



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

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### MINUTES OF PERSONNEL COMMITTEE

The Personnel Committee held a meeting at the District Office, 1072 Tico Road July 31, 2014, beginning at 5:06 p.m.

**COMMITTEE MEMBERS PRESENT:** William M. Stone  
John R. (Randy) Burg  
William D. O'Brien, Chairman  
(arrived at 5:50 p.m.)

**COMMITTEE MEMBERS ABSENT:** None

**STAFF PRESENT:** Jeff Palmer, General Manager  
Brenda Krout, Administrative Officer  
Ronald E. Sheets, Operations Superintendent

1. **Public Comment**

None

**FOR DISCUSSION & RECOMMENDATION**

2. **Comprehensive Salary & Job Description Study**

Mr. Palmer reported that the District's last salary & job description study was conducted in 2010. Mr. Palmer noted that 5 years is an appropriate timeframe for another such study, with results of the study to be incorporated into the next budget cycle in April/May 2015.

Mr. Palmer explained that staff has started reaching out to other local agencies to see how they have conducted such studies in recent years. Many of the Cities contacted have used their own Human Resources staff, others have used various consulting firms.

A scope of work for such a study was discussed, acknowledging that performing such a study has an element of art to it, it is not just all numbers. It was agreed that hard data was not the only element to consider in such a study; other important factors to consider is the differences between the agencies that the data is being received from, i.e. employee benefits, work culture, cost of living, etc.

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Establishing employee longevity rewards and rewards for acquiring certification levels above an employee's required level was discussed. The Committee supported developing these types of rewards.

Director O'Brien arrived at this point in the meeting, 5:50 p.m.

The process and timing of developing a scope of work, awarding a contract and receiving the final completed study was discussed. It was agreed that the goal is to have the final completed study available to be used during the next budget cycle, April/May 2015.

The Committee unanimously supported proceeding with the following process:

- During August Staff will identify consultants appropriate for this type of study.
- Staff will develop a scope of work and solicit proposals from the identified consultants.
- If proposals received from consultants seem complete & non-controversial, staff will present them to the full Board in September; if there are inconsistencies among the proposals received, then the proposals will come back to the Committee prior to being submitted to the Board.

### **FOR DISCUSSION & REVIEW**

#### **3. General Discussion**

- a. Audience  
None
- b. Committee Members  
None
- c. General Manager  
None

The Personnel Committee Meeting adjourned at 6:14 p.m.

Minutes submitted by Brenda Krout, Clerk of the Board.