



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and*

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Sheryl Pannell Lea
Robert Briseno
Ron Bowen
Gary Salvadori

General Manager
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. *Due to the current closure of the district office, documents will be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA

February 25, 2021

6:30 p.m.

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

(The Zoom platform is ADA compliant)

The public may attend and make a public comment by visiting:

<https://zoom.us/j/622641170>

You may also call in at +1 669 900 9128 US - Meeting ID: 622 641 170

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Welcome New Board Member:

A) Administer the Oath of Office (Board Clerk)

5) Approval of Agenda

6) Public Comment:

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

7) Consent Calendar:

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

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.

- A) Approve Board Minutes-February 11, 2021
- B) Accept the Policies and Personnel Committee Minutes-February 8, 2021
- C) Accept the Budget and Finance Committee Minutes-February 16, 2021

8) **Financials:**

- A) Approve Budget Calendar for Fiscal Year 2021-2022 (Harman)
- B) Fiscal Year 2020-2021 Measure K Parcel Tax Annual Report – Informational Item (Harman)

9) **New Business:**

- A) Approve Job Classification Structure, Job Title and Job Description Updates for the Following Positions: Human Resources Director, Finance Director, Maintenance Director and Recreation Director and a Title Change to the General Manager Position. (Halcro)
- B) Discussion on the Use of Electronic Signatures (Lanusse)
- C) Appoint General Manager as Designated Representative as to the Contract Negotiations with Unrepresented Staff. (Lanusse)

10) **Staff Reports-Informational Only:**

- A) Maintenance Superintendent
- B) Finance Director
- C) Human Resources
- D) Recreation Department
- E) General Manager

11) **Executive Session:** Will be held via Zoom breakout room

- A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6
- B) Conference with Labor Negotiators (General Manager): Unrepresented Staff negotiations; pursuant to Government Code section 54957.6

12) **Announcements and Comments from Board Members:**

13) **Meeting Adjourn:**

Next meeting: March 11, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

February 11, 2021

6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings
(The Zoom platform is ADA compliant)

1) **Call to Order**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., February 11, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea and Ron Bowen

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Maintenance Superintendent, Salvador Nuno; Human Resources Manager, Casey Halcro and Board Clerk, Kimberly Pierson

4) **Approval of Agenda**

Director Lea offered the motion, seconded by Director Bowen to approve the agenda. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: none abstain: none. Motion passed

5) **Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

None

6) **Presentations:**

Glen Cove Marina to Glen Cove Park Bay/Ridge/Delta Trail Gap, Carquinez Strait Scenic Loop Trail-Maureen Gaffney (Bay Area Metro)
Maureen Gaffney, Bob Berman, Harry Englebright and Simone Nageon de Lestang presented on current trail gaps along the Carquinez Strait Scenic Loop Trail

7) **Consent Calendar:**

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

A) **Approve Board Minutes-January 28, 2021**

B) **Accept the Facility and Development Committee Minutes-January 19, 2021**

C) **Accept the Budget and Finance Committee Minutes-January 25, 2021**

D) **Accept the Programs and Publicity Committee Minutes-February 1, 2021**

Director Salvadori offered the motion, seconded by Director Bowen to approve the consent calendar. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: none abstain: none. Motion passed.

8) **Financials:**

A) **Approve Financial Statement as of 1/31/2021 (Harman)**

Director Lea offered the motion, seconded by Director Salvadori to approve the financial statement as of 1/31/2021. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: none abstain: none. Motion passed.

B) **Approve Payment of Bills 1/1/2021 through 1/31/2021 (Harman)**

Finance Director Harman provided details on a few of the larger payments:

Director Bowen offered the motion, seconded by Director Lea to approve the payment of bills 1/1/2021 through 1/31/2021. Roll call vote: ayes: Directors: Lea, Briseno, Bowen absent: none abstain: Salvadori. Motion passed.

9) **New Business:**

Authorize the General Manager to Sign Letter of Support for H.R. 535 and S. 91, the Special Districts Provide Essential Services Act (Lanusse)

Director Salvadori offered the motion, seconded by Director Bowen to approve authorize the General Manager to sign a letter of support for H.R. 535 and S. 91. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: none abstain: none. Motion passed.

10) **Staff Reports-Informational Only:**

A) **Maintenance Superintendent**

- Provided an update on the status of the Cunningham Pool Project, CEQU reports for Prop. 68 projects and recruitment status for Visitor Services

B) Finance Director

- Provided an update on planning for the Fiscal Year 2021-2022 Budget

C) Human Resources

- Provided an update on the District's Injury and Illness Prevention Plan (IIPP)

D) Recreation Department

- Discussed some upcoming proposed community events: Movies in the Park and a City-Wide Scavenger Hunt.

E) General Manager

- Announced the appointment of Adjoa McDonald to the GVRD Board of Directors.
- Provided an update on the lease with VCUSD for the Franklin property
- Provided an update on the three grant writing consultants working on Prop. 68 projects.

11) Executive Session: At 7:39p.m. Chairperson Briseno convened to executive session held via Zoom breakout room

A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6

B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

At 7:54 p.m. Chairperson Briseno convened to regular session and reported the following:

Item A-Information given to the Board

Item B-Information given to the Board, Board gave guidance. No action taken.

12) Announcements and Comments from Board Members:

None

13) Meeting Adjourn:

Director Lea offered the motion, seconded by Director Salvadori to adjourn the meeting at 7:59 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: none abstain: none. Motion passed.



Agenda 7-B

BOARD COMMUNICATION

Date: February 25, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting February 8, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the February 8, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

- A) Policies and Personnel Committee Minutes from February 8, 2021



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Policies and Personnel Committee Meeting Monday, February 8, 2021

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

In attendance: Director Briseno, General Manager Lanusse, HR Manager Halcro

Absent: Director Lea

Meeting began: 10:00 am

1. Staffing and Future Planning - Discussion

- a. Committee discussed challenging budget realities due to Covid-19 crisis and possible solutions and ideas to keep staff working but also explore possibilities of furloughs and layoffs if needed.

2. Timeline for Upcoming Contract Negotiations SEIU, IBEW, and Unrepresented Staff

- a. Committee discussed upcoming MOU negotiations for SEIU, IBEW, and Unrepresented Staff

3. Update on Policies

- a. Committee discussed updated Policy changes and directed staff to bring policy forward to future Policy and Personnel and board meetings once policies is ready and Unions have reviewed.

4. Board Member Trainings

- a. General Manager provided Policy and Personnel Committee with updated information about future board member trainings.

1. Board of Directors - City and County Appointments

- a. General Manager provided Policy and Personnel Committee with update regarding the Board Member Applicant interviews with City Council.

Meeting adjourned 10:22 am



Agenda 7-C

BOARD COMMUNICATION

Date: February 25, 2021

TO: Board Chairperson and Directors

FROM: Staff

**SUBJECT: Accept the Minutes from the Budget and Finance Committee meeting
February 16, 2021**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the February 16, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from February 16, 2021.



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Budget and Finance Committee Minutes Tuesday, February 16, 2021

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

In attendance: Director Briseno, Director Salvadori,
General Manager Lanusse, Finance Director Harman

Meeting began: 1:30 PM

1. Budget

Finance Director Harman reported that with the cuts and freezes we are on track to come out okay at end of year. Director Briseno asked to have the Revenue and Expense Variance Report, which shows the end of year projections, included every month. Finance Director Harman assured him it will be included from now on.

2. Draft Budget Calendar for Fiscal Year 2021-2022

Finance Director Harman and General Manager Lanusse presented the committee with a draft of the Budget Calendar for fiscal year 2021-2022. There was some discussion in general about the new budget – including that using the same numbers as last year doesn't reflect what it might really be. We need to build a budget based on what we expect to be happening. Director Salvadori asked if we can move the Board's first look at the Preliminary Budget to the 2nd Board Meeting in April. He also requested that item #8 "Public Inspection of the Budget" be changed to read "Public Comment on the Budget." Finance Director Harman will make these changes to the calendar and it will be presented to the full Board at the February 25th meeting. There was a discussion regarding monies carried over from previous years which is not considered part of the required reserve. Director Salvadori would like to see what is left of that. Director Briseno said that it could be a 2nd reserve that could be used for capital improvements. We would have 2 reserves – one

that we need to get by while waiting for the county tax apportionments, and another we can spend on other stuff.

3. Measure K Audit

Finance Director Harman stated she is working with Mike Fink of Fechter & Assoc. to complete the FY18-19 Measure K audit. She has requested from him a list of any outstanding items that are holding up the completion of the audit. They have requested copies of several invoices which we will scan and send to them. Once this audit is completed, MUN CPAs, our new auditing firm, will be able to complete the audit for FY 19-20.

There was discussion on the Measure K Oversight Committee. General Manager Lanusse reported he is trying to schedule a meeting of the Oversight Committee before the next Budget and Finance Committee meeting. Prior to FY 18-19, a full audit of Measure K was not done. Finance Director Harman will request the reports concerning Measure K from Fechter & Assoc.

4. Discussion on Proposed COVID Leave

FFCRA (Families First Coronavirus Relief Act) ended on Dec. 31, 2020. A discussion was held on assisting employees who are required to be off work due to exposure to COVID-19. If exposed, an employee could be out for as much as 10 days. Use of the Catastrophic Leave Bank (which is filled with hours donated by employees) was discussed. Director Salvadori stated he would like to see what the legislature is planning to do. They may vote to bring back the FFCRA, or something similar. Both Director Salvadori and Director Briseno felt we should research what other cities/special districts are doing.

Adjourned 2:10 PM



Agenda 8-A

BOARD COMMUNICATION

Date: February 25, 2021

TO: Board Chairperson and Directors
FROM: Penny Harman, Finance Director
SUBJECT: Approval of Budget Calendar for FY 2021-2022

BACKGROUND AND DISCUSSION

The budget process will begin this year during the month of February. In order to organize this process, a detailed budget timeline must be available. This timeline will be useful in developing a balanced budget for the next fiscal year.

This calendar was presented to the Budget & Finance Committee at the Tuesday, February 16, ²⁰²¹ meeting. I present it to you now with suggested changes incorporated.

GVRD staff and Board of Directors will take part in the budget development process following the timeline provided in the attached Budget Calendar. Budget analysis and discussion, including consideration of the current and projected COVID-19 environment, will help us focus on a framework of priorities for park development, recreation programming, capital improvement projects and operations.

The budgeting process will begin February 17, 2021, with Board Adoption of Final Budget projected for the June 10, 2021 Board Meeting.

RECOMMENDATION

Approval of FY 2021-2022 Budget Calendar in order to begin the budget process.

PROPOSED ACTION

Approve the Budget Calendar for FY 2021-2022.

DOCUMENTS AVAILABLE FOR REVIEW

A. Budget Calendar.

Greater Vallejo Recreation District Budget Calendar 2021-2022

- 1 Kickoff - Meeting with staff to gather data Wednesday, February 17, 2021
- 2 Present data to the Board for general direction
Special Board Meeting March 2,3,4? , 2021
- 3 Present the following to the Facilities Committee:
Proposed Measure K
Proposed Capital Improvement Projects
Proposed Deferred Maintenance
Proposed Fee Schedule Monday, March 15, 2021
- 4 Staff Review of Preliminary Budget:
Proposed General Fund
Proposed Measure K
Proposed Capital Improvement Projects
Proposed Deferred Maintenance
Proposed Fee Schedule Wednesday, March 17, 2021
- 5 Finance Committee to Review Preliminary Budget Monday, April 12, 2021
- 6 Board First View of Preliminary Budget Thursday, April 22, 2021
- 7 Board Approval of Preliminary Budget Thursday, May 13, 2021
- 8 Advertise Budget Sunday, May 16, 2021
- 9 Public Comment on the Budget May 17-28, 2021
- 10 Board Study Session & Public Hearing Thursday, May 20, 2021
- 11 Budget Revisions Due for Final Budget Friday, June 4, 2021
- 12 Board Adoption of Final Budget Thursday, June 10, 2021



Agenda 8-B

BOARD COMMUNICATION

Date: February 25, 2021

TO: Board Chairperson and Directors

FROM: Penny Harman, Finance Director

SUBJECT: Fiscal Year 2020-2021 Measure K Parcel Tax Annual report

BACKGROUND AND DISCUSSION

Attached is the Fiscal Year 2020/21 Annual Report for Measure K Parcel Tax District provided by NBS. The report contains some general information regarding Measure K, as well as the total levy amount for FY 2020/21 and collections and expenditures for FY 2019/20.

The total levy amount for Fiscal Year 2020/21 was \$2,124,030 and consisted of 41,441 parcels. Of these 41,441 parcels, 1,439 were granted a senior citizen exemption and nine (9) were granted a contiguous parcel exemption by GVRD.

The total amount collected in FY 2019/20 was \$2,066,430. The amount expended was \$1,785,137, leaving a balance of \$281,266..

RECOMMENDATION

Informational only.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Annual Report for Measure K Parcel Tax

GREATER VALLEJO RECREATION DISTRICT

Fiscal Year 2020/21 Annual Report For:

Measure K Parcel Tax District

January 2021

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

TABLE OF CONTENTS

1. District Analysis	1
1.1 District	1
1.2 Levy.....	1
1.3 Special Parcel Tax Summary.....	2
2. Local Agency Special Tax and Bond Accountability Act	3
2.1 Purpose of Special Tax.....	3
2.2 Collections and Expenditures	3
3. Final Billing Detail Report for Fiscal Year 2020/21.....	4

1. DISTRICT ANALYSIS

1.1 District

The Greater Vallejo Recreation District (“GVRD”) Measure K (the “Measure”) was approved by voters in 2012 to secure additional funding to:

- Maintain after-school and weekend educational programs for children.
- Provide programs to help keep at-risk youth off the streets.
- Protect programs that allow seniors on fixed incomes to interact with others, stay active, and remain independent.
- Keep the community parks, recreation facilities, pool and playgrounds open, clean, and safe.

The Measure passed with a two-thirds supermajority of registered voters and was set to expire on July 1, 2018. The Measure was renewed in 2017 for 15 years at the same rates as when it passed in 2012 and is now set to expire in Fiscal Year 2032/33.

1.2 Levy

The total levy amount for Fiscal Year 2020/21 was \$2,124,030 and consisted of 41,441 parcels. Of these 41,441 parcels, 1,439 were granted a senior citizen exemption and nine (9) were granted a contiguous parcel exemption by GVRD.

The Measure K parcel tax is levied on each parcel of taxable real property according to the schedule below, with no annual escalator.

Parcel Land Use Category ⁽¹⁾	Parcel Tax Rate
SFR	\$48.00/parcel
MFR	36.00/unit
Mobile Home Residential	48.00/parcel
Mobile Home Park	36.00/unit
Vacant Residential	48.00/parcel
Non-Residential (Lot Size ≤ 1 acre)	48.00/parcel
Non-Residential (1 acre < Lot Size ≤ 5 acres)	250.00/parcel
Non-Residential (Lot Size > 5 acres)	500.00/parcel

(1) Parcel category will be determined annually based upon Solano County Assessor and/or other verifiable data.

Measure K allows for an exemption to be granted on any parcel owned by one or more persons who are aged 65 years or older who occupies said parcel as a principal residence, upon application for exemption. Additionally, any parcels that are contiguous to each other, in actual use as one single-family residential unit, and held under identical ownership will, upon approval of an application from the owners thereof submitted to GVRD, be treated as a single parcel for purposes of the parcel tax. Applications must be submitted on or before July 1 of the preceding tax year.

1.3 Special Parcel Tax Summary

The following table provides a summary of the parcel tax levy.

Land Use and Exemption Category	Parcels Levied	Fiscal Year 2020/21 Levy Amount ⁽¹⁾
SFR	29,076	\$1,395,696
MFR	5,582	486,324
Mobile Home Residential	354	16,992
Mobile Home Park	15	42,228
Vacant Residential	699	33,552
Non-Residential (Lot Size ≤ 1 acre)	1,531	73,488
Non-Residential (1 acre < Lot Size ≤ 5 acres)	185	46,250
Non-Residential (Lot Size > 5 acres)	59	29,500
Subtotal	37,502	\$2,124,030
Non-Taxable ⁽²⁾	2,492	\$0
Senior Citizen Exemption	1,439	0
Contiguous Parcel Exemption	9	0
Grand Total	41,441	\$2,124,030

(1) Levy Amount for SFR Category includes one parcel who was granted a senior exemption and levied in Fiscal Year 2020/21. The property owner was refunded directly by GVRD.

(2) Consists of parcels with low or no assessed values and parcels owned by government entities.

NBS

Zaire Marin, Administrator
 Adina McCargo, Project Manager
 Tim Seufert, Client Services Director



Agenda 9-A

BOARD COMMUNICATION

Date: February 25, 2021

TO: Board Chairperson and Directors
FROM: Casey Halcro, Human Resources Manager
SUBJECT: Job Description and Title Updates

BACKGROUND AND DISCUSSION

In 2020, GVRD contracted with Segal Waters to update our Classification Structure and Job Descriptions. In collaboration with both GVRD GM, Unrepresented Executive Staff, and the Consultants at Segal Waters, the HR Manager, Finance Director, Maintenance Superintendent, and Recreation Superintendent Job Descriptions were updated. You'll notice that this includes updated titles:

Human Resources Manager will become Human Resources Director

Maintenance Superintendent will become Maintenance Director

Recreation Superintendent will become Recreation Director

And to create consistency with the Job Titles of the Executive Staff, we are also requesting a Job Title change for the General Manager:

General Manger will become Executive Director.

RECOMMENDATION

It is recommended to approve the updated Job Classification Structure, Job Titles, and Job Descriptions for the Executive Staff.

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.

Reject the recommendation and leave as is.

Approve the recommendation, with changes.

Approve the recommendation.

Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of the updated Job Classification Structure, Job Titles, and Job Descriptions for the Executive Staff.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Human Resources Director Job Description
- b. Finance Director Job Description
- c. Maintenance Director Job Description
- d. Recreation Director Job Description

Greater Vallejo Recreation District Job Description

EXHIBIT A

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for managing all aspects of District Human Resources, ensuring compliance with related state and federal laws, providing advice to the General Manager and Board of Directors on related matters, administering the District's benefits program, providing analytical support in labor relations, and supervising human resources staff.

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.

- Supervises the work of assigned personnel, including assigning and reviewing work assignments, providing guidance, and conducting performance evaluations.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials. Monitors changes in laws, regulations, and technology that may affect District operations, and develops policy and procedural changes as required. Provides technical advice to the General Manager and Board of Directors, and builds and maintains positive working relationships with co-workers, other public agencies and the community.
- Develops and directs the implementation of policies, procedures and work standards for the District, manages the personnel policies, develops and amends policies, provides advice and counsel to supervisors and managers on policies, and maintains the District Employee Handbook.
- Administers and directs a comprehensive benefits program, including health/dental/vision insurance, deferred compensation and retirement. Acts as a liaison with benefit carriers in contract negotiations including annual, sick and FMLA/State Disability leave.
- Manages and conducts the planning, development, and implementation of the recruitment and selection process to obtain qualified candidates. Ensures equal employment opportunity for all candidates. Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other personnel practices.

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Oversees and/or conducts investigations of alleged harassment or discriminatory conduct, grievance procedures. Interprets personnel policies, rules, and procedures and related matters. Acts as liaison with regulatory agencies to address formal complaints. Prepares reports and documents, as required. Coordinates with legal counsel.
- Provides analytical support for labor relations matters and serves as an active member of the District negotiation team as assigned. Participates in meet and confer session with union representatives. May participate with union negotiations.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals, realigning work, and staffing assignments for the department.

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.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant 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 major fiscal responsibility. Is responsible for District-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Business, Human Resources, Public Administration or a related field
- Five (5) to seven (7) years' experience working in Human Resources, including prior management or leadership experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Recommended licenses are: PHR, SPHR, SHRM-CP, or SHRM-SCP
- Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping and recordkeeping
- Modern office procedures, methods and computer equipment
- Principles and methods of human resources management
- Classification and job analysis, recruitment, interviewing and personnel selection, test construction and administration
- Workers' Compensation laws of California
- Public retirement systems
- Federal and state and local laws and regulations
- Analytical and statistical methods. Principles and procedures of technical report writing and preparation of correspondence and presentations.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff. Principles and practices of budget development, administration, and accountability

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned program.

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
- Negotiation and mediation

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
- Plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources management program
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances
- Prepare and administer budgets and allocate limited resources in a cost effective manner
- Effectively represent the department and the District in meetings with governmental agencies, professional, regulatory, and legislative organizations
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate effectively, both orally and in writing

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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			
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		

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

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

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

necessary. Employee(s) will be required to follow any other job-related instructions and to perform any 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	12/11/2020
Dates revised	

Greater Vallejo Recreation District Job Description

EXHIBIT B

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for managing all aspects of District Finances, preparing monthly financial statements, providing reports and advice to the General Manager and Board of Directors on financial matters, developing and administering the budget, overseeing the annual audit, and supervising finance staff.

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.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees day-to-day operations of the Finance Department, including payroll, accounts payable, and cash receipts.
- Prepares monthly financial statements and other reports for the Board of Directors. Attends Budget and Finance Committee meetings and bi-monthly Board Meetings to present reports and provide information.
- Provides monthly budget to actual reports to department heads. Provides reports to all staff, as requested.
- Develops annual budget, creates calendar for use in preparing the budget, and works with General Manager, department heads, and supervisors to prepare the budget.
- Oversees annual audit. Provides materials requested by the auditing team, advises and directs Accounting Specialist and Accounting Assistant to provide reports and documentation required by the auditing team, answers questions from the auditing team, and makes adjustments as directed.
- Works with auditing team to schedule all phases of the audit and presentation of the audit to the Budget and Finance Committee and the Board of Directors.
- Reconciles monthly bank statements using financial software. Identifies errors and makes corrections.
- Performs related work as required.

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit (i.e. benefits), including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

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.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant 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 assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's Degree in Business, Public Administration, Accounting, Finance or a related discipline

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Five (5) to seven (7) years' experience working in Finance, including prior management or leadership experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Valid Driver 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, including applicable software
- Principles and practices of employee supervision
- Generally Accepted Accounting Principles
- Finance Department procedures
- District budgeting practices
- Available revenue sources

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

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
- Prepare financial statement

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Communicate effectively, both orally and in writing
- Liaise between Finance Department staff and auditors

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		

WORKING CONDITIONS & PHYSICAL DEMANDS

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

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 other job-related duties requested by any person authorized to give instructions or assignments. Directly

Greater Vallejo Recreation District Job Description

Classification Title	Finance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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	12/10/2020
Dates revised	

Greater Vallejo Recreation District Job Description

EXHIBIT C

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for planning, organizing, and managing the Parks Maintenance division, developing and administering the divisional budget, attending Board meetings, preparing and presenting verbal and written reports, conducting inspections of parks and projects, and supervising maintenance staff.

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.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees the development, preservation, and maintenance of District owned and leased buildings, parks, open space, trails, athletic fields, playground equipment, skate/dog park, graffiti removal, visitor and custodial services and landscape maintenance districts.
- Manages and participates in the development and implementation of the strategic action plans for the District and the Parks and Facilities Division. Develops Division goals and incorporate as part of the District's goals and objectives and makes recommendations for the District.
- Monitors the day to day operations to ensure goals and objectives are being met, policies and procedures are being followed, and services are being provided effectively and efficiently. Assesses related community issues. Meets with citizen groups to discuss programs, clarify procedures, and identify needs.
- Prepares, administers, forecasts, and monitors the budget, including submitting budgetary recommendations and anticipating future budgetary needs for staffing, equipment, materials, and supplies. Monitors and approve expenditures and implements adjustments.
- Conducts inspections of parks, facilities and related projects and prepare reports to determine maintenance and structural deficiencies, compliance with fire codes, building codes, safety requirements and adequacy of preventive maintenance programs. Inspects inoperable equipment and determines repair requirements.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Coordinates Parks and Facilities Maintenance Division activities with Recreation Division. Works with contractors on park and facility projects and conducts field inspections to check for work-in-progress and completed projects.
- Plans and monitors a comprehensive multi-year building and park maintenance and component replacement program, including preventive maintenance scheduling. Prepares plans and specifications for deferred maintenance, remodeling, alteration and construction projects and coordinates bidding process.
- Conducts a variety of organizational studies, investigations and operational studies. Recommends and implements modifications to parks maintenance programs, policies, and procedures as appropriate. Prepares and direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials.
- Attends and participates in professional group meetings.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

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.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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 assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration or a related technical discipline
- Three (3) to five (5) years' experience supervising parks or grounds for a public sector agency
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), International Society of Arboriculture (ISA) Arborist Certificate, Certified Playground Safety Inspector (CPSI), Certified Pool Operator (CPO), Valid Driver 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

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Current theories, principles and operational practices common to the field of public parks and facilities construction, maintenance and repair
- Current materials, methods, tools, equipment used in journey level building trades, such as carpentry, electrical, painting, plumbing and HVAC
- Building, grounds, and facilities repair, renovation and construction techniques
- Park maintenance techniques such as turf management, irrigation systems, pest management, fertilization, playground and park inspections, tree maintenance and other related park duties
- Principles and practices of employee supervision
- Public sector policy development and implementation and budgeting principles and practices
- Federal, State and local laws, codes and regulations, including ADA and OSHA laws that are pertinent to the management and operation of parks and facilities
- Principles and practices applying to contract development and administration

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
- Customer service
- Organization and time management

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
- Oversee and direct the operations, services and activities of the Parks and Facilities Maintenance Divisions
- Develop and administer division goals, objectives and procedures consistent with the District's mission and strategic plans

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Prepare clear, concise and informative reports, correspondence and other written materials
- Understand, carry out, and issue clear oral and written instruction
- Prepare and administer large and complex budgets
- Establish and maintain effective working relationships with co-workers and others from public agencies and the public
- Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines

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	

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)		X	

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 requires occasional exposure to unpleasant environmental conditions and/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, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

Greater Vallejo Recreation District Job Description

Classification Title	Maintenance Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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 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 Job Description

EXHIBIT D

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for planning, organizing, and managing the Recreation division, developing and administering the divisional budget, attending Board meetings, attending community meetings, preparing and presenting verbal and written reports, conducting site visits, engaging community partnerships, researching and applying for recreational grant opportunities, and supervising recreation staff.

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.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Manages recreational policy development and implementation as well as enforcement of District policies and procedures.
- Create, lead, and conduct training as necessary for staff development.
- Prepares and submits a variety of reports, correspondence, grant requests, community notifications, and press releases.
- Attends various meetings with internal and external committees. Facilitates direct report staff meetings.
- Drafts contracts and agreements. Conducts research into grants and submits applications.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Recreation Department) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant 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 major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Manages, monitors, and directs budget plan for entire department and adjusts as necessary.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration, Recreation or a related discipline
- Five (5) to seven (7) years' experience planning recreation programs, including supervisory experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- American Red Cross First Aid and CPR

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

- Valid Driver 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, including applicable software
- Principles and practices of employee supervision
- Principles and practices of budget management
- Current theories, principles, practices, and application of recreation

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

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
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Prepare clear and concise reports

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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		

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need. Weekend, holiday, and evening work hours will likely be required on occasion.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Director
Job Code	
FLSA Status	Exempt
Salary Grade	
Reports To	

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 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	12/15/2020
Dates revised	



Maintenance Department Board Report

2/25/2021

Parks and Facilities

- Cunningham Pool- Plastering of the training pool is completed; met with staff to generate a punch list of the entire project.
- CEQA reports for Prop 68 projects were filed at the County.
- Grant Mahony Park- Staff planted new roses in the Rose garden area, and the plants were provided by the Rose society.
- Lake Dalwigk Park- VWA is having a workday with Solano RCD on Saturday February 20th; doing mulch spreading in the habitat restoration area.
- Dan Foley- Staff continue installing new trash receptacles.
- Blue Rock Springs- Met with Roberto Cortez from Monarch Engineering to generate a site plan for the demolition of the care taker house.
- 401 Building- Met with contractors on site and we are waiting on proposals for the foundation work in the HR offices.
- Tree contractor continues to remove hazardous trees at Dan Foley, Blue Rock, and Beverly Park.
- Skate Park- Staff made repairs in some of the ramps.
- Washington Park- Filming Company did a commercial filming in Park for Indeed website.
- Sport fields- Staff is working on getting the fields ready for the leagues.



Finance Department Board Report

2/25/2021

Day to Day Operations

- The three of us in the Finance Department, Dayna, Betty, and I, are working to ensure that the financial obligations of the District continue to be met. We continue to process payrolls, pay invoices, deposit cash receipts, and provide assistance to the public and staff as necessary.

Measure K Audit

- We are working with Mike Fink of Fechter & Assoc. to complete the FY18-19 Measure K audit. I have requested from him a list of any outstanding items that are holding up the completion of the audit. They have requested copies of several invoices which we will scan and send to them. Once this audit is completed, MUN CPAs, our new auditing firm, will be able to complete the audit for FY 19-20.

Finance Department Staff Training

- I have enrolled the Finance Department staff in an online accounting training program called AccountingCoach. This is a comprehensive program covering all aspects of accounting in an easy to understand online format. This will be a very useful tool to update/renew staff's accounting knowledge. I feel it will enable staff to have a better understanding of the complete picture of the accounting process – not just the tasks they accomplish on a daily basis.

FY 2021-2022 Budget Process

- Worksheets for the FY 2021-2022 budget have been distributed to staff and, as you have seen, the Budget Calendar is included in this Board Packet. In the upcoming months, Gabe and I will be working with staff to complete the preliminary budget to be presented to the Board on April 22.



Human Resources Board Report

2/25/2021

Personnel Update:

- HR and the GM continue to work with Executive staff to pivot how we are operating due to Covid-19.
- GM and HR Manager working with Superintendent of Maintenance to begin planning to fill multiple FT vacancies on the Parks and Facilities teams.

Classification Study:

- HR will start to bring updating job descriptions forward to the Board for review and approval. We are continuing to work with SEIU to move forward with the classification study.

Policy updates:

- HR and GM are awaiting feedback from SEIU regarding Policy 2250 and RR2250 and then will bring to the Board for approval.
- HR and GM are working with outside legal counsel to provide redline edits to additional policies as well.

Compliance:

- HR has written Covid-19 Prevention Program to align with new Cal-OSHA requirements and has recommended that the District begin necessary training.
- HR has partnered with Synthesis Planning Consultants to start updates IIPP to comply with 2021 standards. We are off to a very productive start.



Recreation Board Report

2/25/2021

- **President Day Camp**
- Contract camp scheduled for President's Day was cancelled due to enrollment of only 2 participants. They needed 5.
- **Rec 55-** We are revising the list of 55 programs, and making assignments to staff.
- **FCC** is expecting a quote from Morgan Alarm to replace 3 cameras and schedule installation.
- **SVCC-** Cleaning fees reimbursement confirmed by the City of Vallejo for 4 months, and Solano County for 7 months.
- Solano Public Health requested an extension through April for COVID-19 Testing.
- **NVCC** - GVRD, Solano County and LHI is currently working on permits for vaccination site at NVCC, March 1st-31st.
- Farewell to our Custodian, Maria Alanis! We are grateful for everything she has done for the District and wish her all the best.
- **Movie Nights-** Rec staff are working with Parks and HR to plan a movie night once a month from March to October.
- **ExLP-** Currently, 3 ExLP sites are understaffed. Department staff will begin recruitment to fill these vacancies in the coming weeks.
- **Kids Club-** Youth staff will be offering two new programs beginning in March. A virtual playwriting class, which will focus on writing about piece about Vallejo history. Also, a new service being introduced is Family Craft Kits. Families can purchase craft kits for a nominal fee and assemble themed fun art projects safely at home.
- **Teens-** No updates at this time.
- **Break Camps-** Spring Break Camp will be held at CW park, March 22nd-April 2nd. Camp will follow recommendations provided by CDC and Solano County.

- **Community Programs/REACH-** Departmental staff is planning Thumper's Egg-travaganza! The event is tentatively scheduled for Saturday, April 3rd, event time and location TBA.
- **Children's Wonderland-** The park will remain closed to the public for the duration of the fiscal year (20-21).
- **Aquatics**
- Spring lap swim schedule now in effect. Additional lanes available at 6pm & 7pm in preparation for brighter evenings and warmer weather. This schedule will last until May 31st 2021.
- Spring break aquatic camp now accepting registrations.
- Spring break lifeguard training class's now accepting reservations.
- Saint Patrick / Saint Vincent High School began practice 2/8/21
- VJO socially distant inner squad time trial schedule for Saturday 2/27/21
- Solano Aquatic Sea otters continuing limited practice week days and long course practice Sunday mornings.
- New toddler pool plastered and filled! A few more weeks of dialing in mechanics for chemistry and final inspections. First program scheduled to be in new pool will be the spring break camp for private swim lessons.
- **Sports**
- Get Tah Steppin with Jay has been running consistently since November and we are excited to be offering more classes for the Spring/Summer.
- Learning in the Field has graciously offered to continue running both Nature Journalists and Outdoor Explorers for months of March and April, we hope to continue classes in the Summer as well.
- Meetings with the Jr. Giants have officially commenced and we are excited to offer virtual or in-person leagues if the county permits play.
- Dan Foley Synthetic Turf Field has had an abundance of inquiries and we are very close to being booked out for the months of February and March.
- The Department is excited to partner with the National Academy of Athletics to offer an outdoor sports camp during Spring Break which will be held at the Dan Foley Synthetic Turf Field.
- We are currently in the process of reviewing our next year's budget in hopes to bring back more programs in 2021 and 2022



General Manager Board Report

2/25/2021

- **Prop 68-** We are at the first draft stage of our competitive grants, and will be able to send in our applications before the March 12th deadline.
- **Rec 55-** We are revising the list of 55 programs, and making assignments to staff.
- **IBEW-** We have begun negotiations.
- **Unrepresented-** We have begun negotiations.
- **SR 37-** I am continuing to participate in meetings regarding State Route 37. They are asking for comments regarding water access, trails, wetlands, and an education center that would be partially funded by tolls on 37.
- **395 and 401-** The engineer designs, and designer designs were not coordinated. Sal and I are reviewing the plans to reduce and eliminate the overlap.
- **Budget-** Staff and I are working on this year's budget and programs, along with meeting our reductions. The school district has reduced the amount of money we will receive from the grant, thereby reducing income for ExLP by 40%. We are making adjustments.
- **A Park Lead Worker** has taken a promotional position with the City of Alameda in their parks department.
- **Technology-** We are working on migrating to cloud based servers this year to enhance our storage, and reduce our dependency on our aging servers.
- **Outreach-** Staff and I are working on a low volume quarterly magazine, but also a digital magazine, to reach Vallejoans.