBLIC COMMENTS

Please email your comments to pmacedo@contracostamosquito.com, write "Public Comment" in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **PERRY CARLSTON** Concord • Vice President **LOLA ODUNLAMI** Antioch • Secretary **DANIEL PELLEGRINI** Martinez
Brentwood **MARSHON THOMAS** • Clayton **PEGGIE HOWELL** • Contra Costa County **JIM PINCKNEY** **CHRIS COWEN** & **DARRYL YOUNG** • Danville **RANDALL DIAMOND**
El Cerrito **THOMAS MINTER** • Hercules **DUYLINH NGUYEN** • Lafayette **JAMES FITZSIMMONS** • Moraga **ROBERT LUCACHER** • Oakley **MICHAEL KRIEG** • Orinda **KEVIN MARKER** • Pinole **WARREN CLAYTON**
Pittsburg **RICHARD AINSLEY** PhD • Pleasant Hill **JENNIFER HOGAN** • Richmond **SOHEILA BANA** PhD • San Pablo **Vacant** • San Ramon **PETER PAY** • Walnut Creek **JAMES MURRAY**

ACCESSIBILITY INFORMATION

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Paula Macedo, General Manager, at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com. Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA

CALL TO ORDER:

Roll Call
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.

2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETINGS HELD ON JUNE 24, 2019 AND SEPTEMBER 23, 2019

3. JOB DESCRIPTION REVIEW

Title: Operations Manager

CLOSED SESSION

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: All unrepresented employees with one exception (General Manager)

5. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: Administrative Analyst II and Program Supervisor

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

6. ORGANIZATIONAL CHART REVIEW
7. BOARD AND GENERAL MANAGER ANNOUNCEMENTS
8. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 10 days, before the noted meeting.



Natalie Martini, Administrative Analyst II

5/08/2020

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

MAY 18, 2020 PERSONNEL COMMITTEE MEETING

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETINGS HELD ON JUNE 24, 2019 AND SEPTEMBER 23, 2019 (Pages 5-8)
3. JOB DESCRIPTION REVIEW (Pages 9-11)

Title: Operations Manager

CLOSED SESSION

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RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

6. ORGANIZATIONAL CHART REVIEW – General Manager Macedo will review the 2020 organizational chart with the committee. (Page 12)
- 7 – 8. No comment

PERSONNEL COMMITTEE MEETING
MINUTES

A Personnel Committee special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 24, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Randall Diamond, Chair
 Richard Ainsley
 Perry Carlston
 Chris Cowen
 Peggie Howell
 Richard Means
 Peter Pay
 Peter Pay
 Daniel Pellegrini

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 Natalie Martini, Administrative Assistant
 Jack Hughes, Liebert Cassidy Whitmore
 Yen Do, SEIU 1021
 Brandon French
 Jason Descans
 Miaja McCauley
 David Obrochta
 Reed Black

CALL TO ORDER

Chair Diamond called the meeting to order at 6:01 p.m.

ROLL CALL

A roll call indicated that 9 Trustees were present, none was absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS –

Public speakers Miaja McCauley (Vector Control Technician), and Yen Do (SEIU 1021 Field Representative) introduced themselves to the committee and spoke on behalf of the open mechanic position, expressing support for filling the position and for the position to remain in the bargaining unit. SEIU 1021 Field Representative Do indicated the union is working on the District regarding the revision of the job specifications of the open mechanic position.

2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 30, 2019

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Personnel Committee meeting held on April 30, 2019.

CLOSED SESSION – 6:06 p.m.

3. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Paula Macedo, General Manager and Randall Diamond, Chair of the Personnel Committee

Employee Group: Unrepresented employees

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Paula Macedo, General Manager and Randall Diamond, Chair of the Personnel Committee, and Jack Hughes, legal counsel

Employee Group: Represented employees, SEIU 1021

RETURN TO OPEN SESSION – 7:03 p.m.

REPORT FROM CLOSED SESSION – the committee gave direction to labor negotiators.

5. EMPLOYEE HANDBOOK UPDATE – General Manager Macedo discussed the proposed changes to the District’s Employee Handbook and the Committee recommended approval with changes to present to the full Board.

7. BOARD AND GENERAL MANAGER ANNOUNCEMENTS – None

8. ADJOURNMENT – 7:38 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on May 18, 2020.

Lola Odunlami, 2020 Chair
Personnel Committee

PERSONNEL COMMITTEE MEETING
MINUTES

A Personnel Committee special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 23, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Perry Carlston
 Peggie Howell
 Peter Pay
 Daniel Pellegrini

TRUSTEES ABSENT Randall Diamond, Chair
 Chris Cowen
 Richard Means

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 Jack Hughes, Liebert Cassidy Whitmore

CALL TO ORDER

Trustee Carlston called the meeting to order at 6:07 p.m.

ROLL CALL

A roll call indicated that five Trustees were present, three were absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS – None
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 24, 2019

** Committee Chair was absent from the meeting and approval of the minutes was tabled until the next meeting.

CLOSED SESSION – 6:11 p.m.

3. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Paula Macedo, General Manager, and Jack Hughes, legal counsel

Employee Group: Represented employees, SEIU 1021

RETURN TO OPEN SESSION – 8:00 p.m.

REPORT FROM CLOSED SESSION – Direction was given to labor negotiators.

4. BOARD AND GENERAL MANAGER ANNOUNCEMENTS - None

5. ADJOURNMENT – 8:10 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on May 18, 2020.

Lola Odunlami, 2020 Chair
Personnel Committee



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266

www.ContraCostaMosquito.com

Job Title: Operations Manager
Department: Operations
FLSA Employment Status: Exempt

ESSENTIAL FUNCTION

Under the direction of the General Manager, provides leadership to, plans, organizes, and directs operational programs. Supervises and coordinates the activities of the Operations Department, demonstrates a full understanding and ensures compliance with federal and state laws, county and city ordinances, District's policies and procedures, as well as represented employee's Memorandum of Understanding.

DISTINGUISHING CHARACTERISTICS

Must have the knowledge, experience, education, and demonstrated ability in supervision, communication, planning and organization.

PRIMARY DUTIES

Operations: Plans, organizes, and directs the District's control programs with the assistance of the Program Supervisors and makes recommendations to the General Manager on program direction, strategies, staffing, and equipment. Evaluates and monitors weather, vector activity, virus activity, and personnel workloads and assigns personnel as needed. Plans, organizes, directs, monitors, and evaluates vector control activities. Evaluates equipment, vehicles, and pesticides, makes operational purchases, and oversees the purchases of the Program Supervisors. Supervises and solves problematic situations arising from field related operations and complaints. Coordinates joint projects with other agencies and property owners. Manages and coordinates maintenance of pesticide dispersal equipment. Conducts studies and provides assistance in the development of operational methods and techniques.

Personnel: Familiar with the principles and methods of personnel supervision in regards to Federal, State, and local laws and regulations, Memorandum Of Understanding, as well as the District's Employee Handbook and Policies and Procedures. Hires and discharges temporary employees, assists in the hiring process of regular, full-time personnel. Directly supervises the Program Supervisor positions, gives verbal and written warnings, and makes recommendations concerning further disciplinary action. Plans and conducts training of field employees with regards to operational procedures, safety, equipment and vehicle usage, pesticide use and safety, equipment calibration, and best practices in integrated vector management. Schedules, assigns, and establishes work standards for field employees. Assists the Program Supervisors in evaluating field employee work performance. Investigates field related accidents and incidents and complete required reports. Conducts employee meetings and various other meetings as necessary. Performs other administrative and/or field related supervisory or higher level essential tasks as necessary to maintain operations.

Job Title: Operations Manager

Department: Operations

FLSA Employment Status: Exempt

Enforcement: Works with other governmental agencies and the private sector to coordinate and facilitate the goals of the District. Notifies property owners and posts notices on properties, acquires inspection warrants, and writes administrative citations in specific communities. Documents poor water management and District treatments on properties and begins the District's abatement process. Attends any hearings involving District abatements. Coordinates enforcement with other governmental agencies.

Administrative and Reporting: Reviews pesticide usage for accuracy, makes corrections, and submits pesticide usage queries to the front office. Corrects data base errors, updates District records, and maintains operational records and files. Maintains training records for District employees, and updates training materials. Communicates verbally and/or in writing with residents, property owners, businesses, and government agencies. Provides verbal and/or written input on environmental issues, wetland restoration projects and wetland best management practices, storm water best management practices, and agriculture water management. Submits field related reports to the General Manager. Coordinates annual inspections with the County Agriculture Department. Updates and rewrites existing policies and procedures when necessary. Assists with the preparation and monitoring of the operations and pesticide budgets. Reviews pesticide orders and inventory. Compiles and provide written information for the District's Annual Report. Coordinates with aircraft contractors to provide surveillance and control of vectors for the District. Establishes contracts with property owners and government agencies for reimbursement of the District for services rendered. Attends personnel and operational classes, workshops, and seminars as needed to maintain or increase the level of expertise in all areas of the Operations Manager position.

Presentations: Gives presentations to the District Board on field operations as needed. Gives presentations and represents the District at various city, county, regional, and state meetings and conferences. Provides interviews and photo opportunities to the media, as required.

General: Has the ability to compose and proof-read correspondence, uses problem solving techniques, and has very good verbal and written skills, demonstrates effective decision making skills, demonstrates knowledge of computer software programs in Windows, including but not limited to Word Processing and Database programs. Works with and coordinates with other District departments to assist in fulfilling the District's mission. Oversees vector collections, efficacy studies, source reduction, wetland restoration, and public education efforts when it involves field employees. Performs other related, supervisory or higher level work as required to maintain operations in the absence of the General Manager.

Knowledge of the following is required to perform the essential function:

District services, vector biology and habitat, vector control techniques, application of pesticides, safety precautions, best practices in integrated pest management, biological and chemical control;

Use of vector control equipment, 4x4 trucks, specialty vehicles, and boats;

Principles and methods of personnel supervision and training;

Federal, State, and local laws and regulations, code enforcement, private property rights, and environmental laws and regulations.

Wetland and storm water best management practices, creeks and watersheds, agriculture water management and agricultural practices;

Job Title: Operations Manager
Department: Operations
FLSA Employment Status: Exempt

Ability to do the following is required to perform the essential function:

Work effectively and cooperatively with management, subordinates, other governmental agencies, businesses, and the public;
Evaluate situations accurately and adopt an effective course of action;
Communicate effectively both orally and in writing;
Troubleshoot and analyze data, identify alternative solutions, and implement recommendations in support of District's goals.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination and drug screen. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: A Bachelor's degree from an accredited college or university, Master's degree preferred. A degree in entomology, biology, zoology or related field is preferred.

EXPERIENCE: Five years of progressively responsible experience in a supervising or management capacity. Experience within the vector control or related discipline is preferred.

REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

Must have a valid California driver's license and maintain a good driving record as required to be insured with the District's self insurance program using the accepted guidelines of the insurance provider.

Must obtain and maintain a valid California Department of Public Health Certification in Mosquito control categories A, B, C, and D within two years of employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt, receive no overtime compensation
Appointment and Removal Authority: General Manager

An Employment Application must be submitted to be considered for this position.

Contra Costa Mosquito and Vector Control District

