



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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www.ojaisan.org

MEETING OF THE BOARD OF DIRECTORS' PERSONNEL COMMITTEE

Date & Time:

July 31, 2014

Thursday, 5:00 p.m.

Location:

OVSD Board Room
1072 Tico Road, Ojai

Members

William M. Stone

John R. (Randy) Burg

William D. O'Brien, Chairman

A G E N D A

1. **Public Comment - (Items not on the agenda - 3 minute limit)**

FOR DISCUSSION & RECOMMENDATION

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

FOR DISCUSSION & REVIEW

3. **General Discussion**
 - a. Audience
 - b. Committee Members
 - c. General Manager

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours. Copies of individual reports may be requested from Brenda Krout (646-5548).

ATTEST TO POSTING:



Brenda Krout, Clerk of The Board

July 28 2014 @ 4:30 p.m.
Date & Time Posted At District Office

Memorandum

Ojai Valley Sanitary District

July 28, 2014

To: Personnel Committee – Bill Stone, Randy Burg & Bill O'Brien
From: Jeff Palmer – General Manager 
Subject: COMPREHENSIVE SALARY & JOB DESCRIPTION STUDY

Staff is currently researching survey firms that have expertise both locally and statewide in employee/staff salary surveys for wastewater agencies and cities that perform wastewater functions.

Some factors that will be part of the survey for review:

1. Collection system staffing, size of system and expertise in environmentally sensitive areas
2. Treatment Plant staffing, size of system, discharge water quality restrictions, environmental oversight
3. District treatment level: i.e. secondary vs. tertiary, nutrient removal, UV and Composting
4. Local versus statewide comparisons
5. Special issues such as I&I, root treatment, enhanced CCTV and lateral evaluations, confined space and pretreatment enforcement
6. Staff longevity
7. Size of staff and breadth of experience

If you have any questions or need additional information please call me at 646-5548.