

**San Gabriel Valley Mosquito & Vector Control District
Friday, December 8, 2017**

**The Personnel / Policy Committee will meet immediately
After the Board Adjourns**

Agenda

- 1. Call to Order and Roll Call**
- 2. Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
- 3. Convene in Closed Session under Government Code Section 54957(b) (1), Public Employee Performance Evaluation. Title: District Manager***
- 4. Adjournment**

The Personnel / Policy Committee

**Cynthia Sternquist, Chairperson
Richard Barakat
Jamie Bissner
Roger Chandler
Margaret Finlay**

**Henry M. Morgan
Charles Myers
Tim Sandoval
Stephen Sham**

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

DISTRICT MANAGER Position Description

Basic Functions

The District Manager acts as the executive officer of the District and advisor to the Board of Trustees; plans, organizes, and directs District-wide operations; represents the District and Board of Trustees in the community, media, and when interacting with other agencies; manages a wide variety of managerial and technical functions and programs; and performs related work as required.

Relationship:

The District Manager is a Fair Labor Standards Exempt position that reports to the Board of Trustees.

Class Characteristics:

The District Manager is directed by District policy, the Board of Trustees, and the law and acts with a high degree of discretion and autonomy when making decisions.

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. Plans, directs, regulates, and coordinates the District's resources to reduce or eliminate environmental factors which produce vectors.
2. Advises the Board of Trustees regarding programs and services which will help the District serve best its residents.
3. Develops and implements programs, policies, and procedures; determines objectives and priorities and assesses the need for changes.
4. Defines the organizational structure of the District; determines the amount of resources and the lines of authority necessary to carry out the District's functions.
5. Prepares and administers the annual budget, including analyses and justification; presents the budget to the Board of Trustees for approval; obtains funding for special projects; maximizes the use of funds allocated to the District.
6. Ensures that payroll and accounting systems operate properly; ensures that expenditures conform to the budget approved by the Board of Trustees.
7. Recommends the District's salary structure and working conditions.

Minimum Qualifications

Knowledge of:

- Theories and principles of management and public administration
- Governmental organization theory, finance, budget construction
- Intergovernmental relations
- Personnel management, retention, and training
- Federal, State, and local environmental health and safety laws and ordinances
- Principles of public and community relations.
- Principles of public and community relations
- Effects of vector borne diseases on public health and the environment
- Principles and methods of scientific and administrative research
- Computer software systems
- Practices related to water reclamation/management
- Safety standards, practices, and procedures
- Effects of pesticides, including hazards to animal and plant life

Ability to:

- Communicate effectively orally and in writing; understand and carry out oral and written instructions
- Plan, direct, and administer the District programs and services
- Establish and maintain effective working relationships with District staff and members of federal, State, and local agencies
- Effectively solve problems
- Interpret and administer federal, State, and local statutes, regulations, and policies
- Evaluate scientific literature
- React appropriately to spontaneous problems and render sound decisions under urgent conditions
- Supervise technical and professional staff
- Use applicable computer software

Education and Experience:

Any combination of experience and training that would likely provide the knowledge and abilities required. An example would be a Bachelor's degree from an accredited college or university with a focus on physical or biological science, public administration, health science, business administration, or a closely related field and a minimum of five years of responsible experience in vector-borne diseases and control, environmental and/or public health management, public health and safety, biological sciences, epidemiology, entomology, scientific and administrative research, intergovernmental relations, public administration in a related scientific field, and supervision, with at least two of the five years' experience managing a department's or organization's finances and/or human resources.

Certificates:

The District Manager must be certified by the California Department of Health Services as a technician in mosquito, vertebrate, and terrestrial invertebrate vector control within two testing cycles of appointment and must maintain the certificates throughout employment.

Conflict of Interest:

The District Manager must file a Statement of Economic Interests Form 700 pursuant to the codes adopted by the District and approved by the Board of Supervisors within thirty (30) days of hiring date and annually thereafter.

Working Conditions:

The District Manager may be exposed to pesticides, communicable diseases, other health hazards, inclement weather conditions, and verbal confrontations with the public. The District Manager is subject to emergency call on a 24-hour basis.

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

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into as of the 17th day of April, 2017, by and between the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, a California special district (hereinafter "District"), and JARED DEVER (hereinafter "Employee").

R E C I T A L S

- A. District desires to engage the services of Employee, and Employee desires to accept employment as District Manager of the San Gabriel Valley Mosquito and Vector Control District.
- B. The District desires to:
- (1) Encourage the highest standards of fidelity and public service on the part of Employee;
- and
- (2) Provide inducement for Employee to remain in such employment and make possible full work productivity by assuring his peace of mind with respect to future security; and
 - (3) Provide a just means for ending Employee's services at such time as he may be unable fully to discharge his duties, or when District may desire otherwise to terminate his employment; and
 - (4) Recognize Employee's right to leave this position following reasonable notice to District.
- C. The parties further desire to establish certain benefits and certain conditions of Employee's employment.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties. District agrees to employ Employee as District Manager of District to perform the functions and duties specified in the District Manager job description, the District's various rules and regulations and to perform such other related, legally permissible and proper duties and functions as the District Board of Trustees (the "Board") may from time to time assign. Employee shall not consult or engage in other non-District connected business or employment without the prior knowledge and express written approval of the Board.
2. Term. This Agreement is effective as of April 14, 2017, and shall continue in effect unless terminated as provided herein

District further agrees to pay Employee a monthly car allowance of Five Hundred Dollars (\$500) per month. The car allowance is intended to reimburse Employee for the use of his private vehicle on District business and shall be the exclusive amount of funds or other District resources expended on Employee's private vehicle. Employee shall maintain at his expense, automobile insurance coverage acceptable to the Vector Control Joint Powers Agency.

District agrees to annually review Employee's performance and his base salary and/or any other benefits Employee may receive under this Agreement. The initial review of Employee's performance shall take place within six (6) months of the effective date of this Agreement. All future reviews shall take place on an annual basis on or before the anniversary date of the initial review.

5. Hours of Work. Employee's duties may involve expenditures of time in excess of eight (8) hours per day, forty (40) hours per week, and may also include time outside normal office hours such as attendance at Board and other meetings. Employee shall be exempt from paid overtime compensation. However, Employee shall be allowed to take reasonable time off during normal work hours so long as his duties are performed as required by this Agreement. For the purpose of setting hours and wages, the Employee shall be considered an "exempt employee".

6. Retirement and Insurance Benefits.

- A. Retirement. During the term of this Agreement, District shall contribute the employer's portion of Employee's membership in the Public Employees Retirement System (PERS). The Employee shall contribute the employee's portion of Employee's membership in PERS. The retirement formula for the Employee is 2% @ 55.
- B. Medical and Other Insurance. District shall provide the same cafeteria benefit other employees receive to offset the cost of health, dental, vision, life insurance and other similar benefits.
- C. Other Benefits. District shall provide and pay for all other insurance mandated by State law.
- D. Waiver. Employee waives any other insurance benefits, but is not precluded from obtaining supplemental insurance coverage through the District.

7. Sick Leave, Vacation and Holidays.

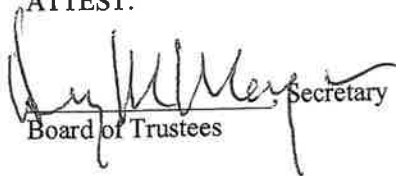
- A. Sick Leave. Employee shall be entitled to sick leave, subject to accumulation, as provided in the personnel and salary resolution.
- B. Vacation and Holidays. Employee shall receive one hundred twenty hours of vacation time at hire, and be entitled to vacation, subject to accumulation at a rate of 5.54 hours per pay period, as provided in the personnel and salary resolution. Employee shall also be entitled to the same number of paid holidays per year as provided in the personnel and salary resolution.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

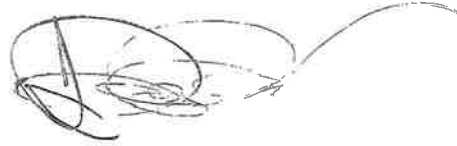
SAN GABRIEL VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT


_____, President
Board of Trustees

ATTEST:


_____, Secretary
Board of Trustees

EMPLOYEE



Jared Dever

District Manager, Jared Dever - 6 Month List of Accomplishments

- **Administration**

- Conducting District-wide departmental reorganization for enhanced efficiency and supervision
- Acquired and implemented NEOGOV Human Resources software to improve recruitment, onboarding, performance review, and progressive discipline
- Overhauled the Supplemental Benefits Package and insurance broker, adding life insurance, long-term disability, and enhancing vision, dental and short-term disability at a saving of over 5% per year
- Completed annexations of the cities of Pasadena, Baldwin Park, and South Pasadena. Navigated complex taxation and service provision timing issues with newly annexed cities and secured contract(s) for reimbursement
- Renegotiated the terms and reporting requirements of the ELC grant with the Los Angeles County Health Department
- Personnel and Salary Resolution: amended/corrected the following sections:
 - Donning and Doffing Periods policy
 - Probationary Periods policy
 - Limited Term Employee definition
 - Driver and Driver Selection, and Vehicle Use Regulations
 - Accounts Payable, Purchasing, and Preparing Payments policies
- Contracted professional aerial surveillance to establish a comprehensive database of all out-of-service swimming pools in the District

Wednesday, November 8, 2017

- Changed vehicle purchasing practices by eliminating the vehicle lease program and initiating the purchasing of used vehicle when possible and practical
- Expanding the usable office space in the administration building to accommodate new personnel, consolidate existing staff, and help improve moral (IP)
- Research, negotiate, and acquire new field data capture software and hardware (IP)
- Completed the board room renovation project including enhanced audio visual equipment and demolition of the obsolete projection room

San Gabriel Valley Mosquito and Vector Control District

PERFORMANCE EVALUATION FORM FOR POSITION OF DISTRICT MANAGER

The following categories and suggested rating system are intended to aid the Board of Trustees with evaluating the District Manager. The categories broadly outline and define the expectations of the position.

1. Administrative

Effect administration of the District's Mission Statement, policies, and goals as established by the Board of Trustees.

- a. Keeps Board informed of District activities, progress, and problems.
- b. Provides options and sound recommendations for Board action.
- c. Follows through on Board directives.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments : _____

2. Fiscal Management

Preparation and review of the budget, monthly financial statements, and audit compliance.

- a. Reports to Board regularly regarding financial status of District.
- b. Supervises District's accounting practices.
- c. Prepares and manages the budget effectively.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments : _____

- b. Continually evaluates programs and facilities to meet community needs.
- c. Understands and stays current with the needs of the community.
- d. Advises and supports the Public Relations Department.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments: _____

6. Knowledge and Skills

Communications, administrative, scientific, creative, organization, planning and implementation, and social and personal.

- a. Adheres to professional code of ethics.
- b. Maintains professional and technical knowledge by attending workshops, networking, reviewing publications, and participating in professional societies.
- c. Communicates effectively with the Board.
- d. Solves problem efficiently.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments: _____

Overall Rating of: _____

Additional Comments: _____

