



March 16, 2017

Board of Directors
Ventura Regional Sanitation District
Ventura, California

CONSIDER AND APPROVE AN INCREASE TO THE ACCRUAL RATE FOR COMPREHENSIVE ANNUAL LEAVE FOR AN OFFER OF EMPLOYMENT TO THE HIGHEST RATED CANDIDATE IN THE HUMAN RESOURCES ADMINISTRATOR RECRUITMENT AND A CHANGE TO THE CLASSIFICATION TITLE TO HUMAN RESOURCES MANAGER

RECOMMENDATIONS

1. Approve a change to the classification title for the Human Resource Administrator to Human Resources Manager.
2. Approve an accrual rate for Comprehensive Annual Leave at the maximum rate (9.82 hours per pay period) rather than at the minimum rate (6.75 hours per pay period) for the highest rated candidate for the current Human Resource Administrator recruitment.

FISCAL IMPACT

There is no fiscal impact associated with changing the classification title from Human Resource Administrator to Human Resources Manager. The additional cost to the District for increasing the Comprehensive Annual Leave accrual rate would be \$4,595.10, annually. This cost would be reflected in future operating budgets. Any cost in the current fiscal year, if realized, is covered by salary savings from vacant budgeted positions.

BOARD COMMITTEE REVIEW

Personnel & Finance Committee reviewed and recommended the above action at its March 7, 2016 meeting.

BACKGROUND/ANALYSIS

The District is in the midst of a recruitment to fill the vacant Human Resource Administrator position. Following a panel interview and then a second interview between the highest rated candidate and the General Manager, a mutual interest still exists between the highest rated candidate and the District.

The highest rated candidate is a long-time public servant with human resource management experience who currently earns comprehensive annual leave at a rate higher than the District's highest rate of accrual. This candidate has expressed concern with the loss of leave time upon a potential change in public agency employers. The notion of offering a leave accrual rate closely matched to the candidate's current rate is not an uncommon request from candidates for management level positions. The proposed request is in keeping with the need for the District to be competitive in order to attract and retain qualified staff. The General Manager supports this accommodation/change.

In addition, the candidate has expressed concern regarding the classification title because Human Resource Administrator is not a standard title for this position and the responsibilities involved when compared to Human Resources Manager.

The General Manager concurs that the classification title of Human Resource Administrator is non-standard and further believes that the title of Human Resources Manager is more appropriate for the District's position and what is expected for this position.

This letter has been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4600 or via email at christheisen@vrzd.com.

APPROVED FOR FUNDS AVAILABLE: *Vickie Dragan*
Vickie Dragan, Director of Finance

APPROVED FOR MARCH 16, 2017 AGENDA: *Chris Theisen*
Chris Theisen - General Manager

Attachments: Excerpt from the VRSD Personnel & Salary Ordinance (Section 404 – Comprehensive Annual Leave Program)