



**PERSONNEL COMMITTEE MEETING**  
**C. V. Starr Community Center**  
**300 South Lincoln Street**  
**Fort Bragg, CA 95437**  
**Wednesday, February 8, 2017**  
**4:00 p.m.**

**MINUTES**

**1.0 CALL TO ORDER**

- Meeting called to order at 4:00pm.
- Board Members Present: Cesar Yanez, Kirk Marshall

**2.0 APPROVAL AND ADOPTION OF AGENDA**

- A motion was made to approve the agenda with amendment on item 4.5 correcting the lifeguard hours from 17,652 to 15,673.50.
- M/S/C: Marshall/Yanez/Unanimous

**3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

- None.

**4.0 INFORMATION/DISCUSSION**

**4.1 Review a proposed job description and pay range for the position of Senior Guest Services Representative**

- Dan Keyes gave an overview of the proposed changes.
- Carly Wells, Guest Services Coordinator, added that having another position of mid-level management would be beneficial as there are times when the Coordinator and Assistant Coordinator are not at the Center. The new position would allow more advanced controls that Guest Service Representatives are not authorized to.
- A recommendation was made by Marshall and maintained by Yanez to approve the proposed job description and pay range for the Senior Guest Services Representative.

**4.2 Review a proposed change in the pay rate for the position of Custodial/Maintenance Worker II**

- Dan Keyes have an overview of the proposed changes.
- Paul Kelley, Maintenance Coordinator, added the importance of paying people accordingly to the skill set of the position.
- A recommendation was made by Marshall and maintained by Yanez to approve the proposed pay range for the Custodial/Maintenance Worker II.

**4.3 Review a proposed job description and pay range for the position of Administrative Technician.**

- Dan Keyes said that everything in this agenda item are wrapped up in item 4.4

**4.4 Review a request to reclassify the position of Administrative Assistant to Administrative Technician**

- Dan Keyes gave an overview of the proposed changes.
- A recommendation was made by Marshall and maintained by Yanez to approve the proposed job description and pay range for the Administrative Technician.

**4.5 Review a proposed change in the pay rate for the position of Lifeguard**

- Dan Keyes gave an overview of the proposed changes.
- A recommendation was made by Marshall and maintained by Yanez to approve the proposed pay range for the Lifeguard position.

**4.6 Review a proposed job description and pay range for the position of Recreation Official**

- Dan Keyes gave an overview of the proposed changes.
- A recommendation was made by Marshall and maintained by Yanez to approve the proposed job description and pay range for Recreation Official

**4.7 Review a proposed job description and pay range for the position of Recreation Score/Time Keeper.**

- Dan Keyes gave an overview of the proposed changes.
- A recommendation was made by Marshall and maintained by Yanez to approve the proposed job description and pay range for Recreation Official

## **5.0 ADJOURNMENT**

- Meeting was adjourned at 4:58pm.