



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

(Directors Stephen Booth and Linda Butler)

Special Meeting

February 13, 2025 at 9:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. Call to Order

2. Comments from the Public

If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments. We will hold all comments until the Public Comment section.

3. *Discussion Item* Review Administrative Sergeant Job Description

4. *Discussion Item* Discuss Non-Represented Salaries

5. *Discussion Item* Reorganization – District Secretary Report to Board of Directors

6. Directors & Staff Comments/Suggestions

7. Adjournment

"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 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on February 7, 2025, at the District Office at 12:45 p.m.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ADMIN SECURITY SERGEANT

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – _____

SUMMARY: This position is the face of the Rancho Murieta CSD Security Department and must be capable of effectively communicating with department employees and various stakeholders in the Rancho Murieta community. This position is responsible for the supervision of assigned gate control and patrol personnel including supervision and participation in traffic control, incident reporting, training, administration, crime prevention, community relations and other assigned programs or functions, as well as other job-related duties as required.

SUPERVISION: Receives general supervision from the General Manager or Director of Finance and Administration. Provides direct supervision over Patrol Officers and Gate Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise the activities of assigned gate control and patrol personnel;
- Ensure investigations and incident reporting are completed in a thorough and timely manner in line with department standards;
- Ensure that all Security Department employees are properly trained, maintaining appropriate certifications, and are prepared to succeed in assigned tasks;
- Disseminate current information to officers for assigned duties; prepare work schedules; maintain discipline and ensure that department rules and policies are followed;
- As needed, perform patrol and gate control duties; conduct property checks on businesses and homes for burglary and other security problems; request and record information from observers and other persons;
- Notify agencies responsible for law enforcement and public health and safety when required and assist as directed;

- Participate in regular activities of assigned staff; assist officers in preparing reports and perform initial review of prepared reports; appear in court to present evidence and testimony; maintain contact with law enforcement and other public safety agencies;
- Provide information and assistance to the public;
- Liaison with community groups including HOAs, neighborhood watch, commercial businesses, and other groups regarding Security related issues in the community;
- Assist with performance evaluations; supervise and participate in departmental training programs, administration, crime prevention, community relations and other assigned programs or functions;
- Prepare general reports on field activities; perform special data gathering assignments including surveillance camera footage from the community's network of over 30 security surveillance cameras;

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position with responsibility for assigning, supervising, and participating in the work of staff assigned to a specific area of security and crime prevention functions.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

Skills in: Excellent people skills are required to be successful in this position. This position must be able to effectively work with employees who sometimes operate under stressful conditions as well as members of the community who may be reporting a traumatic incident.

Ability to supervise and participate in traffic control, incident investigation, training, administration, crime prevention, community relations and other assigned programs and functions; supervise, train and evaluate the work of subordinates; gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions from information and make proper recommendations. Interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action; exercise restraint and judgment in emergency situations; demonstrate keen powers of observation and memory; prepare clear, concise and comprehensive written reports; tactfully and effectively represent the District in public contacts; establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would

be:

Minimum Education: High School diploma and/or equivalent.

Three years of experience in security and crime prevention activities, prior supervisory experience is a plus; *or*

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession of a valid California Guard Card.

Possession of an appropriate American Red Cross First Aid Certificate, Automatic Defibrillator (AED) and standard Cardiopulmonary Resuscitation (C.P.R.) certificate. This can be obtained within the first three months in the position.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT SECRETARY

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – December 4, 2019

SUMMARY: Performs a variety of professional, high-level, confidential and complex administrative support duties using discretion and independent judgement for the General Manager and Board of Directors in relation to District operations and on major assignments. Independently manages the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes, functions as recording secretary for the Board and completes related preparation and follow-up materials or action in support of Board activities. Performs a variety of administrative support and official record preparation, retention and maintenance duties. Notarizes a variety of legal documents.

SUPERVISION: Receives general direction from the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Exercises discretion and independent judgment in the performance of complex professional functions related to District operation and major assignments.
- Prepares, assembles, publishes, files, manages and distributes agendas, support documentation, and minutes of board and committee meetings, public hearings, public and legal notices election documents, and conflict of interest disclosure statements.
- Manages District election proceeding with Sacramento County; Files Director and staff Statements of Economic Interests as well as other documentation as necessary with the county and state and other appropriate agencies and organizations.
- Attests the signature of the President of the Board of Directors on all ordinances, resolutions, and other official documents.
- Establishes, publishes and posts ordinance, hearings, resolutions, and board meetings and publishes and posts notices for bids as required by the Brown Act and other statutes.

- Attends meetings of the Board of Directors and other Committees in the capacity of official recording secretary.
- Takes and transcribes minutes of proceedings for permanent records, ensures that minutes and actions of the Board of Directors are properly recorded and that subsequent actions are taken in compliance with the legal requirements imposed on and by the Board.
- Manages and maintains preparation of newsletter and website and social media communications.
- Manages and maintains records management program in coordination with other departments; prepares and maintains schedule of records retention and destruction; maintains library;
- Formulates and responds to requests for information by Board members, staff and the public, in compliance with adopted Board guidelines on official records and documents.
- Conducts independent confidential, professional administrative and technical, services for the General Manger, Board of Directors and other staff; provides District-wide general support services such as public information, document preparation, and communications.
- Manages conference scheduling and travel arrangements for General Manager, Board of Directors and staff.
- Maintains files pertaining to election for Board of Directors and swears in newly elected and re-elected Board members.
- Manages claims against the District; coordinates review, recommendations and responses for closure of claims.
- Provides assistance to other staff and works on special projects as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment, and ability to transcribe from electronic recordings; Excellent English usage, spelling, grammar, and punctuation; comprehensive filing and indexing systems; intermediate to advanced skill level in Word, Excel, Adobe Acrobat Pro, Powerpoint, Outlook, Internet, social media and website creation and maintenance. Experience with electronic file management, SharePoint file management a plus.

Ability to manage the business and record keeping functions of the Board of Directors; perform professional, difficult, responsible, complex and confidential administrative and office support work and effectively relieve the General Manager of routine administrative duties; manage difficult record keeping involved with the maintenance of official District records, legal records, files, contracts, bonds, investments, and related records; prepare clear, concise, and accurate records and reports; operate a personal computer at a skill level and with the degree of accuracy to meet job requirements; utilize word processing, spreadsheet and data base computer software and computer equipment; deal professionally, knowledgeably and courteously with the public and other staff when answering questions, inquiries and disseminating information about District functions, business, and actions.

EDUCATION AND/OR EXPERIENCE: The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: AA degree or equivalent college level coursework preferably in office support and business management.

Four years of extensive and increasingly responsible public or private agency administrative experience with regular public contact.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment. Obtain appointment as a Notary Public for the State of California within six months of appointment to the position.

Appointment to this position is made in accordance with Chapter 2, Section 2 of the District Code.

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.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics 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.

The noise level in the work environment is usually quiet.