



Legislation Text

File #: 19-648, **Version:** 1

MEMORANDUM

TO: The Honorable Board of Supervisors

FROM: Jesse Puett, Human Resources Analyst, Sr. for
Pamela Nichols, Human Resources Director

DATE: June 25, 2019

SUBJECT: Consideration of Changes to the Water Resources Director Recruitment

EXECUTIVE SUMMARY:

Staff submits for your Board's consideration and approval alterations to the Water Resources Director recruitment to include advertisement for Steps 1 through 9 of the salary scale for the Water Resources Director classification with a note that current salary ranges are under review, as well as a revision to the job description.

As your Board is aware, the County of Lake is currently undergoing a full classification and compensation study that will result in a review of all classifications within the County of Lake. Incumbents have been invited to submit a Position Description Questionnaire (PDQ) to describe, in detail, their job classification.

Current Water Resources Director David Cowan has submitted a PDQ for the Water Resources Director classification. In his PDQ, he states that the general responsibilities and work performed by this classification are as follows:

To plan, organize, direct, and manage the Department of Water Resources including Lakebed Management and Total Maximum Daily Load programs for Clear Lake and all activities of the Watershed Protection District, including levee operations and maintenance, National Flood Insurance Program, Community Rating System and stormwater management; to develop and implement Department of Water Resources ordinances and policies; to manage lands owned by the District; to perform and direct scientific projects related to water resource management in Lake County; to develop and administer the department budget; to direct the preparation of and prepare grant proposals and administer grants; to perform special assignments as directed by the Board of Supervisors; and to do related work as required.

These changes necessitate a change in the job description in order to accurately recruit for the

position.

Additionally, the previous Water Resources Director was hired on at Step 9 for the position, a rate of \$9,128 per month. As such, the Human Resources Department would like to list the salary range for the recruitment to be between \$6,803 and \$9,128.

FISCAL IMPACT: ___ None ___ Budgeted ___ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative):

STAFFING IMPACT (if applicable):

RECOMMENDED ACTION: Staff recommends your Board's approval to increase the salary range of the recruitment advertisement for the Water Resources Director to include Steps 1 through 9, with a note stating that current salary ranges are under review and approve the change in the job description to match the description provided by the current Water Resources Director.