

# NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, MARCH 15, 2010

9:00 A.M.

## **SPECIAL MEETING NOTICE & AGENDA PERSONNEL COMMITTEE**

---

---

### COMMITTEE MEMBERS

JIM HARRISON  
LARRY VIERHEILIG

### PRINCIPAL STAFF

MICHAEL LEBRUN, INTERIM GENERAL MANAGER  
LISA BOGNUDA, ASST GM/FINANCE DIRECTOR  
DONNA JOHNSON, BOARD SECRETARY  
JON SEITZ, GENERAL COUNSEL

**MEETING LOCATION - District Board Room  
148 S. Wilson Street, Nipomo, California**

1. **CALL TO ORDER, ROLL CALL AND FLAG SALUTE**
  
2. **PREVENTIVE MAINTENANCE SUPERVISOR**  
Review job description  
  
ACTION RECOMMENDED: Provide recommendation to Board of Directors
  
3. **SECRETARY/CLERK**  
Review job description, salary range and set recruitment schedule  
  
ACTION RECOMMENDED: Provide recommendation to Board of Directors
  
4. **ADJOURN**

TO: BOARD OF DIRECTORS  
FROM: MICHAEL LEBRUN  
DATE: MARCH 12, 2010



PREVENTIVE MAINTENANCE SUPERVISOR

**ITEM**

Review current job description and proposed job description, including title change from Inspector/ Preventive Maintenance Supervisor to Preventive Maintenance Supervisor to reflect District needs.

**BACKGROUND**

During the Budget process FY 09-10 staff prepared a cost-benefit analysis of out-sourcing preventive maintenance for sewer main cleaning, hydrant flushing and valve exercising versus performing these functions in house. The Finance Committee reviewed the analysis and recommended these preventive maintenance tasks be performed in-house. In order to perform these tasks in-house, additional equipment and the recruitment of two new employees were approved. These employees are to be supervised by the Inspector/Preventive Maintenance Supervisor.

Currently the Inspector/Preventive Maintenance Supervisor position is vacant. Upon review of the job description, it is apparent that it does not sufficiently reflect the District's needs. Staff is proposing a different job description entirely, which includes tasks necessary to oversee the preventive maintenance program. The need for a full time inspector on the District staff is not necessary at this time due to the reduction of building construction.

**RECOMMENDATION**

Staff recommends that the Committee forward its recommendations to the Board of Directors.

**ATTACHMENTS**

- Current Job Description for Inspector/Preventive Maintenance Supervisor (Pages 1-4)
- Proposed Job Description for Preventive Maintenance Supervisor (Pages 5-8)

**7120 – INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR**

**FLSA: NON-EXEMPT**

**DEFINITION**

Under general supervision, performs field inspections on the workmanship and materials used in a variety of construction and development projects within the District's jurisdiction, including water distribution and wastewater collection construction and repair work performed by private contractors, home owners, and District projects; reviews construction plans; ensures conformance with applicable Federal and State laws, District codes, approved plans, specifications, and departmental regulations; plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Utility Superintendent. Exercises direct or general supervision over maintenance staff.

**CLASS CHARACTERISTICS**

This is a journey-level construction inspection class that independently performs a variety of complex inspections of District infrastructure and private developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with engineers, developers, contractors, and the public to effect project modifications to meet field contingencies. This class has the authority to stop work on projects within specified guidelines until modifications in design, materials, or practices are accomplished. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for entire Utility Department.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Inspects all phases of a variety of infrastructure, capital improvement, and private development construction projects for conformance with approved plans, specifications, contract provisions, and safe work practices in accordance with District, State, and Federal codes; inspects materials for identification and conformance to specifications; performs routine field tests as needed.
- B. Reviews plans and specifications of assigned construction projects; conducts pre-construction conferences, develops and issues notice-to-proceed documents.
- C. Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- D. Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.

**INSPECTOR/PREVENTIVE  
MAINTENANCE SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: 04/22/09**

- E. Issues "stop-work" notices, notices of violation, and change orders within specific guidelines; conducts change order negotiations; consults with engineering staff regarding problems and change alternatives.
- F. Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.
- G. Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality.
- H. Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- I. Assists in the District's National Pollution Discharge Elimination System (NPDES) water pollution prevention program as it relates to stormwater compliance.
- J. Acts as liaison between the District, contractors, other agencies, businesses, and residents; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- K. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- L. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance staff in the Utility Department.
- M. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- N. Performs other duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- A. Materials, methods, equipment, tools, practices and procedures used in public work construction, including streets, gutters, sidewalks, drainage, water and wastewater lines and facilities, and related facilities and appurtenances, as well as private development construction projects.
- B. Principles and practices of construction and wastewater pollution inspection.
- C. Operation, materials, and methods of wastewater collection, treatment, water distribution and construction.
- D. Construction practices, procedures, methods, tools, equipment and supplies.
- E. Safety hazards and appropriate precautions applicable to work assignments.
- F. Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects, including National Pollution Discharge Elimination System (NPDES).
- G. Technical principles and practices of engineering design, specification, and cost estimate preparation.
- H. Materials sampling, testing, and estimating procedures.
- I. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- J. Principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- K. Modern office practices, methods and computer equipment.

**INSPECTOR/PREVENTIVE  
MAINTENANCE SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: 04/22/09**

- L. Computer applications related to the work, including computer tracking programs for facility maintenance activities.
- M. English usage, grammar, spelling, vocabulary, and punctuation.
- N. Techniques for dealing effectively with the engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- O. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

**ABILITY TO:**

- A. Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the public works, infrastructure, capital improvement, and private development construction.
- B. Review and authorize change orders, claims, and progress payments within specific procedural guidelines.
- C. Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- D. Review and analyze construction plans, specifications, and maps for conformance with District standards and policies; read and interpret as-built plans of water and wastewater system construction projects.
- E. Coordinate and deal tactfully with contractors, engineers, and property owners.
- F. Respond to complaints or inquiries from citizens, staff, and outside organizations.
- G. Perform the entire range of construction inspection activities with a minimum of supervision.
- H. Effectively represent the department and the District in meetings with public and private organizations and individuals.
- I. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- J. Plan, coordinate, oversee, and track facility maintenance activities.
- K. Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- L. Maintain accurate records and files of work performed.
- M. Make sound, independent decisions within established policy and procedural guidelines.
- N. Organize own work, set priorities and meet critical time deadlines.
- O. Operate modern office equipment including computer equipment and software programs.
- P. Use English effectively to communicate in person, over the telephone and in writing.
- Q. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- R. Establish and maintain effective working relationships with those contacted in the course of work.

**INSPECTOR/PREVENTIVE  
MAINTENANCE SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: 04/22/09**

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of increasingly responsible construction inspection experience. Supplemental college coursework in potable or wastewater sciences and/or building or construction inspection is desirable.

**LICENSE:**

- A. Valid California class C driver's license with satisfactory driving record.
- B. Inspector certification by the American Concrete Institute highly desirable.
- C. Grade I Water Distribution Operator Certification from the State of California.
- D. Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board is highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS:**

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification.

**7120 – PREVENTIVE MAINTENANCE SUPERVISOR  
DEFINITION**

**FSLA:NON-EXEMPT**

Under general supervision, plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required. Plans, schedules, assigns, and reviews the work of maintenance and customer service staff within the Utility Department. Performs the full range of utility maintenance and operations duties, and provides technical input for assigned utility maintenance, and repair projects. Performs a variety of technical tasks relative to the preventive maintenance of the District water and wastewater treatment, distribution, and collection systems. Works cooperatively with Utility Field Supervisor on staff scheduling and on special projects, and supervises operations staff in the absence of Utility Field Supervisor. Acts for the Utility Superintendent in the event that both Utility Field Supervisor and Utility Superintendent are absent.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Utility Superintendent. Exercises technical and functional supervision over maintenance and customer service staff.

**CLASS CHARACTERISTICS**

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the utility maintenance and customer service staff. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for entire Utility Department.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- B. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance and customer service staff in the Utility Department.
- C. Supervises operations staff in the absence of Utility Field Supervisor.
- D. Develop weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- E. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- F. Performs and supervises confined space entry.
- G. Oversee installation/conversion of residential water meters and installation of commercial meters.
- H. Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.

- I. Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
- J. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- K. Performs line locating, inspect sewer laterals and water service lines for new construction as necessary.
- L. Perform a variety of skilled mechanical installation, maintenance and repair of pump and lift stations, maintain and repair pneumatic, hydraulic and electronic control systems, including computer-controlled telemetry systems at District facilities.
- M. Assist Utility Field Supervisor with special projects involving coordination of crews
- N. Maintain and update all maintenance records and prepare weekly and monthly reports to the Utility Superintendent.
- O. Track performance goals of Preventive Maintenance Program.
- P. Performs other duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- A. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water and wastewater distribution and collection system infrastructure and facilities.
- B. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- C. Basic principles and procedures of record keeping
- D. Operation, materials, and methods of wastewater collection, treatment, water treatment and distribution and construction.
- E. Tools, equipment, and procedures used in the overhaul, repair, and adjustment of wastewater, lift stations, collection systems, potable water distribution system equipment.
- F. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- G. Procedures, principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- H. Modern office practices, methods and computer equipment.
- I. Computer applications related to the work, including computer tracking programs for facility maintenance activities. Microsoft Word, Excel, and Outlook highly desirable.
- J. English usage, grammar, spelling, vocabulary, and punctuation.
- K. Techniques for dealing effectively with the engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- L. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.



**ABILITY TO:**

- A. Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- B. Lead in diagnosis, disassembly and repair of routine wastewater, lift station, water pump station system equipment.
- C. Perform preventive maintenance on utility equipment as required.
- D. Train employees to read and understand various manuals, blueprints, and schematics.
- E. Train employees to use and operate hand tools, power tools, and equipment in a safe and efficient manner.
- F. Oversee and maintain a variety of maintenance and repair records.
- G. Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- H. Accurately determine mechanical repair needs.
- I. Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
- J. Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.
- K. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- L. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- M. Maintain accurate records and files of work performed.
- N. Make sound, independent decisions within established policy and procedural guidelines.
- O. Organize own work, set priorities and meet critical time deadlines.
- P. Operate modern office equipment including computer equipment and software programs.
- Q. Use English effectively to communicate in person, over the telephone and in writing.
- R. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- S. Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of increasingly responsible supervisory experience. Supplemental college coursework in potable or wastewater sciences is desirable. Maintenance experience is desirable.

**LICENSES:**

- A. Valid California class C driver's license with satisfactory driving record.
- B. Must have either Grade III Water Distribution Operator Certificate from the State of California Department of Health Services, and/or Grade II Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board

Must be able to complete certification requirement (Water Distribution III and Wastewater Treatment II) within 18 months of hire. Failure to obtain certification within the 18 months will be grounds for termination.

- C. Grade II Wastewater Collections System Maintenance Certificate issued by California Water Environment Federation must be obtained within 12 months of hire.

**PHYSICAL DEMANDS**

This is a working supervisorial position. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards; working and/or walking for long periods of time, on various types of surfaces including slippery or uneven surfaces and rough terrain. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to use, repair and operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb for extended periods of time in performance of their duties. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS:**

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24-hour emergency callbacks and standby, and requires working varying hours, overtime, weekends and holidays.

TO: BOARD OF DIRECTORS  
FROM: MICHAEL LEBRUN  
DATE: MARCH 12, 2010



SECRETARY/CLERK

**ITEM**

Review job description, salary range and set recruitment schedule

**BACKGROUND**

The Secretary/Clerk has given notice that she will retire on June 1, 2010 after more than 30 years of hard work and dedication to the District. Staff is now preparing to begin the recruitment process to fill the up-coming vacancy.

Staff is proposing modifications to the Secretary/Clerk job description. The primary changes are to emphasize that the candidate must be proficient in Microsoft Word, Excel and Outlook and assist daily with utility billing and serve as the Billing Clerk in his/her absence.

The current salary range for the Secretary/Clerk is at Step Range No. 25 (\$3,217 - \$3,910) per month. The current salary range is reflective of the current Secretary/Clerk's accumulated knowledge and 30+ years of experience. It is proposed that the new Secretary/Clerk start at Step Range No. 17 (\$2,646 - \$3,217) to reflect the extensive training that will be required. In addition, it is recommended that the current Billing Clerk be moved from Step Range No. 22 to Step Range No. 25 to compensate her for the training she will need to provide to the new Secretary/Clerk in the utility billing while continuing to perform her duties.

Staff proposes the following recruitment schedule:

- Accept applications between March 25 and April 9
- Written examinations week of April 19
- Interviews week of April 26
- Second interviews week of May 3, job offer, background check and physical
- Commence employment upon completion of above items

**RECOMMENDATION**

Staff recommends that the Committee forward its recommendations to the Board of Directors.

**ATTACHMENTS**

- Job Description – red lined (Pages 1-3)
- Monthly Salary Range (Page 4)

## 7020 - SECRETARY/CLERK

### 1. DEFINITION

Under general supervision, provides varied office support for District staff and activities; prepares agenda packets, minutes and other materials for the Board of Directors; receives and provides information to District customers and the public; assists in all aspects of customer service related to utility billing, serves as Billing Clerk in his/her absence; performs related work as assigned.

### 2. CLASS CHARACTERISTICS

This is a fully experienced office support class, capable of providing a variety of office support to District Board members, management and field and office staff. Successful performance of the work may require attendance at off-hours Board meetings and the skill to deal with the public successfully. The employee is capable of independently performing a full range of customer service activities and providing office support to the District.

### 3. EXAMPLES OF DUTIES (Illustrative Only)

A. Prepares the agenda for meetings of the Board of Directors from notes provided by the ~~District General~~ Manager; assures that appropriate legal notification of meeting time and content is publicized; word processes or ~~types~~ agenda items and accompanying documentation; prepares materials for the consent calendar; duplicates materials and prepares and distributes agenda packets to Board members and other interested parties, post agendas and board packets on web and email notifications,

B. May act as Secretary to the Board of Directors,

C. Attends all Board meetings; assures that all required materials are available; operates a recorder for documentation of the meetings and takes supplemental notes,

D. Drafts Board meetings minutes from recording and notes; after review, prepares and distributes copies following established instructions,

E. Maintain Ordinances, Resolutions, official records and District files including hard copies and scanning and electronic filing,

E.F. \_\_\_\_\_ Opens, stamps and logs incoming mail; distributes as appropriate and obtains back up and other materials as required for processing,

F.G. \_\_\_\_\_ Word processes and ~~types~~ a variety of correspondence, procedures, proposals, memos, forms and other written materials from drafts, prior information or brief notes; duplicates and distributes, as instructed,

G.Receives, codes and balances invoices for payment, proficient use in accounts payable software, process all aspects of accounts payable; resolves billing discrepancies with vendors, may assist in other accounting functions as assigned, ~~Enters information into automated~~

~~systems to produce required reports; compiles and summarizes data and makes arithmetic calculations to produce periodic and special reports,~~

H. ~~Assists customers and the public in person and over the telephone; takes applications for service and arranges for discontinuance of utility service; receives and prepares receipts for payments in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems,~~

~~I. Provides assistance and relief back-up to customer service and customer Billing Clerk on a daily basis accounting staff; assists in the preparation of accounting documentation and financial reports and the processing of accounts receivable and payable, signs warrants,~~

I.  
J. Performs a variety of general secretarial office support work, such as maintaining filing systems (hard copy and electronic), taking minutes of staff meetings, arranges for meetings and conferences and seminar attendance, maintaining calendars of activities and calculating expenditures,

~~L. Updates District web site, as requested. Learns and performs customer and accounting office support on a training or a relief basis,~~

~~K. Maintains District records in accordance with the District's records retention and destruction policies.~~

L. May drive a motor vehicle to perform District duties.

#### 4. EMPLOYMENT STANDARDS

##### Knowledge of:

A. Standard office practices and procedures, including filing and the use of standard office equipment,

B. Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Access is desirable. ~~Business computer applications, including word processing, spreadsheets and standard reports generation,~~

C. Business letter writing and the standard format for typed correspondence and other materials,

D. Record keeping principles and practices including electronic records creation and retrieval methods,

E. Business arithmetic,

F. Correct business English, including spelling, grammar and punctuation,

G. Techniques for dealing with the public, in person and over the telephone.

##### Skill in:

A. Performing detailed office and secretarial support work with minimal supervision,

- B. Composing correspondence and other written materials from notes or brief instructions,
- C. Taking accurate minutes of Board and other meetings,
- D. Entering numerical and other data into a computer with speed and accuracy,
- E. Ability to prioritize and handle multiple tasks and Mmeeting critical time deadlines,
- F. Filing/scanning with speed and accuracy,
- G. Applying and explaining policies and procedures,
- H. Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone,
  - I. Typing or word processing at a net rate of 45 words per minutes from standard copy,
- J. Exercising sound independent judgment within established policy and procedural guidelines,
- K. Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Characteristics:

- A. Vision to read printed materials and a computer screen,
- B. Hearing and speech to interact in person and on the telephone,
- C. Mobility to work in a standard office environment and use standard office equipment.

License:

- A. Possession of a Valid California Class C driver's license and a satisfactory driving record is desirable.
- B. Notary Public required, to be obtained prior to the end of the Introductory Period.
- C. Must be bondable by the District's fidelity bond insurer.

Working Conditions:

Must be willing to attend after-hours Board meetings.

Education and Experience:

Equivalent to graduation from high school or equivalent and five years of secretarial and/or general office experience and two years of increasingly responsible clerical accounting work.— ~~Some experience in dealing with the public is desirable.~~

**NIPOMO COMMUNITY SERVICES DISTRICT  
SALARY STEP AND RANGE PLAN**

Step Range No.	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$1,791	\$1,881	\$1,975	\$2,073	\$2,177	\$2,232	\$2,286
2	\$1,836	\$1,928	\$2,024	\$2,125	\$2,232	\$2,287	\$2,343
3	\$1,880	\$1,975	\$2,073	\$2,177	\$2,286	\$2,343	\$2,400
4	\$1,927	\$2,024	\$2,125	\$2,232	\$2,343	\$2,402	\$2,460
5	\$1,974	\$2,073	\$2,177	\$2,286	\$2,400	\$2,460	\$2,520
6	\$2,024	\$2,125	\$2,232	\$2,343	\$2,460	\$2,522	\$2,583
7	\$2,074	\$2,177	\$2,286	\$2,400	\$2,520	\$2,583	\$2,646
8	\$2,125	\$2,232	\$2,343	\$2,460	\$2,583	\$2,648	\$2,712
9	\$2,177	\$2,286	\$2,400	\$2,520	\$2,646	\$2,712	\$2,779
10	\$2,232	\$2,343	\$2,460	\$2,583	\$2,712	\$2,780	\$2,848
11	\$2,286	\$2,400	\$2,520	\$2,646	\$2,779	\$2,848	\$2,917
12	\$2,343	\$2,460	\$2,583	\$2,712	\$2,848	\$2,919	\$2,990
13	\$2,400	\$2,520	\$2,646	\$2,779	\$2,917	\$2,990	\$3,063
14	\$2,460	\$2,583	\$2,712	\$2,848	\$2,990	\$3,065	\$3,140
15	\$2,520	\$2,646	\$2,779	\$2,917	\$3,063	\$3,140	\$3,217
16	\$2,583	\$2,712	\$2,848	\$2,990	\$3,140	\$3,218	\$3,297
17	\$2,646	\$2,779	\$2,917	\$3,063	\$3,217	\$3,297	\$3,377
18	\$2,712	\$2,848	\$2,990	\$3,140	\$3,297	\$3,379	\$3,462
19	\$2,779	\$2,917	\$3,063	\$3,217	\$3,377	\$3,462	\$3,546
20	\$2,848	\$2,990	\$3,140	\$3,297	\$3,462	\$3,548	\$3,635
21	\$2,917	\$3,063	\$3,217	\$3,377	\$3,546	\$3,635	\$3,724
22	\$2,990	\$3,140	\$3,297	\$3,462	\$3,635	\$3,726	\$3,817
23	\$3,063	\$3,217	\$3,377	\$3,546	\$3,724	\$3,817	\$3,910
24	\$3,140	\$3,297	\$3,462	\$3,635	\$3,817	\$3,912	\$4,007
25	\$3,217	\$3,377	\$3,546	\$3,724	\$3,910	\$4,007	\$4,105
26	\$3,297	\$3,462	\$3,635	\$3,817	\$4,007	\$4,108	\$4,208
27	\$3,377	\$3,546	\$3,724	\$3,910	\$4,105	\$4,208	\$4,310
28	\$3,462	\$3,635	\$3,817	\$4,007	\$4,208	\$4,313	\$4,418
29	\$3,546	\$3,724	\$3,910	\$4,105	\$4,310	\$4,418	\$4,526
30	\$3,635	\$3,817	\$4,007	\$4,208	\$4,418	\$4,529	\$4,639
31	\$3,724	\$3,910	\$4,105	\$4,310	\$4,526	\$4,639	\$4,752
32	\$3,817	\$4,007	\$4,208	\$4,418	\$4,639	\$4,755	\$4,871
33	\$3,910	\$4,105	\$4,310	\$4,526	\$4,752	\$4,871	\$4,990
34	\$4,007	\$4,208	\$4,418	\$4,639	\$4,871	\$4,993	\$5,115
35	\$4,105	\$4,310	\$4,526	\$4,752	\$4,990	\$5,115	\$5,239
36	\$4,208	\$4,418	\$4,639	\$4,871	\$5,115	\$5,243	\$5,370
37	\$4,310	\$4,526	\$4,752	\$4,990	\$5,239	\$5,370	\$5,501
38	\$4,418	\$4,639	\$4,871	\$5,115	\$5,370	\$5,505	\$5,639
39	\$4,526	\$4,752	\$4,990	\$5,239	\$5,501	\$5,639	\$5,776
40	\$4,639	\$4,871	\$5,115	\$5,370	\$5,639	\$5,780	\$5,921
41	\$4,752	\$4,990	\$5,239	\$5,501	\$5,776	\$5,921	\$6,065
42	\$4,871	\$5,115	\$5,370	\$5,639	\$5,921	\$6,069	\$6,217
43	\$4,990	\$5,239	\$5,501	\$5,776	\$6,065	\$6,217	\$6,369
44	\$5,115	\$5,370	\$5,639	\$5,921	\$6,217	\$6,372	\$6,528
45	\$5,239	\$5,501	\$5,776	\$6,065	\$6,369	\$6,528	\$6,687
46	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528	\$6,691	\$6,854
47	\$5,501	\$5,776	\$6,065	\$6,369	\$6,687	\$6,854	\$7,021
48	\$5,639	\$5,921	\$6,217	\$6,528	\$6,854	\$7,025	\$7,197
49	\$5,776	\$6,065	\$6,369	\$6,687	\$7,021	\$7,197	\$7,372
50	\$5,921	\$6,217	\$6,528	\$6,854	\$7,197	\$7,377	\$7,557
51	\$6,065	\$6,369	\$6,687	\$7,021	\$7,372	\$7,557	\$7,741
52	\$6,217	\$6,528	\$6,854	\$7,197	\$7,557	\$7,746	\$7,934
53	\$6,369	\$6,687	\$7,021	\$7,372	\$7,741	\$7,934	\$8,128
54	\$6,528	\$6,854	\$7,197	\$7,557	\$7,934	\$8,133	\$8,331
55	\$6,687	\$7,021	\$7,372	\$7,741	\$8,128	\$8,331	\$8,534
56	\$6,854	\$7,197	\$7,557	\$7,934	\$8,331	\$8,539	\$8,748
57	\$7,021	\$7,372	\$7,741	\$8,128	\$8,534	\$8,748	\$8,961
58	\$7,197	\$7,557	\$7,934	\$8,331	\$8,748	\$8,966	\$9,185
59	\$7,372	\$7,741	\$8,128	\$8,534	\$8,961	\$9,185	\$9,409
60	\$7,557	\$7,934	\$8,331	\$8,748	\$9,185	\$9,415	\$9,644
61	\$7,741	\$8,128	\$8,534	\$8,961	\$9,409	\$9,644	\$9,880
62	\$7,934	\$8,331	\$8,748	\$9,185	\$9,644	\$9,886	\$10,127
63	\$8,128	\$8,534	\$8,961	\$9,409	\$9,880	\$10,127	\$10,374
64	\$8,331	\$8,748	\$9,185	\$9,644	\$10,127	\$10,380	\$10,633
65	\$8,534	\$8,961	\$9,409	\$9,880	\$10,374	\$10,633	\$10,892
66	\$8,748	\$9,185	\$9,644	\$10,127	\$10,633	\$10,899	\$11,165
67	\$8,961	\$9,409	\$9,880	\$10,374	\$10,892	\$11,165	\$11,437
68	\$9,185	\$9,644	\$10,127	\$10,633	\$11,165	\$11,444	\$11,723