

# Kirkwood Meadows Public Utility District Personnel Committee REGULAR MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Personnel Committee of the Kirkwood Meadows Public Utility District has called a Regular Meeting of the Committee to be held on **Thursday, February 28, 2019 at 10:00 A.M.** at the Kirkwood Meadows Public Utility District, Community Services Building, 33540 Loop Road, Kirkwood, CA 95646.

1) **Training.**

- a) Staff Training
- b) Board Training

2) **Vacant Positions.**

- a) Seasonal Snow Removal

3) **Wage Structure**

- a) **Snow Removal**

4) **Cell Phone Stipend**

- a) **Snow Removal**
- b) **Operations**

5) **Personnel Objectives. Pg. 2**

6) **Future Topics.**

7) Next Meeting/Staff Recommendation: *Thursday, March 28, 2018 – 10:00 am.*

Dated: February 21, 2019

---

Kirkwood Meadows PUD

The Kirkwood Meadows Public Utility District is an equal opportunity provider and employer.

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 at (209) 258-4444, by email to [igillies@kmpud.com](mailto:igillies@kmpud.com). Requests must be made as early as possible, and at least two business days before the meeting.

**Kirkwood Meadows Public Utility District  
General Manager Objectives  
FYE 2019**

**Personnel**

1. Continue development of Staff through training, certifications, and professional development.
2. Review and revise the Employee Handbook every 5 years.
3. Provide ambassadorial/behavioral training for Staff for dealing with customers.
4. Perform an analysis of the District organizational structure and revise if necessary.
5. Perform an in-house analysis of the current job descriptions and salary ranges of all positions every 5 years.