



155 Mason Circle  
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[www.contracostamosquito.com](http://www.contracostamosquito.com)

BOARD OF TRUSTEES  
***PERSONNEL COMMITTEE SPECIAL MEETING***  
***\*\*MONDAY, MAY 12, 2025\*\****  
**AGENDA**  
**6:00 PM**

**TIME: 6:00 PM**

**LOCATION:** Hybrid meeting of the Board of Trustees  
Physically held at the District office located at  
**155 Mason Circle, Concord, CA 94520**

By teleconference at:

<https://us06web.zoom.us/j/82815054561?pwd=s8Glz5LNCbhSkYdLIYx2LO3lS4iN3G.1>

Meeting ID: 828 1505 4561

Passcode: 929059

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com).

Supporting materials on agenda items are available for public review at the District's office at 155 Mason Circle, Concord, CA and on the District's website at [www.contracostamosquito.com](http://www.contracostamosquito.com). During the meeting, supporting materials are available in the Board Room.

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President **PETER PAY** San Ramon • Vice President **KEVIN MARKER** Orinda • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **ALFREDO PEREZ** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **CHRIS COWEN, JIM PINCKNEY, & DARRYL YOUNG**  
Danville **G. MARK GRAHAM** • El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG**  
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

**AGENDA**

**1. CALL TO ORDER**

Roll Call  
Pledge of Allegiance

**2. AGENDA MANAGEMENT**

**3. PUBLIC INPUT ON NON-AGENDA ITEMS**

This time is reserved for members of the public to address the committee 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 and will be limited to three minutes per person.

**4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MARCH 17, 2025**

**CLOSED SESSION**

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

Agency Negotiators: Paula Macedo, General Manager, and Chris Cowen, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**6. COMMITTEE CONSIDERATION OF THE NEW PROPOSED CLASSIFICATION, JOB DESCRIPTION AND SALARY RATE FOR A PUBLIC AFFAIRS AIDE**

**7. BOARD AND STAFF ANNOUNCEMENTS**

**8. ADJOURNMENT**

I hereby certify that the District Board of Trustees Personnel Committee special meeting agenda was posted 5 days before the noted meeting.

\_\_\_\_\_  
Christine Widger, Customer Service Specialist

5/07/2025

\_\_\_\_\_  
Date

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**MAY 12, 2025 PERSONNEL COMMITTEE SPECIAL MEETING**

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MARCH 17, 2025 (Pages 4-5)** – Minutes from Personnel Committee meeting held on March 17, 2025 were attached.
5. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, and Chris Cowen, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

6. **COMMITTEE CONSIDERATION OF THE NEW PROPOSED CLASSIFICATION, JOB DESCRIPTION AND SALARY RATE FOR A PUBLIC AFFAIRS AIDE** – Staff is requesting the addition of the classification of Public Affairs Aide, which would be a seasonal position to be filled by an intern for the Administration Department, under the supervision of the Public Affairs Director. The proposed job description is included (*Pages 6-7*), as well as the list of classifications and number of employees approved by the Board and the projections for the following year (*Page 8*).
- 7-8. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

**PERSONNEL COMMITTEE MEETING**  
**MINUTES**

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 17, 2025, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT            Chris Cowen, Chair, Contra Costa County  
   Perry Carlston, Concord  
   G. Mark Graham, Danville  
   Daniel Pellegrini, Martinez  
   Peter Pay, Board President, San Ramon

TRUSTEES ABSENT            Warren Clayton, Pinole  
   Chris Dupin, Richmond

OTHERS PRESENT            Paula Macedo, General Manager

1.     CALL TO ORDER – Personnel Committee Chair Cowen called the meeting to order at 6:00 p.m.  
      Roll Call: A roll call indicated that five Trustees were present and two Trustees were absent.  
      Pledge of Allegiance
2.     AGENDA MANAGEMENT – Agenda was adopted by rule
3.     PUBLIC INPUT ON NON-AGENDA ITEMS – None
4.     APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 3, 2025
- \*\*     Motion was made by Trustee Graham and seconded by Trustee Pellegrini to approve the minutes from the Personnel Committee meeting held on February 3, 2025. *Motion passed unanimously.*
5.     DISCUSSION ON COMMITTEE CHARGES – With the new Memorandum of Understanding (MOU) with SEIU 1021, which was approved by the Board at the March 10, 2025 meeting, there was a change in the grievance process, which will no longer involve the Personnel Committee, and therefore, the committee discussed the need to delete that charge and will be recommending it for Board approval.

CLOSED SESSION – 6:06 p.m.

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

Agency Negotiators: Paula Macedo, General Manager and Chris Cowen. Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION – 6:57 p.m.

REPORT FROM CLOSED SESSION – no reportable action

7. BOARD AND STAFF ANNOUNCEMENTS – The committee requested to move the next scheduled meeting of the committee to May 12, 2025, instead of the previously scheduled meeting on May 19, 2025. General Manager Macedo will send out a cancellation notice for May 19, 2025 and a Special Meeting notice for May 12, 2025 at 6 pm.

8. ADJOURNMENT – 7:03 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Personnel Committee held on May 12, 2025.

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Chris Cowen, 2025 Personnel Committee Chair



## **CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT**

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

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**Job Title:** Public Affairs Aide (Seasonal)

**Salary Range:** \$20.00 - \$22.00

**Department:** Administration

**FLSA Employment Status:** Non-exempt

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### **ESSENTIAL FUNCTIONS**

Under the supervision of the Public Affairs Director, the Public Affairs Aide supports the District's communication and community engagement efforts. This position assists in the creation of digital content, development of educational campaigns, and implementation of outreach strategies that inform and engage the public on vector control services and vector-borne disease prevention.

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### **DISTINGUISHING CHARACTERISTICS**

This position requires creativity, strong communication skills, and a passion for public service. The ideal candidate will be knowledgeable in social media trends, have experience producing digital content (especially video), and be comfortable working both independently and as part of a team.

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### **PRIMARY DUTIES**

- Assist with the creation of short-form video content (TikTok, Instagram Reels, YouTube Shorts) highlighting the District's services.
  - Draft and design social media content, flyers, infographics, and other outreach materials.
  - Monitor and respond to social media engagement under staff guidance.
  - Assist with event planning, logistics, and promotion for community events.
  - Attend field operations (as needed) to collect footage or conduct interviews.
  - Maintain content calendars and track metrics for social media and outreach.
  - Support communications initiatives, including website updates and newsletters.
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### **Knowledge of the following is required to perform the essential function:**

- Basic social media platforms and current trends (especially TikTok, Instagram, Facebook, Nextdoor, and X/Twitter).

- Digital design tools (e.g., Canva, Adobe Express, CapCut, or similar).
- Principles of public communication and customer service.

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

- Communicate clearly and creatively, both verbally and in writing.
- Follow directions and meet deadlines with attention to detail.
- Organize content and manage time effectively.
- Engage professionally with staff and the public.
- Operate a smartphone, camera, or video editing software.
- Work outdoors occasionally and lift up to 25 pounds (for event setup).

### **QUALIFYING TRAINING AND EXPERIENCE**

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

**EXPERIENCE:** Experience in social media content creation, digital marketing, public outreach, or communications. A portfolio or samples of prior creative work are encouraged.

**EDUCATION:** Enrollment in or recent graduation from a college or university program in Communications, Journalism, Marketing, or a related field.

### **REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California driver's license with good driving record and maintain a good driving record as required for insurability with the District's insurance provider using the accepted guidelines of the insurance provided.

**Specifications Approved by: Board of Trustees on \_\_\_\_\_**

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

**APPROVED (5YR PLAN), CURRENT, AND PROPOSED CLASSIFICATIONS AND NUMBER OF EMPLOYEES**

	<b>Classification</b>	<b>Approved 22</b>	<b>Approved 26-27</b>	<b>Classification</b>	<b>Actual 24-25</b>	<b>Projected 25-26</b>
<b>Administration</b>	General Manager	1	1	General Manager	1	1
	Administrative Services Manager	1	1	<del>HR and Administration Manager</del>	1	1
	Administrative Analyst II	1	1	<del>Financial Administrator</del>	1	1
	Administrative Analyst I	1	1	<del>Customer Service Specialist</del>	1	1
	IT Systems Administrator	1	1	IT Systems Administrator	1	1
	Public Affairs Director	1	1	Public Affairs Director	1	1
	Public Info and Tech Officer	1	1	Public Info and Tech Officer	1	1
	HR and Risk Manager	1	1	<del>HR and Risk Manager</del>	0	1 PA Aide (seasonal)
	<b>8</b>	<b>8</b>		<b>7</b>	<b>8</b>	
<b>Scientific Programs</b>	Scientific Programs Manager	1	1	Scientific Programs Manager	1	1
	Vector Ecologist I	1	1	Supervising Vector Ecologist	1	1
	Vector Ecologist II	1	1	Vector Ecologist	1	1
	Biologist	1	1	<del>Biologist</del>	0	0
	Laboratory Aide	2 (seasonal)	2 (seasonal)	Laboratory Aide (seasonal)	1 (seasonal)	1 (seasonal)
	Laboratory Technician	1	1	Laboratory Technician	2	2
	<b>7</b>	<b>7</b>		<b>6</b>	<b>6</b>	
<b>Operations</b>	Operations Manager	1	1	Operations Manager	1	1
	Program Supervisor	3	3	<del>Operations Supervisor</del>	2	3
	Vector Control T/I	18	18	Vector Control T/I	17	18
	Vector Control Planner	1	1	Vector Control Planner	1	1
	Vector Control Aide	4 (seasonal)	4 (seasonal)	Vector Control Aide (Seasonal)	2 (seasonal)	1 (seasonal)
	Mechanic/Technician	1	1	<del>Mechanic/Technician</del>	0	0
	<b>28</b>	<b>28</b>		<b>23</b>	<b>24</b>	
<b>Total</b>	<b>(permanent+seasonal)</b>	<b>37+6</b>	<b>37+6</b>		<b>33+3</b>	<b>35+3</b>