

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: March 17, 2022

Item description/summary: Utility Worker Position(s)

The District recently advertised for two Utility Workers through the newspaper, Indeed.com, Cal Jobs, the District website and Facebook page. We received 10 applications and 1 Lateral Transfer-Promotion application from the parks department. After many calls, we set up 4 interviews, of which three applicants showed up. The pay scale and minimum requirements are the same for both the Utility Worker and Parks Maintenance Worker I position. The Lateral Transfer-Promotion applicant will fill one of the Utility Worker vacant positions, thus leaving an opening in the Parks Department and the second position will be filled from the eligibility list. We are proposing to fill the now vacant parks position with one of the applicants on the eligibility list should the Board approve the list.

Fiscal Analysis:

These positions are already a budgeted item.

Sample Motion/Staff Recommendation:

Consider approving the Utility Worker eligibility list and authorize hiring from said list via District policies.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

MEMORANDUM

From the desk of

CINDY VAN METER

Office Manager/Human Resource Coordinator



DATE : March 10, 2022

TO : Board of Directors

CC : John Tillotson

RE : Utility Worker position(s)

The eligibility list is as follows:

Shane Bunn	1
Keith Draper	2
Matthew Martin	3