



DATE: 5/19/2021  
TO: Board of Directors  
FROM: Kristi Sweeney, Assistant District Manager  
SUBJECT: Personnel Committee Report

## Attendance:

- Committee Members: Mary Bellefeuille, Chairperson; Al McGreehan, Member
- PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager; Catherine Merrifield, District Accountant

The start of the meeting was convened at 4:02 pm.

The Committee met to:

### 1. Review revisions to Park Maintenance Supervisor, Park Maintenance I, II, and III, Park Maintenance Assistant I, II, III, and Recreation Specialist job descriptions.

Staff presented updated job descriptions to Committee members. Committee members provided direction to staff on edits that would improve the job descriptions and provide continuity across all job descriptions. Committee members concurred that the full Board should wait to review all updated job descriptions at once to ensure that any new updates to job descriptions that should be applied to all can be implemented before the full Board considers the updated job description versions and considers approval.

The meeting moved to closed session at 4:59 pm.

## CLOSED SESSION:

### 1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary and Wage negotiations.

The meeting returned from closed session at 6:20 pm.

## REPORT ON CLOSED SESSION:

Chairperson Mary Bellefeuille reported that the Committee provided direction and guidance to staff to return with more information for the next Personnel Committee meeting on May 25, 2021. The Personnel Committee also reported that the representative requests on changes to the Paid Time Off policy will be examined within the next FY with the PC.

The meeting adjourned at 6:21 pm.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Personnel/2021/PC\\_21.0518/PC.Committee Staff.Report.2021.0518.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.0518/PC.Committee Staff.Report.2021.0518.docx)  
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