

**RESOLUTION NO. 2017-20**

**APPROVING THE EMPLOYEE CLASSIFICATION DESCRIPTIONS  
DATED NOVEMBER 2017**

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**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, the Mid-Peninsula Water District ("MPWD") initiated a formal Classification Study in August 2016; and

**WHEREAS**, KOFF & Associated facilitated and led the Classification Study, involving all eighteen (18) MPWD employees during the process, which was completed in November 2017; and

**WHEREAS**, the following ten (10) employee classifications were developed over the course of the one-year project:

- General Manager;
- Operations Manager;
- Administrative Services Manager;
- Operations Supervisor;
- Lead Operator;
- Water System Operator;
- Maintenance Technician;
- Administrative Specialist;
- Accountant; and
- Administrative Assistant; and

**WHEREAS**, three (3) employees will be reclassified after approval of the new classification descriptions, namely, the Field Operations Supervisors to Operations Supervisors; and

**WHEREAS**, one (1) new employee classification was created, namely, the Accountant position, for future organizational consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Mid-Peninsula Water District hereby approves the ten (10) Employee Classification Descriptions dated November 2017.


**REGULARLY PASSED AND ADOPTED** this 15<sup>th</sup> day of November 2017, by the following vote:

AYES: Directors Zucca, Linvill, Warden, Stuebing


NOES: 0

ABSTENTIONS: ~~None~~

ABSENCES: Director Vella

  
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President, Board of Directors  
Mid-Peninsula Water District

ATTEST:

  
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District Secretary