

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**AGENDA
Personnel Committee Special Meeting
Thursday, December 9, 2021, 2:30 p.m.**

CORONA VIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

How to Submit Public Comments:

Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.

Public Comments are to be submitted via email to rdohrmann@sani5.org.

In addition, members of the public who are calling in, will have the opportunity to provide public comments by following the steps below:

How to Participate in the Meeting:

Join Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/6230620778>

Meeting ID: 623 062 0778

or join by phone:

Call in number: (669) 900-9128 Participant Code: 623 062 0778

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - 1. Discussion re SD5 administrative / scanning workload and recommendation to hire a part time administrative assistant.**
- IV. Adjournment**

This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment. **Accessible public meetings:** Any member of the public who needs accommodations should email the Office Manager, at rdohrmann@sani5.org, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.

Agenda – Notes of Explanation

Sanitary District No. 5 Personnel Committee Meeting

December 9, 2021

Discussion regarding office workload and unfinished scanning project, possible consideration to hire a part time administrative assistant.

STAFF REPORT:

It has been brought to my attention that the current office workload is more than what our Office Manager can handle.

The Office Manager Job Description is quite robust and encompasses many tasks, but currently the tasks on the Job Description out-pace what one can do in a normal workday. For the past 2-3 years our Office Manager has worked in excess of 200 additional hours (overtime) per calendar year and that is just getting the normal business items completed.

The scanning projects get minimal time thrown in, when possible, between the Office Manager and I. In 2019, prior to the pandemic, we tried hiring a temporary worker from a temporary agency but it did not work out as the hours were sparse and this person required a lot of training. Once that person was up to speed, the person was no longer available, and the temporary agency could only offer sending a new person - which would require the retraining.

In 2020, the pandemic hit and we no longer attempted to bring in a temporary because of the uncertainty of in-person temp work. As a result of the pandemic, additional tasks were placed on the Office Managers plate including, setting up Zoom meetings and running them.

In 2020, we approved the Permits / Administrative Tech Position, which would be the person that takes over the Permit Issuance and would assist the Office Manager with some of the tasks that she was performing in order to lighten the workload. This position has taken over IT coordination, and has begun answering phone calls and learning the back-up functions of payroll entry, but since the adoption of the Ordinance 2014-02 in which the District approved sewer lateral compliance language, the Permits position has turned into a full time job. (FYI: we will need our rate consultant to figure out if our permits fees are adequate or need to be adjusted for the current workload)

Finally, I have also attempted to help on the administrative side of things in which I have begun doing some scanning myself, but that has taken away time from Operations and Maintenance, and quite frankly, not a valuable use of my time (pay-scale wise).

I am proposing we consider hiring a part-time administrative assistant that can assist with the Districts office functions, primarily to act as the Board Secretary in coordinating meetings by way of putting agendas together, setting up and running zoom meetings, posting items to the website, and finally someone that can scan and perform tasks as directed by the Office Manager. By my estimation in attempting to scan documents on my own, we probably have around 6 -8 months' worth of historical scanning to do (not including new day-to-day scanning).

The average pay for an administrative assistant is between \$30-\$35/hr. when compared to other WWTP agencies in Marin but those positions include pension and benefits.

The last time the District had an administrative assistant the pay scale range was between \$28-\$38/hr. and that was back in 2014.

If the District were to consider a part-time administrative assistant, not to exceed 960 hrs./year and no benefits at a rate of \$40/hr., the position would cost \$38,400 (reminder: currently the office manager works in excess of 200 hrs per year of overtime at \$20k per year).

We are looking to have a person come in between 2-3 days a week to assist with these office functions.

FISCAL IMPACT:

\$40,000 per fiscal year added to payroll.

CEQA (California Environmental Quality Act)

Exempt

Recommendation:

Consider approving the addition of a temporary part time Administrative Assistant position for the District.



Tony Rubio, District Manager

ATTACHMENT:

Office Manager Job Description

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

OFFICE MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under the direction of the General Manager performs office administration, fiscal processing, report preparation and other related duties as required.

SUPERVISION EXERCISED/RECEIVED:

Exercises technical and function supervision over part time or temporary office personnel.
Receives direction from the District Manager and/or Wastewater Facilities Manager.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

Financial Analysis/Budgeting/Reporting/Audit

- Manages and implements systems and procedures related to financial controls and reporting in compliance with legal guidelines and Agency policies.
- Oversees the development and preparation of the Agency's budget and annual financial reports.
- Prepares documents, periodic and special financial reports, schedules and work-papers required for coordinating the annual external audit; confers with auditors and provides information as required and implements audit recommendations.
- Performs, directs and participates in long-term financial forecasting for the Agency.
- Maintains or directs the maintenance of financial records for various funding sources, including grants and capital improvement projects; prepares reports for such funding agencies, as applicable.
- Assists in the development of Agency's Capital Improvement Program and integration into the annual budget.

Accounting

- Oversees Agency revenue functions including billings, invoicing and collections.
- Plans, directs, coordinates, and reviews the activities related to recording and reporting financial data, including but not limited to: Maintaining books of accounts, including general ledger, and other related journals. Maintaining records of tax receipts, sewer service charge income, and other income.
- Performs duties associated with accounts receivable and payable, including preparation and reconciliation of bills. Deposits all receipts in appropriate bank accounts.
- Prepares or assists in the preparation of month-end closing; reconciles all general bank accounts to the general ledger and prepares any adjusting entries; produces and/or assists in the production of financial reports and Warrant List.

Accounting (cont'd):

- Works with the Marin Municipal Water District to obtain water usage for preparation of annual sewer service charges and transmits the rate information to the County.

Risk & Investments Management/Banking

- Manages Agency risk management activities, including the procurement of appropriate insurance coverage.
- Oversees Agency investment and banking activities. Develops strategies to minimize risk and maximize returns.
- Coordinates the issuance of debt with financial advisors, bond counsel, and trustees.

Contract Administration

- Advises departments on procurement and public contracting process to comply with Agency financial policies.

Board Responsibilities

- Coordinates fulfillment of all legal requirements of the District Board, including but not limited to preparation of Board meeting Agendas, Minutes, Resolutions, Legal notices, annual Conflict of Interest Statements, and related records and reports. Attends the monthly and special Board meetings.

Human Resources/Administration/Office Management

- Completes duties associated with payroll, personnel, employee health and pension benefits, including making monthly and quarterly reports and preparing annual W-2 forms.
- Administers and maintains all personnel files, employee benefits and workmen's compensation programs, including personnel management and assisting employees with completion of forms and answering questions.
- Performs word processing for staff correspondence, memos and reports, proof reads material for completeness, accuracy and correct English usage, spelling and grammar.
- Maintains a calendar for appointments, schedules and arranges meetings and preparation of required informational materials. Makes travel arrangements for the District.
- Greets and assists visitors to the District office; provides information regarding processes and procedures, which may require the interpretation of rules and regulations; answers the telephone and assists and directs callers and takes messages.
- Establishes positive working relationship with representatives of community organizations, District Board of Directors, State and local agencies and associations District management and the public.
- Maintains files in accordance with the District's retention policy and procedures; acts as the official record-keeper of the District.
- Collects, sorts, distributes and posts daily mail.
- Performs other duties as required.

Sanitary District No. 5 of Marin County
Office Manager Job Description

IT

- Oversees the maintenance of Agency financial operating system including access to online banking and employee benefits enrollment functions. Develops and maintains system access and backup protocols.
- Updates District web site including posting agendas, minutes, and write-ups.

QUALIFICATIONS:

Knowledge of:

- Standard office practices and procedures, including use of standard office equipment.
- The functions of a special district and the role of the Board of Directors.
- Computer applications related to the work, including word processing spreadsheet and basic financial record-keeping applications, including but not limited to Quickbooks.
- Ability to work cash/accrual conversions.
- Record management principles and practices.
- Correct English usage, including spelling, grammar and punctuation.
- Business arithmetic and double-entry bookkeeping.
- Basic bookkeeping and accounting practices.

Skill in:

- Performing complex and detailed office administrative support work.
- Composing clear and concise correspondence related to District business.
- Inputting and retrieving data from automated systems with sufficient speed and accuracy to perform the work.
- Maintaining accurate records and files.
- Preparing clear and accurate reports.

Ability to:

- Plan and organize own work; establish priorities and meet critical deadlines.
- Assign, direct and review work of others.
- Communicate clearly and concisely, both orally and in writing, in English.
- Analyze office procedures and develop, recommend and implement modifications or improvements as needed.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public.

OTHER QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to graduation from a four-year college or university with major course work in accounting, finance, economics, business or public administration, or a field related to the work.
- Possession of an advanced degree and/or certification as a CPA is desirable.
- Possess seven years of financial, administrative or management experience in business or public administration, at least four years of which were in a supervisory capacity.
- Experience in a public agency is highly desirable.

LICENSES AND CERTIFICATES:

Must possess a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the phone.

WORKING CONDITIONS:

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.