

**HESPERIA RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING
Wednesday, January 29, 2020 – 7:30 p.m.
Lime Street Park Community Center, 16292 Lime Street, Hesperia, CA**

MINUTES

CALL TO ORDER

Meeting was called to order at 8:31 p.m.

- A. Attendance
Board Committee Members: Irish, Gonzalez
District Staff: Etchepare, Wyzlic
Guests: None

MESSAGE TO THE PUBLIC/PUBLIC COMMENT

- No public comment made.

DISCUSSION/ACTION ITEMS

- B. 2019/2020 District Personnel Organization Overview and Recommendations for Upcoming 2020/2021 Budget
- Etchepare presented the current District personnel organizational chart, as well as a sample of an additional organizational chart provided by staff with a potential future staffing alignment. Etchepare requested recommendations from the committee on possible job titles and the alignment of positions.
- C. District Employment Selection Process – Overview
- Etchepare provided an overview of the current employment selection process.
- D. District Job Descriptions – Overview
- Etchepare discussed the scope of information that may be provided on job descriptions with the committee. She requested input from the committee regarding the amount of detail that the committee wants provided on job descriptions. Etchepare provided several examples of job descriptions for the position of General Manager for the Personnel Committee to review and consider as guidelines for the updating of the current job description for this position.

ADJOURNMENT

Meeting was adjourned by Director Irish at 9:30 p.m.