



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 6C: Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Executive Assistant Position

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 06-2025 approving a revised and updated District Organizational Chart to reflect the addition of an Executive Assistant position.

BACKGROUND:

The District has historically operated with a single General Manager, supported by an Administrative Services Manager and an Operations Manager. As depicted in the attached 2021 Organizational Chart, the Administrative Services Manager oversees a Finance Officer, three Administrative Services Technicians, an Information Systems Manager, and a Properties/Assets Manager—both of whom are shared between administration and operations. The Operations Manager supervises a Chief Plant Operator and an Operations Supervisor, who in turn oversee an Operations Lead, two Maintenance Mechanics, three Water/Wastewater Operators and five Distribution/Collection System Operators. Three additional operations and maintenance staff were added in October 2024; however those positions currently remain unfunded but are planned to be filled in FY 2025/26.

Over the past several years, one of the Administrative Services Technicians was assigned the role of District Secretary out of necessity and as a means of career advancement. This individual has competently taken on highly complex responsibilities, including service planning, relationship-building with external entities and constituents, project administration, contract management, as well as serving as the interim Administrative Services Manager. Additionally, they provide direct daily support to the General Manager. Due to the nature of the responsibilities assumed over the past four years, this individual has operated largely under the direction of the General Manager while continuing to report to the Administrative Services Manager. Their contributions have been critical to the District's planning efforts, project execution, and overall advancement. Moving forward, it is anticipated that the Board of Directors will continue to expect this level of performance from the General Manager, necessitating sustained support from a qualified Executive Assistant, who reports directly to the General Manager as shown in the attached proposed organizational chart.

The Board has historically determined staffing levels based on the recommendations of the General Manager. In alignment with these recommendations, we propose the following amendments to the organizational chart, as reflected in the attached revisions:

- **Establish an Executive Assistant/Board Secretary position** at Salary Range 28, reporting directly to the General Manager. This role will include responsibilities for general administrative support across the organization including the Administrative Services Manager and administrative staff, as well as assisting with public relations events, utility billing, customer service and office coverage, as needed, based on time availability and staffing levels.
- **Reduce the number of Administrative Services Technicians by one.** This is expected to be a temporary staffing reduction, with the potential for future augmentation through the addition of an entry-level clerical position.

ATTACHMENTS:

1. Current District Organizational Chart and Proposed Revisions
2. Resolution 06-2025

RESOLUTION 06-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A REVISED AND UPDATED DISTRICT ORGANIZATIONAL CHART TO REFLECT THE ADDITION OF AN EXECUTIVE ASSISTANT POSITION

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District has historically operated with a single General Manager, supported by an Administrative Services Manager and an Operations Manager; and

WHEREAS, over the past several years, one of the Administrative Services Technicians was assigned the role of District Secretary out of necessity and as a means of career advancement. This individual has competently taken on highly complex responsibilities, including service planning, relationship-building with external entities and constituents, project administration, contract management, as well as serving as the interim Administrative Services Manager; and

WHEREAS, their contributions have been critical to the District's planning efforts, project execution, and overall advancement; and

WHEREAS, it is anticipated that the Board of Directors will continue to expect this level of performance from the General Manager, necessitating sustained support from a qualified Executive Assistant, who reports directly to the General Manager as shown in the attached organizational chart proposed.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY:

- **Establish an Executive Assistant/Board Secretary position** at Salary Range 28, reporting directly to the General Manager. This role will include responsibilities for general administrative support across the organization including the Administrative Services Manager and administrative staff, as well as assisting with public relations events, utility billing, customer service and office coverage, as needed, based on time availability and staffing levels.
- **Reduce the number of Administrative Services Technicians by one.** This is expected to be a temporary staffing reduction, with the potential for future augmentation through the addition of an entry-level clerical position.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY *adopt Resolution 06-2025 approving a revised and updated District Organizational Chart to reflect the addition of an Executive Assistant position.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 11, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

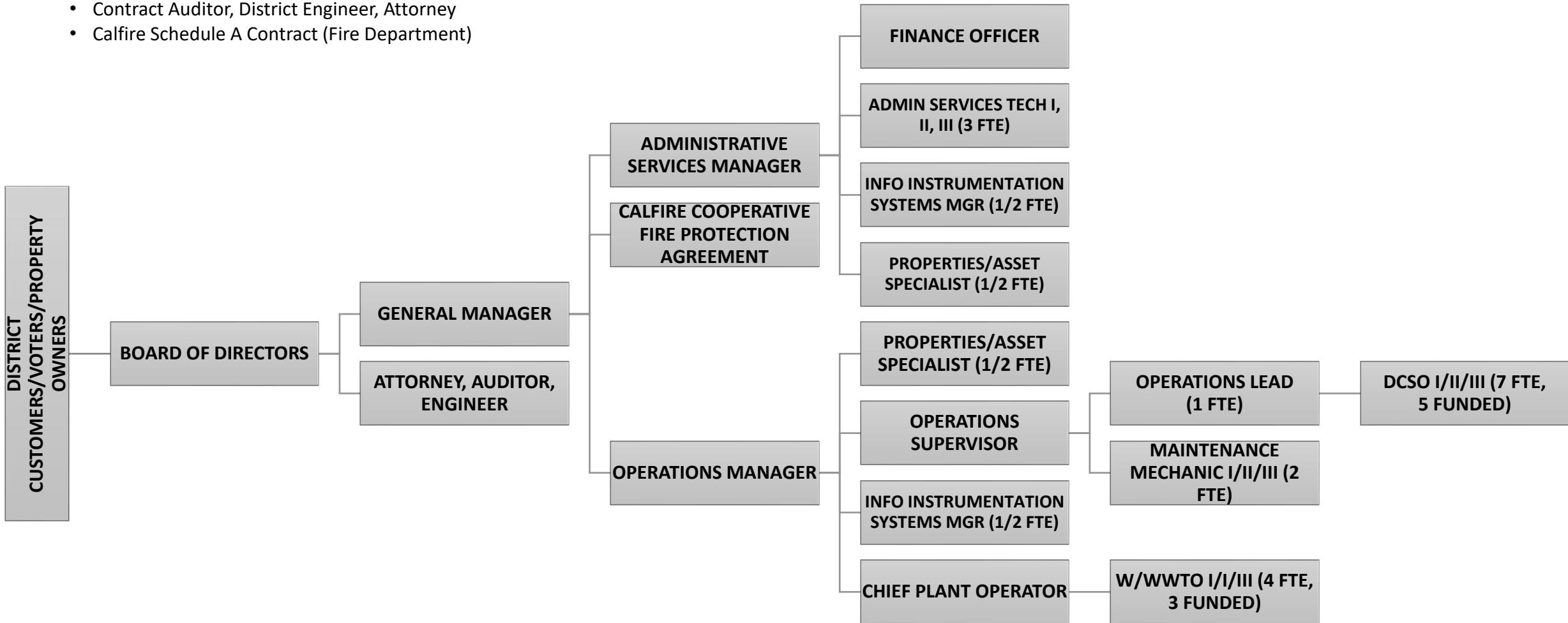
I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 11, 2025.

DATED: _____

GCSO Organizational Chart- Approved 2024/25

APPROVED HEADCOUNT 2024/25:

- 21 FTE Funded, 3 Unfunded
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)



GCSD Organizational Chart- Proposed Update 2/11/2025

APPROVED HEADCOUNT 2024/25:

- 21 FTE Funded, 3 Unfunded
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)

