

## **AGENDA SUBMITTAL**

**TO: GCSO Board of Directors**

**FROM: Peter J. Kampa**

**DATE: July 9, 2018**

**SUBJECT: Item 5C. Review of the District's Organizational Chart, Major Responsibilities and State Certification Requirements for Critical Operations Positions**

---

### **SUMMARY**

The Board has requested that management determine if the District is adequately staffed to comply with state permits, provide reliable, high quality services, provide a safe work environment and maintain the system in accordance with industry standards. In addition, the approved management Objectives state the following:

#### **Board Member Objectives -Personnel**

1. **Review District staffing and compensation policies** and propose changes to improve employee recruitment, development, retention and cross-training
2. **Evaluate the organizational structure** to ensure that we are adequately staffed for our size and services; and responsibilities are appropriately assigned to accomplish the priorities of the District

We have determined that the position of O&M Manager has too many varied responsibilities, tasks and outstanding needs to perform adequately. The O&M Manager currently has 12 direct reports, which is nearly double the normal span of control in a well-functioning organization.

Attached is a proposed revised organizational chart which adds an Operations Superintendent, reducing the O&M Manager direct reports to two and assigning 7 operations staff to the superintendent. This structure also serves to increase levels of employee advancement opportunities and serves for succession planning.

The purpose of this discussion is to seek Board input prior to finalization of the position description and revised salary schedule. A presentation will be given to outline position responsibilities and certification requirements.

### **ATTACHMENTS**

Draft revised Organization chart

### **FINANCIAL IMPACTS**

The financial impact of addition of this mid management position is \$150,000 per year.

### **RECOMMENDED ACTION**

Motion to direct staff to proceed with a plan to fund the position and develop associated revised job descriptions