



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Robert Briseno
Gary Salvadori
Ron C. Bowen
Adjoa McDonald
Rizal Aliga

General Manager
Gabriel Lanusse

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Directors: Salvadori and Aliga

**Agenda
Monday, December 13, 2021
4:00pm
Administration Office - Board Room
395 Amador Street**

- 1. Discuss Policy 4040 – Board Officers**
- 2. Discuss Rotating Board Meetings (Policy 5000 - Board Meetings)**
- 3. Discuss Proposed Management Analyst Position**
- 4. Discuss Hybrid Board Meeting Options**
- 5. Discuss Process for General Manager Contract Negotiations**

Next Meeting: January 10, 2022

Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

Website: www.gvrd.org

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board. The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 5000 Board Meetings
Rule and Regulation: RR5000

Rules for notification of Special meetings of the Board of Directors:

- Non-Emergency:
 - All Directors, the General Manager, District Counsel and other designated staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.
 - Newspapers of general circulation in the District, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.
 - An agenda shall be prepared as specified for regular Board meetings in Policy #5010 and shall be delivered with the notice of the special meeting to those specified above.
- Emergency:
 - In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required above. An emergency , which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both as determined by a majority of the members of the Board of Directors. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the Board of Directors
 - Newspapers of general circulation in the District which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code

GREATER VALLEJO RECREATION DISTRICT

Management Analyst

FLSA: Exempt

Salary Range:

\$46.44 - \$56.45 Hourly

\$3,483.18 - \$4,233.83 Biweekly

\$90,562.58 - \$110,079.47 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL SUMMARY

To provide responsible professional, administration and technical assistance in the development, administration and implementation of District programs; to provide highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services; to assist in office management functions such as developing and monitoring a department budget, administration of contracts, and monitoring and administering project grants; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from General Manager. May exercise direct supervision over assigned technical and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional and technical assistance in the development, administration, and implementation of District programs.
- Assists in formulating program policy, goals and procedures, and collects and compiles relevant data supporting recommendations.
- Assists in the development of new program elements and program modifications as necessary to meet stated goals and

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objectives, and monitors and coordinates the daily operation of assigned program area.

- Performs analytical work and maintains appropriate records and statistics.
- Provides highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services; conducts surveys and performs research and statistical analyses as requested.
- Prepares reports, compiles materials and assists in the preparation of manuals and publications, and assists in office management functions, as necessary.
- Assists in the preparation and makes recommendations of a departmental budget relative to assigned program areas of responsibility including: coordinating and compiling budget recommendations prepared by other departmental staff into a comprehensive budget document, researching past expenditures and projects next year increases, monitoring the budget on a daily basis, and reviewing purchase requisition to ensure funds are available and that request is authorized.
- Prepares grant proposals, monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met, maintains appropriate records and documentation to satisfy any audit requirements, and prepares and administers departmental contracts.
- Participates in and assists with coordinating department and District-wide committees including: acting as a chair of committees as assigned, responding to complaints and requests for information from the public and District staff, representing the assigned department to outside agencies and organizations, and participating in outside community and professional groups and committees.

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- Provides technical assistance to the assigned department as necessary and attends meetings of the District Board of Directors, commissions and other groups as assigned.
- Build and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

HUMAN COLLABORATION AND JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. May be responsible for billing, program budget development, training other staff on fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

Equivalent to completion of a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. Completion of Master's degree preferred.

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Experience: Two years of responsible experience in administrative management similar to other Management Analyst roles.

Other Skills and Abilities:

Must have experience using office equipment including computers, calculators, filing systems, and general office machinery.

Required Licenses or Certifications

- California Driver's License with a satisfactory driving record maintained throughout employment
- CPR and First Aid Certification

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Principles and practices of organization and public administration; applicable federal, state and local laws and regulations; principles of community relations; budgetary systems and procedures; statistics and quantitative analytic techniques; principles and practices of assigning and reviewing the work of others, and Operating policies and procedures of the department or office to which assigned; principles, practices and techniques of assigned programmatic area of responsibility.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Training colleagues on management methodologies
- Attention to detail

Ability to:

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- Understand the organization and operations of District government, department functions, and other outside agencies as necessary to assume assigned responsibilities; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; learn the operation, policy and procedures of assigned department or office; supervise, train, and evaluate personnel as assigned; perform administrative detail work; prepare clear and concise reports; communicate effectively, both orally and in writing; establish and maintain positive and effective working relationships with those contacted in the course of work.
- Perform a wide variety of analytical duties on behalf of a high level administrator with little or minimal supervision; analyze situations accurately and develop effective courses of action; prepare and administer a program budget; evaluate and develop improvements in operations, procedures, policies, or methods; and effectively administer assigned programmatic responsibilities.
- This is the full journey level class in the Management Analyst series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the operating procedures of the department or office to which assigned, and possess a technical expertise related to assigned programmatic responsibilities. The Management Analyst II is distinguished from the Management Analyst II - Confidential in that the latter is assigned significant responsibility for carrying out duties which are of a complex, highly sensitive, and confidential nature in the assigned office. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

WORK ENVIRONMENT/CONDITIONS

Position Type/Expected Hours of Work:

This is a full-time, exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

Work Conditions and Physical Demands:

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing

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acuity. This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to fifteen (15) pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Environmental Conditions:

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods. Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals interpreting and enforcing rules, policies, and procedures.

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The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

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TRAVEL

Incumbent may need to travel to, but not limited to, various GVRD sites within the district, banking institutions, City Hall, County offices, training sites outside the district, or other job-related locations.

EEO STATEMENT

GVRD is an equal opportunity employer.

ADA Compliance:

The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

FLSA: Non-exempt

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____ Date: _____