

San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road, West Covina, CA 91790
May 11, 2018

**The Personnel/Policy Committee will meet after
the Finance Committee adjourns**

Agenda

- 1. Call to Order and Silent Roll Call**
(Committee Chairperson)

- 2. Opportunity for Public Comment on Non-Agenda Items**
(Individual Public Comments may be limited to a 3-minute or less time limit)
During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.

- 3. Discussion on the Revisions to Job Descriptions for Administrative Services, Operations, and Communications Personnel***
(District Manager)

- 4. Adjournment**

**The Personnel/Policy Committee
will meet Immediately after the Finance Committee Adjourns**

**Jamie Bissner
Richard Barakat, Chair
Roger Chandler
Juli Costanza
Margaret Finlay**

**Henry M. Morgan
Tim Sandoval
Stephen Sham
Cynthia Sternquist**

CERTIFICATE OF POSTING

“This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting

should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.”

“Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours.”



Esther Elliott
Clerk of the Board, San Gabriel Valley MVCD
Board of Trustees



San Gabriel Valley Mosquito and Vector Control District

CUSTOMER SERVICE REPRESENTATIVE I

Department:	Administration
Reports To:	Office Manager
Exemption Status:	Non-Exempt
Annual Salary Range:	\$40,560 - \$51,766

Basic Functions:

Under supervision, answer phones, input data, word processing, perform a variety of clerical tasks of moderate difficulty, and to do other work as required; will have frequent contact with the public in person and on the telephone.

Class Characteristics:

Incumbents of positions in this class work without close supervision and within a framework of established procedures, will have frequent contact with the public, both in person and on the telephone. This class will be expected to perform a variety of typing and clerical duties with only occasional instruction or assistance. The use of typing, word processing, and data input skills are essential to the satisfactory performance of the work in this class. Finished copy, which may include some technical terminology, must be typed accurately from rough copy. Adequate performance at this level requires the use of independent judgment in selecting proper work methods. New or unusual situations are referred to the supervisor. Incumbents of positions in this class will have frequent contact with the public that requires them to have knowledge of specific laws, rules, and policies related to the operation of the District.

Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Assist the public in person and on the telephone by referring them to sources of information, taking service requests, and answering requests for factual information by consulting various available sources.
2. Screen calls from the public to determine whether the problem is vector related. May perform clerical duties directly for an administrative employee and may relieve such person of routine office details as directed.
3. Employee and may relieve such person of routine office details as directed.

4. Types letters, reports, and other finished copy from rough drafts, marginal notes, and general instructions; assembles information from various sources; arranges material into proper format; corrects grammar, punctuation, and spelling; and proofreads finished copy.
5. Inserts and extracts materials from subject matter files, classifies material by nature of subject matter, and prepares new file folders as needed.
6. On referral from supervisor or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects.
7. May be assigned to review the work of other clerical employees and bring discrepancies to the attention of the supervisor; may assist in training new workers.

Minimum Qualifications:

- Multi-line phone system
- Office computer software, including MS Word, and Excel.
- Preparing correspondence, filing and reports.
- Operating other standard office equipment.

Ability to:

- Perform general work and learn the specific operations of the office.
- Use proper English, grammar, spelling, vocabulary, and punctuation; and make mathematical calculations.
- Operate computer for data entry word processing and other basic tasks.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relations with the public and fellow employees.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One-year experience in typing, computer, and clerical work. (College level secretarial or clerical training may be substituted for required experience on the basis of one-year of college for one-year of experience.)

Education: Graduation from high school or attainment of as satisfactory score on a G.E.D. test.

Licenses/ Certificates/ Special Requirements:

Possession of a valid California Driver's License with the ability to use a District approved means of transportation.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- Incumbents need to have mobility of arms to reach and dexterity of hands to grasp.
- Incumbents will need to sit for long periods of time.

Mental Demands

- Incumbents require the ability to comprehend, reason, and analyze regarding office situations.
- Incumbents must be able to communicate information effectively, verbally and in writing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works under typical office conditions and the noise level is frequently quiet.

FACILITY MAINTENANCE

Department:	Operations
Reports To:	Operations Manager
Exemption Status:	Non-Exempt
Annual Salary Range:	\$57,678 - \$72,072

Basic Functions

The Facility Maintenance Worker assists the Fleet Mechanic in managing the District's buildings and grounds, designing and fabricating equipment and other tools specialized for vector control, and performs related work as required.

Relationship

The Facility Maintenance Worker is a Fair Labor Standards Act non-exempt position that is supervised by the Operations Manager and works closely with the Fleet Mechanic.

Class Characteristics

The Facility Maintenance Worker assists the Fleet Mechanic in maintaining vehicles and pesticide application equipment, fabricating and designing equipment and tools for controlling vectors, and managing the District's buildings and grounds.

Responsibilities

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Assist with maintaining District vehicles, chemical application equipment, and small tools and instruments.
2. Assist in investigating problems with equipment.
3. Collaborate with District staff to design and fabricate equipment for office, laboratory, and field use.
4. Perform routine repairs and preventive maintenance.
5. Assist in maintaining and repairing buildings and grounds.
6. Perform related work as required.

Minimum Qualifications

Knowledge of:

- Safety.
- Small engines, blowers, pumping systems.
- Towing vehicles.
- Using hand and power tools.
- Basic carpentry.
- Basic plumbing.
- Basic electrical repair.
- Arithmetic.

Ability to:

- Assist with basic automotive service and repairs.
- Tow inoperable vehicles.
- Operate a winch.
- Operate a forklift.
- Read, interpret, and use policies, procedures, rules, and regulations.
- Accept reasonable assignments.
- Design and fabricate specialized equipment and tools to meet the needs of the District.
- Operate, maintain, and repair tools, vehicles, and equipment that are specialized for vector control.
- Operate a variety of hand and power tools.
- Practice safety and use good judgment.
- Communicate clearly and effectively orally and in writing and understand and carry out oral and written instructions.
- Work cooperatively and effectively with other staff and the public.

Education:

Graduation from high school or equivalent.

Experience:

Work experience requiring a functional knowledge of building and grounds, construction, and maintenance. One to three years of experience in mechanical maintenance and repair.

Post-Offer Physical Examination

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

Functional Requirements

Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.

Minimum of single ear aided hearing.

Speak and write effectively in English.

Regularly* operate a motor vehicle.

Regularly* operate hand and power tools.

Regularly* manipulate small parts and tools.

Regularly* bend at the knees and waist to perform repairs.

Occasionally* reach over head.

Occasionally* lie in prone position.

Periodically* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds.

Periodically* perform repetitive motion associated with computer usage.

Periodically* operate welding equipment.

Periodically* operate specialized equipment such as forklifts, all-terrain vehicles, and other mechanized equipment.

Periodically* lift objects weighing 50 pounds.

Periodically* assist in lifting objects weighing over 60 pounds.

Periodically* climb ladders.

* Periodically* - Activity or condition exists up to 25 percent of the time.

Occasionally* - Activity or condition exists from 25 to 50 percent of the time.

Regularly* - Activity or condition exists from 50 to 75 percent of the time.

Frequently* - Activity or condition exists 75 percent or more of the time.

Certificates:

Passing part A of the examinations given by the California Department of Health Services that certify vector control technicians is preferable, but not required.

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Building and Grounds Maintenance Worker must be insurable with District's insurance carrier.

Working Conditions:

The Facility Maintains Maintenance Worker may be exposed to pesticides, hazardous materials, other health hazards, and inclement weather.

The San Gabriel Valley Mosquito & Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.

COMMUNICATIONS SPECIALIST

Department:	Communications
Reports To:	Public Information Officer
Exemption Status:	Non-Exempt
Annual Salary Range:	\$50,960 - \$61,963

Basic Functions:

The Communications Specialist is supervised and directed by the Public Information Officer to communicate to internal and external stakeholders through the use of effective and approved print, broadcast and digital communication.

Relationship

The Communications Specialist is a Fair Labor Standards Act non-exempt position that is supervised by the Public Information Officer and works closely with the Education Specialist and Outreach Assistant.

Class Characteristics

The Communications Specialist helps create and manage original content for the District's social media, website, educational material, and outreach. The Communications Specialist applies knowledge of vector control, educational techniques, marketing strategies, graphic arts and design, creative photo and video techniques, social media engagement, and effective written and verbal communication to support the District's effort to control vectors.

The Communications Specialist may be involved in community outreach, including but not limited to health and community fairs, field work, and giving community presentations.

Duties:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Assist in implementing the District's social media campaign, including creating and dispersing content, developing brand awareness, public education, and generating and analyzing data for actionable insights.
2. Manage multiple projects with various deadlines effectively.

3. Record video and photograph District events and activities for use in District marketing materials.
4. Assist with coordinating events and speaking engagements. On occasion, work events in a booth or give presentations at a community meeting.
5. Assist in managing the District's website by, among other things, creating and updating content and posting public information.
6. Respond timely to website and/or social media related posts, per the District's social media policy.
7. Assist in creating and refreshing outreach material and public displays.
8. Performs a variety of research and data gathering functions in relationship to the District's programs, activities, and services.

Minimum Qualifications:

Knowledge of:

- Proper usage of English spelling, grammar and punctuation.
- Principles, techniques, and practices of public relations, journalism, marketing and advertising methods and techniques.
- Adhere to applicable internal and external communications standards established for the business (e.g., internal style guides, AP style guides, communication industry standards).
- Principles of graphic design.
- Adobe Creative Suite®, including Premiere, Lightroom, Photoshop, and Illustrator
- Apple video editing software, such as iMovie®.
- Methods, materials, and equipment used in freehand and mechanical drawing.
- Using dSLR and related camera equipment.
- Administering social media.
- Excellent skills in use of Microsoft Office Suite and commonly used business/office word processing, graphic arts, desktop publishing, and spreadsheet applications.
- Use and operation of Microsoft® Windows.
- Use and operation of Mac OS X®.

Ability to:

- Communicate effectively orally and in writing in English.
- Understand and carry out oral and written instructions.
- Be self starting, innovative and creative with excellent follow-through skills.
- Accept reasonable assignments.
- Read, understand, and follow policy and procedures.
- Proofread and review work for accuracy and completeness.

- Work effectively and cooperatively with other employees and the public.
- Make arithmetic calculations.
- Maintain confidentiality.

Education:

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Possession of a Bachelor's degree from an accredited college or university with major course work in English, communications, journalism, public relations, or related field;
- And two (2) or more years of related experience.

POST-OFFER PHYSICAL EXAMINATION:

A medical doctor must certify that a candidate is physically able to perform the duties of the position, is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

FUNCTIONAL REQUIREMENTS:

- Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.
- Minimum of single ear aided hearing.
- Speak and write effectively in English.
- Regularly* operate a motor vehicle.
- Occasionally* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds.
- Occasionally* bend at the knees and waist.
- Occasionally* perform repetitive motion associated with computer usage.
- Occasionally* sit for extended periods of time.

* Periodically- Activity or condition exists up to 25 percent of the time.

* Occasionally - Activity or condition exists from 25 to 50 percent of the time.

* Regularly - Activity or condition exists from 50 to 75 percent of the time.

* Frequently - Activity or condition exists 75 percent or more of the time.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Communications Specialist must be insurable with District's insurance carrier.

Working Conditions:

The Communications Specialist may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather and verbal confrontations with the public.

The Communications Specialist must be willing to work a non-standard work schedule including evenings, weekends, and holidays.

The San Gabriel Valley Mosquito & Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.

OUTREACH ASSISTANT

Department:	Communications
Reports To:	Public Information Officer
Exemption Status:	Non-Exempt
Annual Salary Range:	\$14,830.40 – 6 months - Seasonal Position

Basic Functions:

Under the direction of the Public Information Officer, the Outreach Assistant (OA) performs a variety of clerical, administrative support, and outreach-related activities that specifically assist the Communications Department in the daily function of the District's education and information programs. Other duties as assigned.

Relationship

The Outreach Assistant is a seasonal, Fair Labor Standards Act non-exempt position that is supervised by the Public Information Officer and works closely with the Education Specialist and Communications Specialist.

Class Characteristics

This temporary assignment will be part-time, working approximately 32 hours per week and limited to 1,000 hours within the fiscal year. This position may require early morning, evening and weekend work. The duration of work is considered temporary, usually beginning with the onset of mosquito season in the spring months and may end in November. This assignment does not serve a probation period and will not gain permanency. This assignment is considered "at-will." This position does not qualify to receive District health benefits, vacation time, or holiday pay.

Duties:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The Outreach Assistant has the primary function of data entry, filing, writing, graphic design and editing, photography, videography, social media content development, curriculum development, and development of education and outreach materials. This position may also be tasked maintaining equipment and brochure inventories, assisting with coordinating information booths at community events, assisting with various aspects of the outreach program, including the school education program, and providing other general office and outreach support.

Minimum Qualifications:

Knowledge of:

General clerical-data processing duties; electronic computerized record-keeping of data associated with the District's public information and outreach programs, performs clerical work using computer word processing to produce a variety of documents and correspondence, including spreadsheets, memos, letters, envelopes, forms and reports associated with the District's mosquito control and outreach programs; and answering of phone calls, as needed.

Ability to:

Maintain a standard paper filing system related to any written or transcribed data which is collected or processed and associated with the District's outreach programs; work congenially and cooperatively with others; assists with coordinating, setting-up, and staffing information booths at community events including those on evenings and weekends outside of regular work hours; learn communications, public health, and vector control concepts and terminology; place orders, stock, and maintain inventory of office supplies, brochures, and outreach materials; help maintain educational equipment and material and willingness to assist with field outreach and operational campaigns including mosquito surveillance campaigns in District neighborhoods.

Education:

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- One (1) year of clerical/administrative, or public relations, or communications experience.
- And graduation from high school or its equivalent.

POST-OFFER PHYSICAL EXAMINATION:

A medical doctor must certify that a candidate is physically able to perform the duties of the position, is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

FUNCTIONAL REQUIREMENTS:

- Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.
- Minimum of single ear aided hearing.
- Speak and write effectively in English.
- Regularly* operate a motor vehicle.
- Occasionally* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds.
- Occasionally* bend at the knees and waist.
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* Regularly - Activity or condition exists from 50 to 75 percent of the time.

* Frequently - Activity or condition exists 75 percent or more of the time.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Outreach Assistant must be insurable with District's insurance carrier.

Working Conditions:

The Outreach Assistant may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather and verbal confrontations with the public.

The Outreach Assistant must be willing to work a non-standard work schedule including evenings, weekends, and holidays.

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