

Olivehurst Public Utility District

Agenda Item Staff Report



Meeting Date: June 18, 2020

Item description/summary: District Clerk-Executive Assistant Eligibility List

This position was advertised for four weeks in the local newspaper, Cal Jobs, and LinkedIn per OPUD policies and procedures. We received twenty-seven (27) applications and interviewed nine (9) qualified applicants.

Fiscal Analysis:

No fiscal impact, the cost for this position is already within the Admin Department budget.

Sample Motion/Staff Recommendation:

Consider approving the District Clerk-Executive Assistant II eligibility list and authorize the General Manager to hire per OPUD policies and procedures.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

MEMORANDUM

From the desk of

CINDY VAN METER

Office Manager/Human Resource Coordinator



DATE : June 11, 2020

TO : Board of Directors

CC : John Tillotson

RE : District Clerk-Executive Assistant

The District received twenty-seven (27) applications for the District Clerk-Executive Assistant position. Nine (9) qualified applicants were interviewed. The eligibility list is as follows:

JULIE PARRA	1
BRIANNE RITCHIE	2
RICARDO CAMARENA, JR	3
MEGHAN MEYER	4
MICHELE PETERSON	5
MICHAELEEN MASON-GALE	6
HEATHER HERRERA	6
MALIA NELSON	7
SAHIL VIRDI	8