



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Robert Briseno
Gary Salvadori
Sheryl Pannell Lea
Ron C. Bowen
Adjoa McDonald

General Manager
Gabriel Lanusse

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In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Directors: Pannell Lea and Salvadori

**Agenda
Monday, August 9, 2021
1:30pm**

**Due to Solano County and the State of California's shelter in place orders our
Committee Meetings will be held remotely via Zoom Meetings**

<https://zoom.us/join>

**You may also call in at +1 669 900 9128 US
Meeting ID: 4425425788 Password: 1944**

- 1. Discuss Proposed Full-Time Human Resources Coordinator Position and Pay Scale**
- 2. Discussion on Board Stipends-Policies 4030 and 4090**
- 3. Discuss Proposed Marketing Position**
- 4. Update on Part-Time Employee Policy Manual**
- 5. Executive Session: Will be held via Zoom breakout room**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: General Manager Pursuant to Government Code Section 54957(b)(1).

Next Meeting: September 13, 2021

Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
Job Code	Confidential, At-will
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Human Resources Manager

GENERAL SUMMARY

This position is an at-will, confidential position responsible for human resources (HR) administrative support at site, including employment, pre-employment process, applicant tracking, workers' compensation reporting, new hire onboarding, personnel change notifications and benefits administration. Supports the District by providing effective customer service to both internal and external customers and applicants. Administrator for employee relations, employee onboarding, and administrative support for HR. Update and maintain employee information within HRIS. Functions as a team member within the department and organization, as required, and perform any duty assigned to best serve the company.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Benefits administration
- Collecting interview feedback, recording recruiting activity regarding applicant tracking, facilitating candidate hiring forums and other tasks related to the interview process
- Overseeing candidate experience (including travel coordination, reimbursement of candidate expenses and background checks)
- Providing timely feedback to all stakeholders in the hiring process
- Help develop and support new employee onboarding (including document verification)
- Oversee compliance and assist with Company-wide trainings
- Human Resources administrative assistance
- Assistance with Workers' Compensation claims
- First point of contact with employee relations
- Champion data accuracy by managing HR records and data including input, auditing and cleanup in HRIS systems
- Maintain and update HR systems, materials, resources, and files
- Assist with planning and coordinate Company wide HR initiatives and programs (including culture events)
- Support the operations of our offboarding process for employee terminations
- Other ad hoc projects determined by ongoing needs of the Company

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SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee part-time employees. This position may oversee work quality, training, instructing, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma preferred
- One (1) to three (3) years' experience in Human Resources or related area
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

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Required Licenses or Certifications

- Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Intermediate knowledge with Applicant Tracking Processes and/or Systems, HRIS (knowledge of Arc systems is preferred, Outlook Calendar, and Microsoft office suite)
- Human Resources, employee life cycle procedures-
- Comfortable with working independently and with limited supervision
- Organized, detail oriented and don't sweat the small stuff
- Take pride in your work and deliver consistent results, consistently
- Principles of business letter writing and report preparation-

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Attention to detail

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform human resources clerical work requiring use of independent judgment and initiative-

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WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

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WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Generally, days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. but can vary dependent on need.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any

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other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____

Date created	12/13/2020
Dates revised	

Greater Vallejo Recreation District
Pay Range Table - Full Time SEIU

1.25% Increase
Effective 07/01/21

<u>Range</u>	<u>Title</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
39S	Administrative Support Accounting Assistant	Hourly 07/01/21	21.71	22.80	23.94	25.14	26.40
		Bi-weekly	1,736.80	1,824.00	1,915.20	2,011.20	2,112.00
		Annually	45,156.80	47,424.00	49,795.20	52,291.20	54,912.00
46S(A)	Administrative Specialist	Hourly 07/01/21	25.53	26.81	28.16	29.57	31.05
		Bi-weekly	2,042.40	2,144.80	2,252.80	2,365.60	2,484.00
		Annually	53,102.40	55,764.80	58,572.80	61,505.60	64,584.00
46S	Recreation Coordinator	Hourly 07/01/21	25.81	27.11	28.47	29.90	31.40
		Bi-weekly	2,064.80	2,168.80	2,277.60	2,392.00	2,512.00
		Annually	53,684.80	56,388.80	59,217.60	62,192.00	65,312.00
52S	Accounting Specialist	Hourly 07/01/21	30.00	31.50	33.08	34.74	36.48
		Bi-weekly	2,400.00	2,520.00	2,646.40	2,779.20	2,918.40
		Annually	62,400.00	65,520.00	68,806.40	72,259.20	75,878.40
63S	Maintenance Supervisor Recreation Supervisor	Hourly 07/01/21	39.42	41.40	43.47	45.65	47.94
		Bi-weekly	3,153.60	3,312.00	3,477.60	3,652.00	3,835.20
		Annually	81,993.60	86,112.00	90,417.60	94,952.00	99,715.20

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 4030

Members of the Board of Directors shall receive "Director's Compensation" in an amount not to exceed one hundred dollars (\$100) per day for attendance at a meeting of the Board. A meeting of the Board includes, but is not limited to, closed sessions, Board field trips, District public meetings, and Board committee meetings. The maximum compensation allowable to a Director on any given day shall be one hundred dollars (\$100) and no more than five hundred dollars (\$500) in any one calendar month.

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090

It is the policy of the Greater Vallejo Recreation District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.