

**JAMESTOWN SANITARY DISTRICT**

**10190 Karlee Ln  
Jamestown, CA 95327  
209-984-5177**

**HUMAN RESOURCES COMMITTEE MEETING – AGENDA**

**March 23, 2023 – 1:00 p.m.**

In addition to physical attendance at the address indicated above, the Jamestown Sanitary District is offering the following teleconferencing option as an alternative means for the public to participate in this meeting.

**Teleconference call in: 1-617-829-6993**

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability-related modification or accommodation in order to participate in the meeting should contact the District Secretary at 209-984-5177, during regular business hours, at least 24 hours prior to the time of the meeting.

Pursuant to the Brown Act as codified in Government Code Section 54957.5, SB343, any documents pertaining to a non-closed agenda item distributed to a majority of the Board of Directors in less than 72 hours (no less than 24 hours for Special Meeting) before a public meeting shall be available for public inspection after said meeting. Non-confidential materials related to an item on this Agenda submitted are available for public inspection only in the Jamestown Sanitary District Office located at 10190 Karlee Ln, Jamestown, California, Monday-Friday, except Holidays, between the hours of 9:00 a.m. and 4:00 p.m.

1. Call to Order
2. Public Forum (5 minutes per item)  
Members of the public may be heard on any item on the agenda before or during consideration of that item. Any member of the public may ask questions or address the Committee relative to any within the jurisdiction of the Committee. Items need not be related to agenda items. The Committee cannot act on items.
3. Review/Recommendations: Office Positions
4. Review/Recommendations: Job descriptions
  - a. Office Assistant
  - b. Senior Operator
  - c. Finance Officer / District Secretary
5. Review/Recommendation: Hourly Pay Chart
  - a. Finance Officer / District Secretary
  - b. Senior Operator
6. Discussion/Recommendations; Preparations for Chief Plant Operator

Recommendations to be presented at April 13, 2023 Board of Director Regular Meeting for approval