



155 Mason Circle  
Concord, CA 94520  
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[www.contracostamosquito.com](http://www.contracostamosquito.com)

***BOARD OF TRUSTEES  
SPECIAL MEETING  
\*\*MONDAY, FEBRUARY 10, 2025\*\****

**TIME: 7:00 PM**

**LOCATION:** Hybrid meeting of the Board of Trustees  
Physically held at the District office located at  
**155 Mason Circle, Concord, CA 94520**  
By teleconference at:

<https://us06web.zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

Meeting ID: 940 9516 2206

Passcode: 866980

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com).

Supporting materials on agenda items are available for public review at the District's office at 155 Mason Circle, Concord, CA and on the District's website at [www.contracostamosquito.com](http://www.contracostamosquito.com). During the meeting, supporting materials are available in the Board Room.

*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

President **PETER PAY** San Ramon • Vice President **KEVIN MARKER** Orinda • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **CHRIS COWEN, JIM PINCKNEY, & DARRYL YOUNG**  
Danville **G. MARK GRAHAM** • El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG**  
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

## **AGENDA**

**1. CALL TO ORDER**

- Roll Call
- Pledge of Allegiance

**2. \* AGENDA MANAGEMENT**

**3. PUBLIC INPUT ON NON-AGENDA ITEMS**

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

**4.\* PRESENTATIONS**

Reappointments of Chris Cowen and Darryl Young, as of January 6, 2025  
Jen Hogan for five years of service as of February 3, 2025

**5.\* CONSENT CALENDAR**

*Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee. All items may be acted on by a single motion.*

- A. Minutes of the January 13, 2024 Board of Trustees Meeting
- B. Expenditures for December 2024
- C. Payroll Expenditures December 2024
- D. Investment Activity for December 2024
- E. Financial Report

**6. BOARD AND STAFF REPORTS**

- A. Board
- B. General Manager
- C. Legal Counsel

**CLOSED SESSION**

**7. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Chris Cowen, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**8.\* BOARD CONSIDERATION AND APPROVAL OF SIDE LETTER TO THE 2022-2024 MOU BETWEEN THE DISTRICT (CCMVCD) AND LOCAL 1021 SERVICE EMPLOYEES' INTERNATIONAL UNION**

**9.\* BOARD CONSIDERATION AND APPROVAL OF RESOLUTION 25-1 – RESOLUTION OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT TO APPROVE TERMS OF EMPLOYMENT FOR LOCAL 1021 SERVICE EMPLOYEES' INTERNATIONAL UNION**

**10.\* BOARD COMMITTEE REPORTS AND RELATED ACTION ITEMS**

A.\* Personnel Committee Report

*i.\** Board Discussion and Approval of Updated Job Descriptions and Title Changes for the following classifications: Public Information and Technology Officer, Public Affairs Director, Program Supervisor, Scientific Programs Manager, Vector Ecologist I, Vector Ecologist II, and IT Systems Administrator.

*ii.\** Board Discussion and Approval of Elimination of the Classifications of Mechanic II and Mechanic/Technician

B. Budget Committee Report

**11.\* BOARD CONSIDERATION AND APPROVAL OF 2025 COMMITTEE MEMBERS**

**12.\* BOARD DISCUSSION AND APPROVAL OF BOARD POLICY REGARDING AB 2561**

**13. CLOSING COMMENTS**

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

**14. ADJOURNMENT**

I hereby certify that the District Board of Trustee Agenda was posted 4 days before the noted meeting.

\_\_\_\_\_  
Christine Widger, Customer Service Specialist

2/06/2025

\_\_\_\_\_  
Date

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**JANUARY 13, 2025 BOARD MEETING STAFF REPORT**

1. No comment
- 2.\* **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **PRESENTATIONS**  
Reappointments of Chris Cowen and Darryl Young, as of January 6, 2025  
Jen Hogan for five years of service as of February 3, 2025
- 5.\* **CONSENT CALENDAR**
  - A. Minutes of the January 13, 2025 Board of Trustees Meeting (*Pages 8-13*).  
Approval of Minutes 25-1, Board Meeting held on January 13, 2025.
  - B. Check Expenditures for payroll & accounts payable for December 2024 (*Pages 14-15*) – Approval of expenditures of December 1, 2024 through December 31, 2024, including:  
  
Accounts payable December 15<sup>th</sup> checks No. XXXX19 through No. XXXX24  
Payroll December 31<sup>st</sup> 8<sup>th</sup> check No. XXXX10  
Accounts payable December 31<sup>st</sup> checks No. XXXX25 through No. XXXX36  
  
Accounts Payable Total: \$42,020.46                  Payroll Total: \$92.35
  - C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of December 1, 2024 through December 31, 2024, including:  
  
Payroll December 15<sup>th</sup> No. D000020678 through No. D000020710  
Payroll December 31<sup>st</sup> No. D000020711 through No. D000020753  
Accounts payable December 15<sup>th</sup> EXXX29 through No. EXXX38  
Accounts payable December 31<sup>st</sup> EXXX39 through No. EXXX47  
  
Accounts Payable Total: \$124,364.77                  Payroll Total: \$42,020.46
  - D. Investment Activity for December 2024 (*Pages 16-21*)
  - E. Financial Report (*Pages 22-23*)

*Recommendation – Approve the Consent Calendar.*
6. **BOARD AND STAFF REPORTS**

- A. Board – Trustees who attended the 2025 Mosquito and Vector Control Association of California meeting on January 27 and 28 in Oakland will present a brief report on their attendance.
- B. General Manager
- C. Legal Counsel

**CLOSED SESSION**

**7. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Chris Cowen, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**8.\* BOARD CONSIDERATION AND APPROVAL OF SIDE LETTER TO THE 2022-2024 MOU BETWEEN THE DISTRICT (CCMVCD) AND LOCAL 1021 SERVICE EMPLOYEES’ INTERNATIONAL UNION** – Human Resources and Administration Manager Stark and Michael Jarvis, LCW, met with Ronald Collins and Josiah Branaman (SEIU 1021), and Shaun Redman, Brandon French and Chris Doll, represented employees, on January 6, 2025 to clarify questions regarding the new classification of Vector Control Technician and how current Vector Control Inspectors promote to that classification, and whether they would need to serve another probationary period. To clarify that so that employees could take the certification exams and promote to that classification without serving another probation, SEIU 1021 and the District drafted the attached side letter. (*Page 24*)

**9.\* BOARD CONSIDERATION AND APPROVAL OF RESOLUTION 25-1 – RESOLUTION OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT TO APPROVE TERMS OF EMPLOYMENT FOR LOCAL 1021 SERVICE EMPLOYEES’ INTERNATIONAL UNION** - The District and SEIU Local 1021 started negotiations for a new contract on May 8, 2024. Since the first meeting the District made it very clear that there were some key issues that the District wanted to discuss. After more than 7 months of negotiations, and SEIU’s unwillingness to move or negotiate the key issue of the disciplinary procedure, the District presented a Last Best and Final Offer (LBFO) on November 24, 2024, which was not accepted by SEIU Local 1021. The District formally declared an impasse in writing on December 13, 2024. After exhausting all impasse procedures, the District is seeking to impose terms of employment from the LBFO. (*Pages 25-57*).

*Recommendation – Approve and adopt Resolution 25-1.*

**10.\* BOARD COMMITTEE REPORTS AND RELATED ACTION ITEMS**

A.\* Personnel Committee Report – the Personnel committee met on February 3 and Chair Cowen will present a brief report.

- i.\* Board Discussion and Approval of Updated Job Descriptions and Title Changes for the following classifications: Public Information and Technology Officer, Public Affairs Director, Program Supervisor (title change to Operations Supervisor), Scientific Programs Manager, Vector Ecologist I (title change to Vector Ecologist), Vector Ecologist II (title change to Senior Vector Ecologist), and IT Systems Administrator - Human Resources and Administration Manager Stark has been working on updating all job descriptions in preparation for a salary survey. The following job descriptions have been updated to more accurately reflect the work currently performed by those classifications. These have been discussed and reviewed by the Personnel committee, and the committee is recommending their approval. (*Pages 58-78*)

*Recommendation – Approve the updated job descriptions and changes in titles as specified above.*

- ii.\* Board Discussion and Approval of Elimination of the Classifications of Mechanic II and Mechanic/Technician - The classification of Mechanic II has been unfunded since the retirement of the mechanic in March of 2019, at which point the position of Mechanic/Technician was created in an attempt to combine the tasks of a mechanic with those of a technician, as the mechanic job could no longer fulfill a full-time job. That position has been vacant and unfunded since October 2021.

*Recommendation – Approve the elimination of the classifications of Mechanic II and Mechanic/Technician.*

B. Budget Committee Report – the Budget committee is scheduled to meet immediately prior to the Board meeting to discuss the capital project budget and funding. Chair Marker will present a brief summary of the meeting.

**11.\* BOARD CONSIDERATION AND APPROVAL OF 2025 COMMITTEE MEMBERS** – Trustee Mereddy would like to be a member of the Advance Planning and Audit committees instead of Advance Planning and Budget committees. (*Page 79*)

*Recommendation – Approve the 2025 roster of Trustee Committee members.*

**12.\* BOARD DISCUSSION AND APPROVAL OF BOARD POLICY REGARDING AB 2561** – AB 2561 was signed by Governor Newsom on September 22, 2024, and it creates

a new obligation for public agencies to publicly address the status of their vacancies. AB 2561 requires public agencies to present the status of their vacancies and recruitment and retention efforts at a public hearing before their governing body at least once a year, and prior to the adoption of a final budget for the fiscal year. This policy addresses the requirements of the bill. (*Pages 80-85*)

*Recommendation – Approve the Board Policy Regarding AB 2561.*

**13. CLOSING COMMENTS** - This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

**14. ADJOURNMENT**

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 25-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 13, 2025, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT	Darryl Young, President, Contra Costa County (remote) Peter Pay, Vice President, San Ramon Daniel Pellegrini, Secretary, Martinez Perry Carlston, Concord Warren Clayton, Pinole Chris Cowen, Contra Costa County Jim Dolgonas, El Cerrito Chris Dupin, Richmond James Frankenfield, Moraga G. Mark Graham, Danville Eric Hinzal, Clayton Jennifer Hogan, Pleasant Hill Peggie Howell, Walnut Creek Michael Krieg, Oakley Kevin Marker, Orinda James Pinckney, Contra Costa County
TRUSTEES ABSENT	Richard Ainsley, Pittsburg Vinoy Mereddy, Brentwood Damian Wong, Hercules
VACANCIES	Antioch Lafayette San Pablo
OTHERS PRESENT	Paula Macedo, General Manager; Stacy Stark, Human Resources & Administration Manager; David Wexler, Operations Manager; Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator; Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan Other members of the public



1. CALL TO ORDER – Vice President Pay called the meeting to order at 7:02 p.m.

Roll Call: At the time of the roll call 16 Trustees were present, three Trustees were absent, and there are three vacancies.

Pledge of Allegiance

- 2.\* AGENDA MANAGEMENT – The agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – The following members of the public spoke on non-agenda items, in support of employees represented by SEIU 1021: Ann Buttler, Brandon Dawkins, Jamie Miller, Shaun Redman, Chris Doll, Josiah Branaman, and Jose Abastida (remote).

- 4.\* PRESENTATION

Mark Graham, newly appointed Trustee representing the Town of Danville - Trustee Graham was welcomed to the Board of Trustees and gave a brief description of his background.

Trustee Howell for 15 years of service (May 24, 2024) - Trustee Howell was honored for 15 years of service on the Board serving the Cities of Clayton (previous appointment) and Walnut Creek (current appointment).

- 5.\* CONSENT CALENDAR

A. Minutes – Approval of Minutes 24-7, Board Meeting held on Monday, November 29, 2024.

B. Approval of expenditures for October 1, 2024 through November 30, 2024, including:

Accounts payable October 15th checks No. XXXX79 through No. XXXX87  
Payroll October 15th checks No. XXXX88 through No. XXXX89  
Accounts payable October 31st checks No. XXXX90 through No. XXXX06  
Payroll November 27th checks No. XXXX07 through No. XXXX09  
Accounts payable November 15th checks No. XXXX01 through No. XXXX09  
Accounts payable November 30th checks No. XXXX10 through XXXX18

Accounts Payable Total: \$140,037.47          Payroll Total: \$461.75

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 1, 2024 through November 30, including:

Payroll October 15th No. D000020520 through No. D000020552  
Payroll October 31st No. D000020553 through No. D000020593  
Accounts payable October 15th EXXX62 through EXXX71

Accounts payable October 31st EXXX72 through EXXX89  
Payroll November 15th No. D000020594 through No. D000020630  
Payroll November 30th No. D000020631 through No. D000020677  
Accounts payable November 15th EXXX11 through EXXX17  
Accounts payable November 30th EXXX18 through EXXX27

Accounts Payable Total: \$319,830.42          Payroll Total: \$401,750.28

D. Investment Activity for October & November 2024

E. Financial Report

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the consent calendar. *Motion passed unanimously.*

## 6. BOARD AND STAFF REPORTS

A. Board – None.

B. General Manager – General Manager Macedo reminded the Trustees with current training assignments to complete the training online as soon as possible. In response to questions from Trustees regarding avian flu, Dr. Macedo stated that data shows that the H5 strain is widespread in wild birds and has caused outbreaks in domestic poultry flocks and dairy cows, with several recent human cases in the U.S. Current public health risk is low, but it is being closely monitored by the U.S. Centers for Disease Control. Most human cases of avian flu in California were due to working closely with cattle, although one case is of unknown origin. The District could be asked to participate in dead bird testing. The avian flu outbreak is causing a shortage of chickens available for the sentinel chicken program, and the California Department of Public Health (CDPH) is working to find potential sources for chickens this year. DR. Macedo also reported that there have been 523 cases of dengue in California in 2024, 18 of which were locally acquired infections.

C. Staff – Staff reports were provided in the packet. Financial Administrator Martini reminded Trustees that Form 700 Statements of Economic Interests is due by April 1, 2025 and should be filed using NetFile.

D. Legal Counsel – None

## 7. BOARD COMMITTEE REPORTS AND RELATED ACTION ITEMS

A. Advance Planning Committee Report – Trustee Hogan reported that the Advance Planning Committee met on December 9, 2024 to discuss the progress on each goal of the Strategic Plan (5-year plan) and any adjustments needed on approved timelines. In addition, the committee discussed emergency planning and is recommending the adoption of the Emergency Preparedness Policy.

i.\* Board Consideration and Approval of Updates to the Five-Year Strategic Plan 2022-2026 – Progress and updates and adjusted timelines were highlighted in the document included in the agenda.

\*\* Motion was made by Trustee Graham and seconded by Trustee Howell to approve the updates to the Five-Year Strategic Plan 2022-2026. *Motion passed unanimously.*

ii.\* Board Consideration and Adoption of Emergency Preparedness Policy – The Advance Planning committee has been working on an emergency preparedness policy and program. The committee is recommending the adoption of the Emergency Preparedness Policy. This policy is the first step in creating the program and the next steps will be to establish key personnel and contingencies.

\*\* Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve and adopt the Emergency Preparedness Policy. *Motion passed unanimously.*

B. Ad Hoc Committee Report – Board Rules – The Ad Hoc Committee formed to work on the Trustee Manual, specifically on the sections Board rules and succession planning, met on December 5, 2024. The committee identified the Trustee Manual as an area where consulting services could be utilized. General Manager Macedo is in the process of obtaining quotes for the work, according to the District’s approved procurement process. The committee will then work with the consultant on each section of the manual and the final product will be reviewed by the committee and then presented to the Board.

8.\* BOARD APPROVAL OF CORRECTED SALARY RANGE FOR THE CLASSIFICATION OF VECTOR CONTROL TECHNICIAN – At the November 2024 Board meeting, the Board approved the new classification of Vector Control Technician (VCT), job description and salary range. The intended salary range was set to be 5% above the classification of Vector Control Inspector (VCI), but it was calculated erroneously based on an outdated range for VCI. The approved salary range for the VCT classification in November was \$6,965.21 to \$9,334.04. The correct range is shown below:

	VCI	VCT
Step 1	\$6,898.87	\$7,243.81
Step 2	\$7,243.81	\$7,606.00
Step 3	\$7,606.00	\$7,986.30
Step 4	\$7,986.30	\$8,385.62
Step 5	\$8,385.62	\$8,804.90
Step 6	\$8,804.90	\$9,245.15
Step 7	\$9,245.15	\$9,707.40

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Graham to approve the corrected salary range for the classification of Vector Control Technician. *Motion passed unanimously.*

9.\* BOARD NOMINATION AND ELECTION OF 2025 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY– According to the California Health and Safety Code, Sec. 2027, at the first meeting in January every year, a Board of Trustees shall elect its officers. In November of 2023, the Board adopted Resolution 23-4 revising the procedure for electing the Board officers, according to which, nominations shall come from the floor for the offices of President, Vice President, and Secretary. Trustees may vote on a slate or may choose to vote for each office at a time. Trustee Pay was nominated for President, Trustee Marker was nominated for Vice President, and Trustee Pellegrini was nominated for Secretary.

\*\* Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve the 2025 Board officers - Trustee Pay for President, Trustee Marker for Vice President, and Trustee Pellegrini for Secretary. *Motion passed unanimously.*

10.\* BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES FOR 2025 (Page 73) – there have been no changes to the committee charges from the previous year.

\*\* Motion was made by Trustee Cowen and seconded by Trustee Carlston to approve the 2025 Board of Trustees Standing Committees and their charges as proposed. *Motion passed unanimously.*

11.\* BOARD CONSIDERATION AND APPROVAL OF 2025 COMMITTEE MEMBERS – Trustees had the opportunity to sign up for the different committees during the January meeting.

The Board took a short break at 7:56 p.m. to sign up for their preferred committees. 2025 President Pay reviewed the committee selections and designated Chairs for each committee and resumed the meeting at 8:13 p.m.

President Pay recommended the following for approval: Advance Planning: Hogan (Chair), Ainsley, Dupin, Hinzl, Mereddy; Audit: Dolgonas (Chair), Carlston, Frankenfield, Howell, Krieg, Pellegrini, Wong; Budget: Marker (Chair) Ainsley, Cowen, Dupin, Marker, Mereddy, Young; Executive: Pay (Chair), Cowen, Marker, Pellegrini, Young; Personnel: Cowen (Chair), Carlston, Clayton, Dupin, Graham, Pellegrini.

\*\* Motion was made by Trustee Pinckney and seconded by Trustee Clayton to approve the 2025 committee members. *Motion passed unanimously.*

12.\* 2025 BOARD MEETING SCHEDULE – The Board approved the meeting schedule for 2025, with the addition of an Audit committee meeting on March 10.

\*\* Motion was made by Trustee Graham and seconded by Trustee Cowen to approve the amended 2025 Board meeting schedule as amended. *Motion passed unanimously.*

13.\* BOARD CONSIDERATION AND APPROVAL OF UPDATED UNMANNED AIRCRAFT SYSTEM (UAS) POLICY – The District’s UAS (Drone) Policy was initially

approved by the Board in 2018. The policy was updated to reflect changes to the Program Coordinator, currently the Vector Control Planner, the ability to apply pesticides via UAS, and updated requirements. The Board discussed some of the differences in regulations governing heavy drones and light drones. Trustee Krieg noted that there may be a requirement for an additional medical certification.

\*\* Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve the updated Unmanned Aircraft Systems Policy with amendments for the medical certification if needed. *Motion passed unanimously.*

CLOSED SESSION – 8:26 p.m.

14. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION – 8:59 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

15. CLOSING COMMENTS – None

16. ADJOURNMENT – 9:01 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on February 10, 2025.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

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Daniel Pellegrini  
2025 Secretary, Board of Trustees

**Company name:** Contra Costa Mosquito & Vector Control  
 Activity from 12/01/2024 - 12/31/2024

Check no.	Payment Date	Vendor Name	Payment Amount
EXXX29	12/13/2024	Bay Alarm Company	85.00
EXXX30	12/13/2024	iSolved Benefit Services	119.88
EXXX31	12/13/2024	Clarke	189.89
EXXX32	12/13/2024	Staples Business Advantage	312.99
EXXX33	12/13/2024	Streamline	375.00
EXXX34	12/13/2024	Target Specialty Products	3,073.00
EXXX35	12/13/2024	CDW Government, Inc.	3,156.92
EXXX36	12/13/2024	California Special Districts Association	347.39
EXXX37	12/13/2024	Health Care Dental Trust	4,728.10
EXXX38	12/13/2024	Mission Linen Supply	529.40
XXXX19	12/13/2024	MVCAC	9,625.00
XXXX20	12/13/2024	OSCA	621.00
XXXX21	12/13/2024	PG&E	1,422.91
XXXX22	12/13/2024	Sacramento-Yolo Mosquito & Vector Control District	150.08
XXXX23	12/13/2024	Spark Creative Design	1,052.75
XXXX24	12/13/2024	WAVE	2,366.34
EFT	12/13/2024	Great-West Trust Company, LLC (Empower)	11,600.47
EFT	12/13/2024	Mt. Diablo Resource Recovery-Concord	758.90
EXXX39	12/31/2024	Concur Technologies, Inc	677.71
EXXX40	12/31/2024	Nola Woods Potter	36.00
EXXX41	12/31/2024	Red Wing Business Advantage Account	778.72
EXXX42	12/31/2024	CalPERS	68,173.50
EXXX43	12/31/2024	SEIU UPE LOCAL 1021-Union Dues	2,135.14
EXXX44	12/31/2024	Liebert Cassidy Whitmore	16,472.00
EXXX45	12/31/2024	Mission Linen Supply	820.30
EXXX46	12/31/2024	BKS Law Firm, PC	2,250.00
EXXX47	12/31/2024	Reliance Standard Life In	867.45
XXXX25	12/31/2024	Canon Financial Services, Inc.	428.62
XXXX26	12/31/2024	Capital Program Management, Inc. (CPM)	5,122.00
XXXX27	12/31/2024	Colonial Life	431.58
XXXX28	12/31/2024	Contra Costa County - Fleet	2,889.13
XXXX29	12/31/2024	Contra Costa Water District	514.06
XXXX30	12/31/2024	OSCA	1,242.00
XXXX31	12/31/2024	PG&E	1,070.78
XXXX32	12/31/2024	Sun Life Financial	1,503.01
XXXX33	12/31/2024	T-Mobile	570.73
XXXX34	12/31/2024	TireHub	893.78
XXXX35	12/31/2024	Verizon Wireless	11,576.12
XXXX36	12/31/2024	Vision Service Plan	540.57
EFT	12/31/2024	U.S. BANK CORPORATE PAYMENT SYSTEMS	6,877.01
EFT	12/31/2024	Great-West Trust Company, LLC (Empower)	10,857.02
		<b>Total</b>	<b>177,242.25</b>

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
UNUSUAL ITEMS LIST (*Policy Effective May 2021*)

- *Any checks or ACH over the amount of \$10,000.00 (excludes Procurement Policy General Manager Authority items: payroll taxes, employee fringe benefit payments, and aggregate corporate credit card amount).*
- *Any vendor that has not been paid by the District in the past 15 months.*
- *All legal fees over \$5,000.00 in one month*

<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT OF CHECK</b>	<b>VENDOR &amp; DESCRIPTION</b>
December 13, 2024	XXXX22	\$150.08	Sacramento-Yolo Mosquito & Vector Control District – Repellent Wipes
December 31, 2024	XXXX40	\$36.00	Nola Woods Potter – Employee Travel Reimbursement
December 31, 2024	XXXX44	\$16,472.00	Liebert Cassidy Whitmore – Legal Counsel
December 31, 2024	EXXX77	\$11,576.12	Verizon Wireless – New iPads for District Staff

## INVESTMENT ACTIVITY REPORT

Month of December 2024						
Transaction Number	Date	LAIF	California CLASS	Five Star Money Market	Five Star Checking	
<b>Balance</b>	<b>12/1/2024</b>	\$ 11,892,374.06	\$ 2,102,329.11	\$ 248,828.84	\$ 73,855.38	
1	12/9/2024				14,400.39	
2	12/10/2024	(175,000.00)			175,000.00	
3	12/18/2024				64,580.83	
4	12/19/2024				4,859,351.22	
5	12/31/2024		8,255.11	949.29		
6	12/31/2024				(513,794.41)	
<b>Balance</b>		\$ 11,717,374.06	\$ 2,110,584.22	\$ 249,778.13	\$ 4,673,393.41	

### Transaction Number & Brief Description

- 1 Misc Deposits into Five Star Checking
- 2 Transfer from LAIF to Five Star Checking
- 3 Misc Deposits into Five Star Checking
- 4 Property Tax Deposit & Misc Contract Billing Deposits
- 5 Interest Earned California CLASS & Five Star Money Market Accounts
- 6 Five Star Bank clearing of Payroll & Vendor Checks

Designated Reserves POLICY FY 25 (July 2024 - June 2025)	
Bond Reserve	0
Public Health Emergency	2,500,000
Capital Improvement	7,500,000
Emergency Reconstruction Response	500,000
Operations	5,602,162
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	<b>16,602,162</b>

*I certify that this report reflects all cash transactions and is in conformity with District Policy. The cash flow shown provides sufficient cash flow liquidity to meet the next six months expenditures.*

*Respectfully submitted,*

*Paula Macedo  
General Manager*



California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

January 16, 2025

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

CONTRA COSTA MOSQUITO AND VECTOR CONTROL  
 DISTRICT  
 MANAGER  
 155 MASON CIRCLE  
 CONCORD, CA 94520

[Tran Type Definitions](#)

December 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/10/2024	12/10/2024	RW	1764254	1724796	PAULA MACEDO	-175,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	11,892,374.06
Total Withdrawal:	-175,000.00	Ending Balance:	11,717,374.06



0000119-0000484 PDF 730830

**Contra Costa Mosquito &  
Vector Control District  
155 Mason Circle  
Concord, CA 94520**

**California CLASS**

**California CLASS**

Average Monthly Yield: 4.6385%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	1,098,925.20	0.00	0.00	4,316.80	94,718.48	1,099,064.45	1,103,242.00
<b>TOTAL</b>	<b>1,098,925.20</b>	<b>0.00</b>	<b>0.00</b>	<b>4,316.80</b>	<b>94,718.48</b>	<b>1,099,064.45</b>	<b>1,103,242.00</b>

**California CLASS Enhanced Cash**

Average Monthly Yield: 4.6345%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Enhanced	1,003,403.91	0.00	0.00	3,938.31	7,342.22	1,003,530.95	1,007,342.22
<b>TOTAL</b>	<b>1,003,403.91</b>	<b>0.00</b>	<b>0.00</b>	<b>3,938.31</b>	<b>7,342.22</b>	<b>1,003,530.95</b>	<b>1,007,342.22</b>



General CLASS

Account Summary

Average Monthly Yield: 4.6385%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,098,925.20	0.00	0.00	4,316.80	94,718.48	1,099,064.45	1,103,242.00

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2024	Beginning Balance			1,098,925.20	
12/31/2024	Income Dividend Reinvestment	4,316.80			
12/31/2024	Ending Balance			1,103,242.00	



Account Statement

December 31, 2024

Page 3 of 4

Account Number: CA-01-0129-E001

Enhanced

Account Summary

Monthly Distribution Yield: 4.6345%

	Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
California CLASS Enhanced Cash	1,003,403.91	0.00	0.00	3,938.31	0.00	1,007,342.22

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	NAV	Shares	Realized G/L
12/01/2024	Beginning Balance			1,003,403.91	10.00	100,340.391	
12/31/2024	Income Dividend Reinvestment	3,938.31			10.00	393.831	
12/31/2024	Ending Balance			1,007,342.22	10.00	100,734.222	



**FIVE STAR BANK**

PO Box 779000  
Rocklin CA 95677

(800) 416-6117  
[www.fivestarbanc.com](http://www.fivestarbanc.com)

1921754  
Contra Costa Mosquito & Vector Control  
155 Mason Circle  
Concord CA 94520

Date 12/31/24 Page 1  
Enclosures

Public Money Market		Number of Enclosures	0
Account Number	Ending	Statement Dates	12/01/24 thru 12/31/24
Previous Balance	248,828.84	Average Ledger	248,828.84
Deposits/Credits	.00	Average Collected	248,828.84
Checks/Debits	.00	Annual Percentage Yield Earned	4.58%
Service Charge	.00	2024 Interest Paid	33,840.74
Current Balance	249,778.13	Interest Paid	949.29

**Deposits and Additions**

Date	Description	Amount
12/31	Interest Deposit	949.29

**Daily Balance Information**

Date	Balance	Date	Balance
12/02	248,828.84	12/31	249,778.13

**Interest Rate Summary**

Date	Rate
12/01	4.518000%
12/06	4.477000%



**Balance Sheet  
As of December 2024**

	December 2023	December 2024
<b>ASSETS</b>		
<b>Current Assets</b>		
Five Star Checking:General	5,469,662.67	4,673,393.41
Money Market: General	928,937.39	249,778.13
California CLASS:General	1,008,523.52	2,110,584.22
LAIF	8,876,669.11	11,717,374.06
VCJPA	1,272,731.00	1,322,920.00
Wells Fargo Bank - checking	121,720.14	0.00
Property Tax Due from County	4,038,704.40	4,579,756.56
Benefit Assessment Due from County	936,174.03	941,139.94
Prepaid Retirement - CCCERA	940,943.31	800,434.69
<b>Total Current Assets:</b>	<b>23,594,065.57</b>	<b>26,395,381.01</b>
<b>Fixed Assets</b>		
Asset Nondepreciable (Land):General	778,640.00	778,640.00
Asset Depreciable:General	581,339.00	695,755.00
<b>Total Fixed Assets:</b>	<b>1,359,979.00</b>	<b>1,474,395.00</b>
<b>Other Assets</b>		
Net Pension Asset:General	643,711.00	742,411.00
GASB 68/75 Outflow	2,258,655.00	3,617,742.00
<b>Total Other Assets:</b>	<b>2,902,366.00</b>	<b>4,360,153.00</b>
<b>Total Assets:</b>	<b>27,856,410.57</b>	<b>32,229,929.01</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Current Liabilities</b>		
Accrued Liabilities	35,034.39	48,066.94
Deferred Revenue	5,300,405.54	5,806,484.52
<b>Total Current Liabilities:</b>	<b>5,335,439.93</b>	<b>\$5,854,551.46</b>
<b>Long-Term Liabilities</b>		
Net Pension Liability	4,328,728.00	4,356,763.00
<b>Total Long-Term Liabilities:</b>	<b>4,328,728.00</b>	<b>4,356,763.00</b>
<b>Total Liabilities:</b>	<b>9,664,167.93</b>	<b>10,211,314.46</b>
Accrued Equity & Designated Reserves	16,980,364.88	20,669,152.25
Current Year Net Income	1,211,877.76	1,349,462.30
<b>Total Equity:</b>	<b>18,192,242.64</b>	<b>22,018,614.55</b>
<b>Total Liabilities &amp; Equity:</b>	<b>27,856,410.57</b>	<b>32,229,929.01</b>

**Contra Costa Mosquito and Vector Control District  
FY25 Budget Year**

(July 1, 2024 - June 30, 2025)

**Board Packet**

50% of the Year  
completed

**FY25**

**APPROVED**

**YTD FY25 VS  
Adopted  
Budget %**

**ADOPTED FY25 VS  
FY25 \$**

*As of 12/31/24*

**FY 25**

<b>Personnel Costs</b>				
Payroll & OT	2,127,554.20	4,398,951.28	48.4%	2,271,397.08
<b>Retirement</b>	<b>454,389.42</b>	<b>1,200,000.00</b>	<b>37.9%</b>	<b>745,610.58</b>
OASDI	120,895.03	272,734.98	44.3%	151,839.95
<b>Medicare</b>	<b>30,627.56</b>	<b>63,784.79</b>	<b>48.0%</b>	<b>33,157.23</b>
Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.)	323,743.45	722,867.73	44.8%	399,124.28
<b>Unemployment</b>	<b>465.00</b>	<b>16,000.00</b>	<b>2.9%</b>	<b>15,535.00</b>
Disability Ins	4,901.24	12,420.00	39.5%	7,518.76
<b>Other Post Employment Benefits</b>	<b>0.00</b>	<b>215,000.00</b>	<b>0.0%</b>	<b>215,000.00</b>
District Paid Health Retiree Cost & Fees	149,667.74	136,778.98	109.4%	(12,888.76)
<b>Subtotal Personnel Costs</b>	<b>3,212,243.64</b>	<b>7,038,537.76</b>	<b>45.6%</b>	<b>3,826,294.12</b>
<b>Operational Costs</b>				
Professional Services - Legal includes Settlements	119,441.75	140,000.00	85.3%	20,558.25
<b>Professional Services - Building &amp; Grounds Maint</b>	<b>5,244.20</b>	<b>15,000.00</b>	<b>35.0%</b>	<b>9,755.80</b>
Professional Services - All Other	112,403.96	422,468.00	26.6%	310,064.04
<b>Public Affairs</b>	<b>5,782.71</b>	<b>125,900.00</b>	<b>4.6%</b>	<b>120,117.29</b>
Lab Services	34,020.62	55,500.00	61.3%	21,479.38
<b>Information &amp; Technology</b>	<b>55,374.11</b>	<b>213,783.00</b>	<b>25.9%</b>	<b>158,408.89</b>
Operations - Control Materials	180,551.97	268,000.00	67.4%	87,448.03
<b>Operations - Aerial</b>	<b>11,496.41</b>	<b>40,000.00</b>	<b>28.7%</b>	<b>28,503.59</b>
Operation and Facilities - All Other	68,692.26	401,500.00	17.1%	332,807.74
<b>General Office Administration - Insurance</b>	<b>364,450.00</b>	<b>364,450.00</b>	<b>100.0%</b>	<b>0.00</b>
General Office Administration - Trustee Expense	2,632.28	26,000.00	10.1%	23,367.72
<b>General Office Administration - Employee Travel &amp; Training</b>	<b>15,425.39</b>	<b>67,500.00</b>	<b>22.9%</b>	<b>52,074.61</b>
General Office Administration - Utilities	40,478.78	123,500.00	32.8%	83,021.22
<b>General Office Administration - All Other</b>	<b>49,971.19</b>	<b>68,800.00</b>	<b>72.6%</b>	<b>18,828.81</b>
<b>Subtotal Operational Cost</b>	<b>1,065,481.61</b>	<b>2,332,401.00</b>	<b>45.7%</b>	<b>1,266,919.39</b>
<b>Capital</b>				
Structure & Improvements	0.00	1,803,386.00	0.0%	0.00
<b>Vehicles</b>	<b>100.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>(100.00)</b>
Heavy Equipment	0.00	30,000.00	0.0%	30,000.00
<b>Subtotal Capital</b>	<b>100.00</b>	<b>1,833,386.00</b>	<b>0.0%</b>	<b>1,833,286.00</b>
<b>Total Expenditures</b>	<b>4,277,825.25</b>	<b>11,204,324.76</b>	<b>11,198,324.60</b>	
<b>Revenues</b>				
<b>Property Taxes</b>	<b>4,260,267.00</b>	<b>8,520,534.00</b>	<b>50.0%</b>	<b>4,260,267.00</b>
Benefit Assessment	1,046,217.48	2,092,435.00	50.0%	1,046,217.52
<b>Contract Billing</b>	<b>31,538.57</b>	<b>53,060.40</b>	<b>59.4%</b>	<b>21,521.83</b>
Interest Income	280,244.50	102,000.00	274.7%	(178,244.50)
<b>Fixed Asset Disposal</b>	<b>20.00</b>	<b>15,000.00</b>	<b>0.1%</b>	<b>14,980.00</b>
Miscellaneous	9,000.00	50,000.00	18.0%	41,000.00
<b>Subtotal Revenue</b>	<b>5,627,287.55</b>	<b>10,833,029.40</b>	<b>51.9%</b>	<b>5,205,741.85</b>
<b>Estimate Ending Balance</b>	<b>1,349,462.30</b>	<b>(371,295.36)</b>		

<b>Designated Reserves POLICY FY 25 (July 1, 2024 - June 30, 2025)</b>	
Bond Reserve	0
Public Health Emergency	2,500,000
Capital Improvement	7,500,000
Emergency Reconstruction Response	500,000
Operations	5,602,162
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	<b>16,602,162</b>

Date 11/9/25  
Time \_\_\_\_\_:

Contra Costa Mosquito Vector Control District (CCMVCD)  
And  
Local 1021, Service Employees International Union (SEIU)  
2024 Negotiations

Side Letter – Probationary Period

Article 5 – Probationary Period

6.1— New employees ~~shall~~ will serve an initial probationary period of twelve (12) months. New employees will receive evaluations at approximately one (1), three (3), six (6), nine (9) and twelve (12) months of employment.

Any leave the employee takes will extend the probationary period. During the probationary period, the General Manager may release an employee at any time without any right of review.

Employees hired before January 1, 2025, who are promoted to the classification of Vector Control Technician will not serve a promotional probationary period.

~~Promotional appointments shall be tentative and subject to a probationary period of six (6) months.~~

~~Probationary periods will be extended by the amount of any unpaid leaves taken by the employee.~~

5.2 ~~During the probationary period an employee may be rejected at any time by the General Manager without the right of review of any kind. Any employee rejected during the probationary period following a promotional appointment, shall be reinstated to the position from which the employee was promoted.~~


For CCMVCD:

Date: 1/9/25

  
\_\_\_\_\_  
Michael W. Jarvis  
Liebert Cassidy Whitmore

For SEIU:

Date: 1/10/25

  
\_\_\_\_\_  
Ron Collins  
SEIU



BEFORE THE BOARD OF TRUSTEES OF  
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa Mosquito and  
Vector Control District to Approve Terms of  
Employment For Local 1021 Service  
Employees' International Union**

**RESOLUTION 25-1**

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 10<sup>th</sup> day of February 2025, 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS the Contra Costa Mosquito and Vector Control District (the "District") is an independent special district formed and governed pursuant to California Health and Safety Code Section 2000, et seq.; and

WHEREAS the District's jurisdiction encompasses all that area lying within the boundaries of Contra Costa County; and

WHEREAS the District is governed by a Board of Trustees representing the cities and the county of Contra Costa County; and

WHEREAS, Pursuant to California Health and Safety Code Section 2048, the District is subject to the requirements of the Meyers-Milias-Brown Act, Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 of the Government Code; and

WHEREAS, beginning on May 8, 2024 and continuing for seven months, the District and its representatives met and bargained in good faith with Local 1021 Service Employees' International Union regarding terms of employment for its members; and

WHEREAS, the District presented a Last Best and Final Offer (LBFO) on November 24, 2024, which was not accepted by SEIU Local 1021; following which, on December 13, 2024, the District formally declared an impasse in writing and has now exhausted all impasse procedures; and

WHEREAS, the Board now seeks to approve new terms of employment for the Contra Costa Mosquito and Vector Control District's employees represented by Local 1021 Service Employees' International Union.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT as follows:

1. The District Board hereby adopts Contra Costa Mosquito and Vector Control District Resolution 25-1.
2. The District Board hereby approves the Terms of Employment for Local 1021 Service Employees' International Union as presented in Exhibit A to this Resolution which is attached hereto and incorporated herein as if fully set forth. 25

3. Contra Costa Mosquito and Vector Control District Resolution 25-1 shall be effective immediately upon adoption.
4. The Terms of Employment provided in Exhibit A shall be effective and operative as of February 16, 2025, at which time all previous terms of employment and/or memorandums of agreement between the District and Local 1021 Service Employees' International Union shall be repealed and superseded in full and without further force or effect.
5. If any section, clause or phrase of this Resolution or Exhibit A hereto is for any reason held to be invalid by a court of competent jurisdiction, it shall be deemed severable, and the remainder of this Resolution or Exhibit A shall not be affected thereby.

I, DANIEL PELLEGRINI, the undersigned Secretary of the said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District February 10, 2025, by the following vote.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

---

Daniel Pellegrini  
2025 Secretary, Board of Trustees

# EXHIBIT A

Contra Costa Mosquito and Vector Control District  
Terms of Employment  
for  
Local 1021 Service Employees' International Union



Effective February 16, 2025

# EXHIBIT A

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# EXHIBIT A

## Article 1 - Union Security

### 1.1. Dues Deductions

Upon certification from the Union that an employee has signed an authorization for the deduction of Union dues (Committee on Political Education (COPE) or other Union programs), the District shall make payroll deductions at an amount to be determined by the Union and communicated to the District annually. The District shall promptly remit deductions to the Union. Employee requests to cancel membership dues deductions must be directed to the Union. Upon notification from the Union that an employee has canceled membership, the District shall promptly cease Union dues deductions from the employee's paycheck. The Union shall hold the District harmless from any and all claims and will indemnify it against any unusual costs in implementing these provisions, and shall indemnify the District for any claims made by the employee for deductions made in reliance on that certification.

### 1.2. Employee List

The District shall provide the Union designee(s) with a list with each submission of dues payment in malleable electronic format of the full name, employee identification number, job classification, work, home and personal cellular telephone numbers, home address, and personal and work e-mail addresses, Pay Step and Longevity, Pay Status. This does not require the District to provide information that they do not possess.

### 1.3. New Employee Orientation

The District shall attempt to provide the Union at least ten (10) days' notice of a new employee orientation. The Union shall have one hour to present to the new employee without management present during the new employee orientation, the new employee and one Union representative shall attend the orientation on paid release time.

### 1.4. Release Time

- (a) The District shall grant to employees, upon request of the Union of that employee, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or officers of the Union, or of any statewide or national employee organization with which the Union is affiliated. Leave may be granted on a full-time, part-time, periodic, or intermittent basis.
- (b) Procedures for requesting and granting leave shall be determined by mutual agreement between the District and Union. The Union shall reimburse the District for all compensation paid to the employee on leave. Reimbursement by the Union shall be made on or before 30 days after receipt of the District's certification of payment of compensation to the employee.

- (c) At the conclusion or termination of leave granted under this section, the Union representative shall have a right of reinstatement to the same position held prior to the leave.
- (d) The Union has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason.
- (e) Compensation during leave granted under this section shall include retirement fund contributions required of the District. The employee shall earn full service credit during the leave of absence and shall pay their member retirement contribution.
- (f) The District shall not be liable for an act or omission of, or an injury suffered by, an employee of the District if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for the Union. If the District is held liable for such an act, omission, or injury, the Union shall indemnify and hold harmless the District.

#### 1.5. Use of District Facilities

- 1) The Union is allowed to use designated bulletin boards for Union business.
- 2) Union representatives must notify the General Manager prior to doing a site visit of the facility, the site visit is deemed approved unless the General Manager objects in writing. The Union may use conference rooms and other meeting areas specified by the District for the purpose of holding Union meetings during off-duty hours with the approval of the General Manager. The Union should generally request the use of the facilities at least five (5) days in advance.
- 3) Employees will be released during the month of January for three (3) hours to attend an annual membership meeting no earlier than 12:30 p.m. The Union must notify the General manager of the annual membership meeting at least fourteen (14) days in advance.

#### 1.6. Notice to Union of Public Information Requests

The District shall notify the Union and the employee when in the determination of the District the Public Information Request may violate the employee's rights or cause harm to the employee.

#### 1.7. Attendance at Meetings by Employees

District employees who are official representatives or unit representatives of the Union shall be given reasonable time off with pay to attend meetings with District management representatives, or be present at District hearings where matters within the scope of representation or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of District



services as determined by the District. Such employee representatives shall submit a request for excused absence to the General Manager at least two (2) working days prior to the scheduled meetings whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed two (2).

#### 1.8. Contract Negotiations Bargaining Team

For contract negotiations only, three (3) representatives shall be released to serve on the Union bargaining team. In all other instances, including Meet and Confer discussions, only one (1) representative (Union steward handling the issue) shall be released to attend the meeting with the Union Representative.

#### 1.9. Bargaining Unit Work

Unrepresented employees shall not regularly perform bargaining unit work.

#### 1.10. Notice of Meet and Confer

The District will provide notice to the Union regarding changes that fall within the scope of representation under the MMBA. The Union has fourteen (14) days to request a meet and confer.

### Article 2 - Days and Hours of Work

The standard workweek for employees occupying full-time positions consists of five (5) eight (8) hour days.

Employees may request to modify their schedule to begin their shifts one (1) hour early subject to operational needs and approval of the General Manager.

If the District's operations requires a change in work schedules (other than temporarily), the District and the Union will meet and confer regarding the proposed schedule change.

### Article 3 - Meal Periods and Rest Periods

Employees receive a thirty (30) minute unpaid meal period per workday. Employees receive a fifteen (15) minute paid rest period for each four (4) hours they are scheduled to work. Employees may not combine their meal and rest periods.

Employees who exceed the time limits prescribed above may be subject to discipline.

### Article 4 - Probationary Period

New employees will serve an initial probationary period of twelve (12) months. New employees will receive evaluations at approximately six (6) and twelve (12) months of employment.

Any leave the employee takes will extend the probationary period. During the probationary period, the General Manager may release an employee at any time without any right of review.

Employees hired before January 1, 2025, who are promoted to the classification of Vector Control Technician will not serve a promotional probationary period.

## Article 5 - Salaries

### 5.1. Salary Schedule

The salary schedule with five percent (5.0%) between steps will be attached as Exhibit "A" Salary Schedule.

### 5.2. Wages

Effective February 16, 2025, all classifications will receive a one percent (1.0%) wage increase.

### 5.3. Entry Salary Rate

Except as herein otherwise provided, the entry salary for a new employee entering the classified service shall be the minimum salary for the class to which the employee is appointed. When circumstances warrant, the General Manager may approve an entry salary that is more than the minimum salary for the class to which that employee is appointed. Such a salary may not be more than the maximum salary for the class to which that employee is appointed.

### 5.4. Salary Rate Conversion

Any monthly, daily, or hourly rate of pay may be converted into any equivalent rate of pay or to any other time basis when such a conversion is advisable. In determining equivalent amounts on different time basis, the District shall provide tables or regulations for the calculation of payment for service of less than full time, and for use in converting monthly salaries to hourly rates as well as for calculating hourly rates.

### 5.5. Salary Advancement

Regular full-time and probationary employees serving in regular established positions shall be considered by the appointing authority on their salary anniversary dates for advancement to the next higher step in the salary range for their respective classes. The criteria for advancement from one step to the next and to maintain that step is a satisfactory performance appraisal at the present step.

Each employee shall be considered for salary step increases according to the date of that employee's appointment, or their revised salary anniversary date. If an employee begins their service later than the first business day of a month, or has changes that would cause

their salary anniversary date to be on other than the first business day of a month, then their salary anniversary date shall be established as the first day of the following month.

Changes in an employee's salary because of promotion, demotion, postponement of a salary step increase will set a new salary anniversary date for that employee, which date shall be as stated in the preceding paragraph.

Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in that classification.

An employee may be moved higher within the salary ranges in a shorter time period than outlined herein, provided that the employee possesses the necessary experience, skills and abilities, and that the employee meets the criteria outlined for the higher position, as determined by management.

#### 5.6. Salary Following Military Leave

All employees who have been granted military leave shall, upon their return to the District service, be entitled to the automatic salary advancements within the range scale of the established wage schedule of their classifications for the period they were in the military service.

#### 5.7. Salary Step When Salary Range is Increased

Whenever the monthly schedule of compensation for a class is revised, each incumbent in a position to which the revised schedule applies shall be entitled to the step in the revised range that corresponds to the employee's step held in the previous range.

#### 5.8. Salary Step after Promotion or Demotion

When an employee is promoted from a position in one class to a position in a higher class, and at the time of promotion is receiving salary equal to, or greater than, the minimum rate for the higher class, that employee shall be entitled to the next step in the salary scale of the higher class which is at least five percent (5.0%) above the rate the employee has been receiving, except that the next step shall not exceed the maximum salary of the higher class.

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted, and the specific rate of pay within the range shall be determined by the General Manager.

#### 5.9. Salary on Transfer

An employee who is transferred to a position in a class with the same entry salary shall be paid at their present rate, or at the next higher rate in case there is not exact conformity between the two (2) corresponding rates in the salary ranges of the classes.

#### 5.10. Salary on Reinstatement

If a former employee is reinstated in the same position previously held or to one (1) carrying a similar salary range, their salary shall not be higher than their salary at the time of their separation unless there has been an increase within the salary range.

#### 5.11. Overtime

Time worked in excess of eight (8) hours in any workday or forty (40) hours in any workweek shall be paid at time and one-half (1.5) of the employee's regular rate of pay.

#### 5.12. Overtime Authorization

In advance of overtime being worked, the General Manager or designee must authorize all overtime. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked.

#### 5.13. Assignment of Overtime

When overtime work is necessary, the designated zone employee will have the first right of refusal for the overtime work within the assigned zone. If the designated zone employee is unable or does not wish to perform the work assignment or if additional help is needed to complete the work, it shall be offered on the basis of seniority in accordance with the District's policy and procedures on assignment of overtime. If all other qualified employees decline the assignment, the least senior employee qualified to perform the work shall be required to perform the assignment.

#### 5.14. Holiday Premium Pay

Employees required to work on a District observed holiday will receive half-time premium (.5) of their regular rate of pay for all hours worked on the holiday if they were in a paid status for forty (40) hours during the workweek.

#### 5.15. Minimum Shift

Employees assigned to work outside of their regular schedule will receive a minimum of three (3) hours at the applicable rate of pay. This does not include overtime contiguous to the employee's scheduled shift.

### Article 6 - Holidays

#### 6.1. Holidays Observed by the District

Employees shall be entitled to take District observed holidays off with pay not to exceed eight (8) hours provided they are in a paid status. The following days shall be holidays for employees:

- (1) January 1
- (2) The third Monday in January, known as "Martin Luther King, Jr. Birthday"
- (3) Presidents' Day
- (4) March 31, known as "Cesar Chavez Day"
- (5) The last Monday in May, known as Memorial Day
- (6) July 4
- (7) First Monday in September, known as Labor Day
- (8) November 11, known as "Veteran's Day"
- (9) Thanksgiving Day
- (0) The day after Thanksgiving Day
- (1) December 25

If any said holiday falls on Sunday, the following Monday shall be observed as a holiday. If any said holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

### 6.2. Floating Holiday

Employees accrue one point three-four (1.34) hours of floating holiday per pay period. Floating holidays may accumulate to a maximum of thirty-two (32) hours. Floating holidays will be paid upon separation at the employee's current hourly rate of pay.

## Article 7 - Vacation

### 7.1. Vacation Accrual

- 1) Employees accrue vacation as follows:

Completed Years of Regular Service	Monthly Accrual Rate
0	6.67 hours
1	10.0 hours
5	13.33 hours
10	16.67 hours

- 2) For the purpose of this Section, years of service shall mean years of unbroken seniority with the District, which shall in no event be calculated from a date prior to the time the employee actually commenced working for the District.

### 8.2 Annual Vacation Bid

Employees must submit their annual bid for vacation weeks during November for the following calendar year. They may only bid for time off in increments of one full workweek and a maximum of their annual accrual plus two (2) backup weeks. Vacations will be approved based on seniority and the number of vacation slots available as determined by Management. Between March 1 and November 1, two (2) vacation slots are available daily. Employees may not have more than three (3) consecutive weeks off between March 1 and November 1. The District will post the approved vacation schedule annually by December 15<sup>th</sup>.

After November 30<sup>th</sup>, vacation will be approved on a first-come, first-served basis, without restricting the number of hours or days requested, subject to available vacation slots. Additional daily vacation slots may be approved at the sole discretion of the supervisor. Vacation requests must be submitted to all supervisors. Employees will receive a response to their request within seven (7) days, approving or denying the vacation request.

### 8.3 Vacation Allowance for Separated Employees

When an employee is separated from employment the employees remaining vacation hours shall be cashed out at the employees then regular rate of pay. Vacation may not be used to extend an employee's employment.

### 8.4 Holiday During Vacation

If any such paid holiday falls within an employee's vacation leave such holiday shall not be charged against the employee's vacation time.

### 8.5 Vacation Schedules in an Emergency

Vacation schedules are subject to suspension in case of a serious threat of mosquito or other vector-borne disease.

### 8.6 Accumulation of Vacation Time

An employee shall be allowed to accumulate one hundred and sixty (160) hours of vacation allowance more than the employee's vacation accrual for that year.

### 8.7 Vacation Buyback

Employees may elect once every twelve (12) months to cash-out accrued vacation at the employee's base rate of pay. A cash-out shall not be more than one hundred twenty (120) hours every twelve (12) month period. In order to elect a cash-out for future accrued vacation for the upcoming calendar year, an employee must file an irrevocable election with the District no later than December 31<sup>st</sup> of the prior year specifying the number of hours and designating the applicable pay period for the cash-out. At the time of the cash-out, the employee must have accrued the number of hours subject to the cash-out.

In addition, Employee must have taken one hundred twenty (120) hours of vacation in the previous twelve (12) months. The minimum amount for a cash-out is forty (40) hours and the employee must have a minimum remaining accrued vacation balance of one hundred sixty (160) hours.

## Article 8 - Sick Leave

### 8.1. Accrual

All regular employees, except temporary employees, shall accrue sick leave at the rate of eight (8) hours for each full month or major portion of a month of service. Unused sick leave shall accumulate from year to year. An employee shall be allowed to accumulate up to one thousand and forty (1040) hours of sick leave.

### 8.2. Usage

An eligible employee upon recommendation of the appointing authority may use sick leave for one of the following reasons:

- The employee diagnosis, care, or treatment of an existing health condition or for preventative care;
- The diagnosis, care or treatment of an existing health condition of, or preventative care for an employee's family member as specified below; or
- An employee who is a victim of domestic violence, sexual assault, or stalking.

For the purpose of this Section, immediate family means spouse, domestic partner, parent or child or a member of the employee's household for whom the employee has responsibility.

An employee on approved unpaid leave of absence shall not be entitled to use sick leave during the leave of absence regardless of whether the employee has a sick leave balance.

An employee wishing to use sick leave for family illness must make the request in writing, including an explanation and any available documentation.

### 8.3. Procedures for Requesting and Approving Sick Leave

When the requirement for sick leave is known to the employee in advance of his/her absence, the employee shall request authorization for sick leave at such time, in the manner hereinafter specified. In all other instances the employee shall notify their supervisor as promptly as possible by telephone or other means.

An employee may be paid for the use of accrued sick leave when the employee completes and submits to the District a signed statement, on a prescribed form, stating the dates and hours of absence. If an employee does not return to work prior to the preparation of the payroll, other arrangements may be made with the approval of the District. The District may require, at the District's expense, a physician's statement from an employee who applies for sick leave before taking action on the request. The District shall arrive at a decision regarding the request in a reasonable period of time.

#### 8.4. Use of Sick Leave While on Vacation

An employee who is injured or who becomes ill while on vacation may be paid sick leave in lieu of vacation provided that the employee:

- 1) Was hospitalized during the period for which sick leave is claimed, or
- 2) Received medical treatment or diagnosis and presents a statement indicating illness or disability signed by a physician covering the period for which sick leave is claimed.

#### 8.5. Doctor's Certificate or Other Proof

If an employee's illness or use of family sick leave results in an absence from work for more than three (3) consecutive days, then upon the employee's return to work a doctor's certificate or other reasonable proof of illness may be required by the District.

#### 8.6. Sick Leave Upon Retirement

Employees who retire directly from active service are eligible to convert their unused sick leave balance to service credits on an hour for hour basis.

#### 8.7. California State Disability Insurance

Employees contribute to the California State Disability Insurance program (including SDI sick leave integration, and Paid Family Leave benefits).

### Article 9 - Leave of Absence

#### 9.1. General Provisions

Employees shall not be entitled to leaves of absence as a matter of right, but only in accordance with the provisions of law and this Document. The granting of a leave of absence also grants to the employee the right to return to a position in the same classification as the employee held at the time the leave was granted. The granting of any leave of absence shall be based on the presumption that the employee intends to return to work upon the expiration of the leave.

All approval authority over leaves of absence exercised by the General Manager shall be final.

Employees on leaves of absence without pay shall not be entitled to payment by the District of the premiums for their health and dental and life insurance, except as provided under applicable law. The entitlement to District payment of premiums shall end on the last day of the month in which the employee last worked.

Authorized absence without pay, except military leave, shall not be included in determining salary adjustment rights based on length of employment. Periods of time



during which an employee is required to be absent from their position by reason of an injury or illness for which the employee is entitled to and currently receiving Workers' Compensation benefits shall be included in computing length of service for the purpose of determining that employee's salary adjustments.

## 9.2. Disability Leave with Pay

- 1) Definition: Disability leave with pay is an employee's absence from duty with pay because of disability caused by illness or injury arising out of and in the course of their employment which has been declared to be compensable under the Workers' Compensation Law. Only regular or probationary employees occupying regular positions are eligible for disability leave with pay.
- 2) Salary Continuation: An employee who has worked for the District for three (3) or more continuous years and who is unable to work shall, at the employee's option, receive their full salary for the term of his/her disability but not to exceed a cumulative total of three (3) months. Such salary continuation shall be integrated with any additional applicable disability payments, including Workers' Compensation benefits.
- 3) Application for and Approval of Disability Leave with Pay: In order to receive pay for disability leave an employee must submit a request on the prescribed form to the District describing the illness or accident and all information required for the District to evaluate the request. The employee must attach to the request a statement from a physician certifying to the nature, extent, and probable period of illness or disability.

No disability leave with pay may be granted until the illness or injury has been declared to be compensable under the California Workers' Compensation Law and has been accepted on behalf of the District.

No disability leave with pay may be granted until after the Vector Control Joint Powers Agency has declared the illness or injury to be compensable under the California Workers' Compensation Law and has accepted on behalf of the District.

- 4) The District shall pay the premiums specified in the Health and Welfare Section of this Document for employees granted a Disability Leave with pay. Such payments shall cease two (2) months after the expiration of said leave.

## 9.3. Disability Leave without Pay

- 1) Definition: Only regular full-time or probationary employees occupying regular full-time positions are eligible for disability leave without pay. Such leave is taken after the disabled employee has used up allowable disability leave with pay, as well as accrued credits for sick leave. At the employee's option, vacation accruals may also be used. Disability leave without pay is an employee's absence from duty without District pay because of disability caused by illness or injury arising out of

and in the course of his employment which has been declared to be compensable under the Workers' Compensation Law.

- 2) Application for and Approval of Disability Leave without Pay: In order to receive disability leave without pay, an eligible employee must submit a request on the prescribed form to the District describing the illness or accident and all information required for the District to evaluate the request. The employee must attach to the request a statement from physician certifying to the nature, extent, and probable period of illness or disability.
- 3) Length and Amount of Disability Leave without Pay: Disability leave without pay may not exceed twelve (12) months.

#### 9.4. Leave of Absence

- 1) Purpose and Length: Only regular full-time or probationary employees occupying regular full-time positions are eligible for leaves of absence without pay under the provisions of this section.
- 2) The District may grant leave of absence without pay for personal reasons up to a maximum of six (6) months and such leave may be extended for an additional six (6) months.
- 3) Leaves of Absence without pay on account of illness or injury that is not job incurred may be granted for a maximum period of twelve (12) months.
- 4) Such disability leave will be granted only after all accrued sick leave credits have been used and shall be substantiated by a physician's statement.
- 5) Application for and Approval of Leaves of Absence without Pay: In order to receive leave without pay an employee must submit a request on the prescribed form to the District describing the reasons for the request and all other information required to evaluate the request. A request for a leave of absence without pay shall not be unreasonably denied.

#### 9.5. Military leave

The District and the Union respect and support our military, military benefits can be found in the employee handbook.

#### 9.6. Absence Due to Required Attendance in Court

Upon approval by the District, an employee, other than a temporary employee, shall be permitted authorized absence from duty for appearance in Court because of jury service, in obedience to subpoena or by direction of proper authority, in accordance with the following provisions:

- 1) Said absence from duty will be with full pay for each day the employee serves on the jury or testifies as a witness in a court case, other than as a defendant, including necessary travel time. As a condition of receiving such full pay the employee must remit to the District, within fifteen (15) calendar days after receipt, all fees received except those specifically allowed for mileage and expenses.
- 2) Jury duty or appearances shall be considered in terms of "whole days" (8 hours) or "half days" (4 hours) of service. If an employee is not due to appear for jury duty or as a witness until an afternoon court session the employee will be expected to work their usual morning schedule. If an employee is required to appear for morning court session and is sent home before noon and not required to return in the afternoon the employee will be expected to work their usual afternoon schedule.
- 3) Any fees allowed, except for reimbursement of expenses incurred, shall be remitted to the District.

A temporary employee who has been employed seasonally during the course of at least two (2) consecutive calendar years shall be entitled to an annual maximum of five (5) days of paid absence from duty under this section.

Attendance in court in connection with an employee's usual official duties or in connection with a case in which the District is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this Section.

#### 9.7. Bereavement Leave

Employees who have been employed by the District for at least thirty (30) days are entitled to five (5) days of protected bereavement leave in the event of the death of a "family member." Employees will also receive twenty (24) hours of paid leave that must be used concurrently with any bereavement leave taken. Employees must first utilize unused vacation, floating holiday, or sick leave for the remaining portion of any unpaid bereavement leave.

A "family member" means any parent, spouse, registered domestic partner, child, child of an employee's registered domestic partner, grandchild, great grandchild, grandparent, great grandparent, grandparent in-law, brother, brother-in-law, brother and sister of an employee's registered domestic partner, sister, sister-in-law, registered domestic partner's brother and sister, mother-in-law, father-in-law, mother and father of an employee's registered domestic partner, or the death of any child or close relative who resided with the employee at the time of death.

An employee who utilizes bereavement leave must notify their supervisor of the leave. Employees may use leave on a non-consecutive basis but must complete leave within three (3) months of the date of death of a "family member." The District may request an employee seeking bereavement leave to provide documentation to support the leave.

9.8. Absence without Leave

- 1) Disapproved Leave or Failure to Return after Leave: Failure to report for duty or failure to report for duty after a leave of absence request has been disapproved, revoked, or canceled by the District or at the expiration of a leave, shall be considered an absence without authorized approval. An employee whose leave of absence is revoked or canceled shall be notified by registered mail at their last known address of such action.
- 2) Absence without Authorized Approval: Absence from duty without authorized approval for any length of time without an explanation is cause for dismissal.

Article 10 - Health and Welfare

10.1. PERS Health Benefit Program

1) Medical Insurance:

The District contracts with the California Public Employees' Retirement System (CalPERS) Health Benefits Program to provide medical insurance for all active employees and retirees. Eligibility of retirees to participate in this program shall be in accordance with the regulations promulgated by CalPERS. The District shall pay the required minimum premium cost to CalPERS on behalf of each active employee and retiree.

2) Alternate Benefit Account:

In addition to the PERS minimum premium contribution, the District shall contribute up to eighty-three percent (83%) of the applicable CalPERS Region 1 Kaiser premium, less the CalPERS minimum contribution.

3) Employees hired before March 1, 2009:

Retirees shall receive monthly contributions from the District into their benefits account. Payment shall be sufficient to cover the retiree only premium of the CalPERS Region 1 Kaiser HMO medical plan, less the CalPERS minimum contribution. The retiree must enroll in the CalPERS medical plan at the time of separation and thereafter.

4) For employees hired on or after March 1, 2009, and before January 1, 2022:

Retirees shall receive the following percentage of the retiree only CalPERS Region 1 Kaiser HMO premium less the CalPERS minimum contribution according to the following vesting schedule:

Years of District	Percentage of Premium
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

5) Employees hired after December 31, 2021:

Retirees shall receive the following percentage of the contribution rate according to the below vesting schedule. Contribution Rate: The contribution rate is defined as the employer's contribution towards the active employee only premium less the CalPERS minimum contribution.

Years of District	Percentage of Contribution Rate
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

6) Eligible Dependents:

Employees shall have the right to inform the District of any change in either the number or status of their eligible dependents when a life changing event occurs and have the amount contributed be adjusted accordingly, in accordance with CalPERS or the insurance carrier's rules.

10.2. Dental and Vision

The District will provide dental and vision care benefits for the individual employee and eligible dependents.

### 10.3. Medical Waiver (In Lieu Coverage)

In lieu of coverage under a health plan provided by the District, an employee who provides proof of coverage comparable to that offered by the District through a spouse or other source, will be paid by the District the equivalent of eighty-three percent (83%) of single party coverage under the lowest cost HMO plan.

### 10.4. Life Insurance

The District will provide life insurance coverage of one year's annual salary up to a cap of \$150,000 for employees.

### 10.5. Continuation of Benefits

Upon severance from District service, an employee shall have the option, for up to one (1) year following severance, to continue their health, dental and vision benefits by paying an amount equal to the monthly premium costs directly to the District.

### 10.6. Flexible Benefit (125 Plan)

The District shall provide a Flexible Benefit Plan ("125 Plan") to afford employees the opportunity to pay medical, dental, dependent care and other permitted expenses on a pre-tax basis. The District shall pay the annual administrative costs.

## Article 11 - Retirement Benefits

### 11.1. Retirement Benefit

Employees are covered by the Contra Costa County Employees Retirement Association.

### 11.2. Retirement Plan Participation

- 1) "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
  - a) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
  - b) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
  - c) An individual who was an active member in a retirement system and who, after a break in service of more than six (6) months, returned to active membership in that system with a new employer. For purposes

of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer.

- d) Employees who are "New Members", as defined above, are eligible to participate in the Contra Costa County Employee Retirement Association. The retirement benefit is based on the highest average annual compensation over a three-year period and the 2% @ 62 formula.
- 2) "Classic Members": For purposes of this Section "Classic Member" is defined as a member who does not meet the definition of a "New Member". Employees who are "Classic Members", shall receive the enhanced benefit plan (2% @ 55) in either Tier I or Tier III depending on eligibility.

#### Article 12 - Evaluations

Employees off probation will receive performance evaluations annually. The performance evaluation will be discussed with the employee, and the employee will sign the performance evaluation to indicate the employee has received the evaluation and it has been discussed with them. Such signature by the employee will not be construed as agreement by the employee with the evaluation and the employee will have seven (7) days to make written comments to be attached to the evaluation. Such comments will become a permanent part of the evaluation. The employee will be given a copy of the annual performance evaluation.

The intent of the performance evaluation is to apprise the employee of the past year's performance. The intent of the evaluation is not to surprise the employee with negative issues that were not raised at the time of the occurrence.

#### Article 13 - Personnel Files

An employee or their representative, on presentation of written authorization from the employee, shall have access on request for inspection and review of the employee's personnel file at reasonable intervals during regular business hours. The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file, and copies of all letters of reprimand or warning shall be sent to the Union. The employee may be required to acknowledge the receipt of any document entered into their personnel file without prejudice to subsequent arguments concerning the contents of such documents. Warnings related to attendance or performance shall not be used for subsequent discipline, providing there has been no reoccurrence of discipline within two (2) years after issuance. All discipline shall remain in the personnel file.

## Article 14 - Layoff and Reemployment

### 14.1. Layoff

Any employee may be laid off by the General Manager in the event a shortage of work or funds requires a reduction in personnel. The General Manager shall in a reduction of forces lay off the last employee hired and in rehiring, the last employee laid off shall be the first employee rehired. The District shall meet and confer with the Union prior to layoff to consider Union alternatives to layoff. Unit members shall be given at least thirty (30) days' notice of layoff or furlough.

### 14.2. Reemployment

- 1) The name of each employee who is laid off in accordance with this section shall be placed at the head of the eligible list for the class of positions, which that employee held, and shall be given preference in filling vacancies in that class.
- 2) This right of an employee to reemployment shall remain effective for one (1) year from the date of their latest separation from the service. The employee's place on said list or lists shall be at the head of the eligibility list for the class of positions for which the employee is deemed qualified as hereinabove set forth and the employee shall be given preference in filling vacancies except for those persons placed on said list or lists of reemployment in the same position they previously held.

### 14.3. Severance Upon Layoff

A regular full-time employee shall receive one (1) month's severance pay upon being laid off.

## Article 15 - Discipline Procedure

### 15.1. Employee Representation

Employees may have a representative present at all stages of the disciplinary process, provided the representative is not a party to the action. When an employee is required to meet with a supervisor or manager and reasonably anticipates that such meeting will involve questioning leading to disciplinary action (i.e., an investigatory interview), upon request, the employee is entitled to have a steward or other representative present. Upon request, the employee is entitled to know the general subject of any meeting the employee must attend.

Employees can request and designate their representative/attorney at any step of the discipline procedure. The request or designation at any step of the discipline procedure does not prevent an employee from requesting or designating a different representative/attorney to appear on the employee's behalf at a subsequent step in the discipline procedure.



## 15.2. Progressive Discipline

The District applies the principle of progressive discipline where a disciplinary penalty will depend on multiple factors, including but not limited to the severity of the offense, recidivism, aggravating and/or mitigating circumstances, and the employee's overall disciplinary history, if any. In its sole discretion, the District may utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. Disciplinary actions may be monetary and/or non-monetary. Examples of disciplinary action include, but are not limited to:

**Warnings** – Warnings may be verbal or written reminders relating to the District's policy and represent notice and an effort on the part of the District to assist employees with improving performance. Warnings may include confirmations of discussion, documented coaching and counseling meetings with written policy reminders, counseling memoranda, or performance improvement plans (PIP). Warnings are not subject to appeal.

**Written Reprimands** – Written Reprimands are not subject to appeal.

**Reductions in Pay**

**Unpaid Suspensions**

**Employment Termination**

## 15.3. Grounds for Discipline

Grounds for discipline include but are not limited to the following:

- Actual or threatened violence, harassment, and/or abusive treatment of the public or fellow employees.
- Conviction of a felony or conviction of a misdemeanor that adversely affects the employee's ability to perform the duties and responsibilities of the employee's position. A plea of guilty or a conviction following a plea of *nolo contendere* is deemed a conviction within this section's meaning.
- Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's position specification.
- Dishonesty.
- Possession, distribution, sale, use, or where the performance of duties is impaired by alcoholic beverages or illegal drugs while on Project property, while on duty, or while operating a vehicle on Project business.
- Theft or unauthorized removal or possession of property or equipment from the District, other employees, or anyone on District property.

- Falsifying, making erroneous entries or material omissions on District records.
- Disorderly and/or unsafe conduct or actions, including violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
- Willful destruction, damage, and/or misuse of property of the District, another employee, or a Project visitor.
- Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items capable of causing great bodily harm or death while on District property, while on duty, or while operating a District vehicle.
- Incompetence, inefficiency, negligence, failure to perform work as required, and/or unsatisfactory performance, including quantity and/or quality of work product.
- Violation of established District codes, policies, procedures, rules and regulations, and/or violation of any lawful or reasonable regulation or order by an employee's supervisor.
- Insubordination, including improper conduct toward a supervisor or refusal to appropriately perform tasks assigned by a supervisor.
- Unauthorized or unexcused absence.
- Excessive (and/or abusive) absenteeism and/or tardiness, including abuse of established sick leave policies and other leave and/or attendance policies.
- Smoking in prohibited areas.
- Engaging in unlawful strikes, individual or group slowdowns, or work stoppages, or for violating or ordering the violation of this Agreement.

#### 15.4. Pre-Disciplinary Process for Unpaid Suspension, Reduction in Pay, or Termination

The employee and the employee's representative will be given written notice of proposed disciplinary action at least seven (7) days before the date of the proposed disciplinary action.

Before the effective date of the disciplinary action that results in a pay reduction, unpaid suspension, or termination, the employee may request a Skelly meeting to discuss the proposed disciplinary action. The employee or their representative may respond to the proposed disciplinary action.

If the District decides to proceed with disciplinary action after the Skelly meeting, the Skelly Officer will prepare a Notice of Discipline that includes the facts, the discipline imposed, and the employee's appeal right.

#### 15.5. Appeals of Suspensions Eighty (80) hours or Less

An employee or their representative may appeal reductions in pay or unpaid suspensions of eighty (80) hours or less directly to the mediation by notifying the Human Resources and Administration Manager within seven (7) days of the issuance of the Notice of Discipline by the Skelly Officer.

If the employee or their representative requests mediation, the Human Resources and Administration Manager will request a mediator from the California State Mediation and Conciliation Services. The Parties will schedule mediation as soon as practicable. Any cost for the mediator will be shared equally by the parties. If the parties cannot reach an agreement in mediation, the General Manager's Decision is final.

#### 15.6. Appeals of Suspensions of Greater than Eighty (80) Hours

An employee or their representative may appeal reductions in pay or unpaid suspensions of more than eighty (80) hours or termination to an Administrative Law Judge by notifying the Human Resources and Administration within seven (7) days of the issuance of the Notice of Discipline by the Skelly Officer.

The Human Resources and Administration Manager will contact the California Office of Administrative Hearings to assign an Administrative Law Judge. The Human Resources and Administration Manager is responsible for scheduling and notifying the employee about the time and place of the hearing and notifying the Administrative Law Judge of the nature of the proceedings.

Unless otherwise stipulated, the hearing is closed to the public and conducted informally under the direction and authority of the Administrative Law Judge.

Employees called as witnesses serve without loss of pay.

#### 15.7. Costs

The cost of the Administrative Law Judge and court reporter will be shared equally between the District and the Union. The transcript of the hearing becomes a record of the proceedings for the purpose of any future judicial review.

#### 15.8. Decision

Within forty-five (45) days of the conclusion of the hearing, unless waived by the parties, the Administrative Law Judge will prepare the record of the hearing and will submit a written decision of findings of fact, rulings of law (if any), and a decision to the General Manager. Copies will be sent to the parties. The Administrative Law Judge's decision is final.

## Article 16 - Grievance Procedure

This procedure provides an orderly process for reviewing and resolving employee grievances at the lowest administrative level and in the shortest possible time.

### 16.1. Definitions

1. A grievance is a complaint of one (1) or more employees or a dispute between the Union and the District involving the interpretation and application of the express terms of this Agreement.
2. A grievant is one (1) or more employees or the Union who submits a grievance.
3. Disciplinary actions, an employee's release from probation, and Article X – SDI, are not subject to the grievance procedure.
4. The written grievance must include the following:
  - a. A statement of the grievance clearly indicating the question raised by the grievance and the article(s) and section(s) of this Agreement.
  - b. The remedy or correction requested.
  - c. The grievance form must be signed and dated by the grievant.

### 16.2. Informal Step

Within thirty (30) calendar days from the event giving rise to the grievance or from the date the employee could reasonably have expected to have known about the event, the grievant is encouraged to discuss the grievance informally with their supervisor in an attempt to resolve it.

### 16.3. Step 1

If the grievant is not able to resolve the grievance at the informal step, the grievant may within thirty (30) calendar days from the event giving rise to the grievance or from the date the employee could reasonably have expected to have had knowledge of the event, file a formal written grievance with the Human Resources and Administration Manager. Within fourteen (14) calendar days of receiving the grievance, the Human Resources and Administration Manager will investigate the grievance. Within thirty (30) calendar days of receiving the grievance, the Human Resources and Administration Manager will provide the grievant a written response.

### 16.4. Step 2

If the grievant is not satisfied with the step one (1) response, the grievant may, within fourteen (14) calendar days, file a written appeal to the General Manager. Within thirty (30) calendar days of receiving the grievance, the General Manager will investigate the

grievance. Within thirty (30) calendar days of receiving the grievance, the General Manager will provide the grievant a written response.

### 16.5. Step 3

If the grievant is not satisfied with the step two (2) response, the Union may file an appeal to the Board of Trustees. The Board of Trustees will designate a representative other than the General Manager to review the grievance and provide the Board of Trustees with a Recommendation. The Board of Trustees will provide the grievance with a written decision. The Decision of the Board of Trustees is final.

## Article 17 - Health and Safety

### 17.1. General Principle

As a statement of general principle, the District agrees to provide a safe and healthy work environment for all employees. This Section is not subject to the Grievance Procedure, and any complaints regarding health and safety should be made to the General Manager.

### 17.2. Boot Allowance

Employees may request a voucher for the purchase of safety boots every other year. The Voucher will cover boots up to three hundred and fifty dollars (\$350.00) from a District-approved vendor. Boots must meet the ASTM International F2413-18 standard.

## Article 18 - Miscellaneous

### 18.1. Uniforms

The District Provides Uniforms and Safety Apparel for all employees

### 18.2. Education Reimbursement

An employee will be reimbursed for the cost of books, tuition, and entrance fees upon completion of any course of study approved by the General Manager, provided that the employee shall:

- 1) Obtain the approval of the General Manager prior to enrollment in any course of study; and
- 2) Present evidence of satisfactory completion of the course with a passing grade; and
- 3) Present a verified statement or receipts of the employee's books, tuition, and entrance fees following completion of the approved course of study.

### 18.3. Public Complaints

In the event the District initiates an investigation based in whole or in part on a public complaint regarding an employee, the District will notify the employee involved of the complaint, conduct an objective and informal investigation that is not accusatory in nature and inform the employee of the results of the investigation. Unless the complaining member of the public requests anonymity, the District will also identify the complaining party to the employee(s) involved.

### 18.4. Employee Driver's Records

- 1) Employees are required to maintain a driving record sufficient to be insurable under the District's insurance policy.
- 2) The District will make every effort to ensure that an employee covered by this Document will not be disciplined or become uninsurable the District's insurance policy as a result of driver's record points achieved due to compliance with a supervisor's directive or solely as a result of faulty District owned equipment/vehicles, it being understood that the employees are responsible for being generally aware of equipment/vehicle condition and for reporting faulty equipment/vehicles.
- 3) In the event an employee covered by this Document does become uninsurable under the District's insurance policy, as a result of excessive drivers record points, the employee will be placed on leave of absence without pay for up to six (6) months while the employee attempts to secure their own insurance coverage at liability levels acceptable to the District, or until the employee again becomes insurable, whichever is less. Such leave of absence may be extended by the District Board of Trustees for an additional six (6) months.
- 4) In the event there is alternative work available for which an uninsurable employee covered by this Document is qualified to perform which does not entail driving a vehicle, the District will assign the employee to such work, provided the District does not have to lay off any other employee, it being understood that the District has no obligation to create alternative work and that when such alternative work is completed, if the employee continues to be uninsurable, the employee will be placed on leave of absence without pay as provided in paragraph (3) hereinabove.

### 18.5. Drug Policies

Inasmuch as employees covered by this Document must visit the premises of organizations which may have specific policies with respect to drug use by employees and visitors, employees covered by this Document may be required to submit to reasonable searches while on the premises of such organizations. A reasonable search shall be defined as including, but not necessarily limited to, the contents of the employee's pockets, parcels, equipment, containers and the District vehicle. Reasonable search may not include any physical contact, disrobing or drug testing. Failure of such an employee to fully cooperate with requests for reasonable searches, as defined above, in accordance

with such policies shall be subject to discipline by the District, up to and including discharge. However, no disciplinary action shall be taken based solely on the report from an outside organization, which has not been independently investigated and verified by the District.

#### Article 19 - Scope of Agreement

Nothing precludes the parties from meeting and conferring by mutual agreement. This Document supersedes all existing side-letters and Memoranda of Understanding between the District and the Union.

#### Article 20 - Severability of Provisions

In the event that any provision of this Document is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of this Document shall be null and void but such nullifications shall not affect any other provisions of this Document, all of which other provisions shall remain in full force and effect.

## Appendix "A" Salary Schedule

Fiscal Year 25 (July 1, 2024 - June 30, 2025)								
Effective February 16, 2025		Salary Steps						
		1	2	3	4	5	6	7
Represented SEIU Local 1021								
Operations	Vector Control Inspector (Monthly)	\$ 6,967.86	\$ 7,316.25	\$ 7,682.06	\$ 8,066.17	\$ 8,469.48	\$ 8,892.95	\$ 9,337.60
Operations	Vector Control Technician (Monthly)	\$ 7,316.25	\$ 7,682.06	\$ 8,066.17	\$ 8,469.48	\$ 8,892.95	\$ 9,337.60	\$ 9,804.48



## Appendix "B" Vector Control Aide (VCA)

Vector Control Aides are at-will employees who perform seasonal work for the District on a temporary basis, generally six (6) months at a time. VCAs are to supplement and assist Vector Control Technicians and Inspectors. The top step of the VCA classification will be benchmarked at fifty-five percent (55%) below the top step of the VCT classification. Employees will automatically advance a step upon completing one thousand hours (1000) at the current step until the maximum step is reached.

### Sick Leave

VCAs receive all sick leave required by law upon hire. Sick leave does not carry over and must be used by December 31st of the year it was received.

### Health and Welfare

VCAs are eligible to participate in the health plans offered by the District at the full expense of the employee.

### Safety Shoes

Each calendar year and after three (3) months' employment, VCAs will be reimbursed for the receipted purchase of safety shoes up to a maximum of two hundred dollars (\$200.00)

The terms and conditions of this Agreement do not apply to VCAs, except as follows:

Article 1 – Union Security

Article 3 – Meal and Rest Periods

Article 13 – Personnel Files

Article 17.1 – General Principle

Article 18 – Miscellaneous

Article 19 – No Strike Clause

Article 20 – Severability of Provisions

Article 21 – Scope of Agreement

Article 22 – Term of Agreement



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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Concord, CA 94520  
(925) 685-9301  
fax (925) 685-0266

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Public Information and Technology Officer

**Department:** Administration

**FLSA Employment Status:** Non-Exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the direct supervision of the Public Affairs Director, executes and implements communication strategies; develops and maintains the District's online presence including all social media and the District's website; develops and maintains the District's Intranet; acts as the designated Compliance Coordinator for website disability-related accommodations, conducts community affairs, public outreach, and internal communications programs; develops video content, facilitates public opinion surveys and collaborates on advertising.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public relations activities involving public speaking. Must have knowledge of photography, video production and editing, print design and layout, and composition. Must have knowledge in Social Media Marketing to expand the reach of District messages. Must have strong organizational skills and attention to detail. Must be adaptable to change and comfortable learning and adjusting to new technologies.

---

### PRIMARY DUTIES

Under the supervision of the Public Affairs Director, collaborates on the development, and implementation of strategic communication plans, establishing the public image of the District. Maintains public speaking engagements to a variety of city, government and community organizations. Serves as a District spokesperson as needed and works closely with District staff to respond to public inquiries and/or complaints. Maintains the District Intranet to facilitate communication with District staff. Creates and collaborates on public education materials such as films, videos, presentations, public service announcements, and displays. Designs, creates, and places advertisements in local newspapers, radio, television, the Internet, and in public areas including outdoor signage and vehicle signage using graphic design and copy writing skills. Maintains relationships with District Public Relations vendors and conducts paid advertising.

Develops, creates and implements social media content, and designs, creates and maintains the District website and Intranet. Designs, creates and conducts surveys and responds to inquiries; provides information to the media and public; investigates and responds to negative feedback or issues. Participates in cross-functional committees and meetings to ensure communication tactics are consistent, timely and responsive and interacts with local health and government agencies, as needed. Collaborates on community relations activities to increase public profile of the District. Plans, coordinates, and schedules District participation in public events and public event booth setup, assists in creating and refreshing outreach materials and public displays. Supports the Customer Service Specialist and Public Affairs Director as needed.

**Knowledge of the following is required to perform the essential function:**

Computer programs in the areas of web design, social media design, video production, word processing, publications, and spreadsheets, as well as the Internet;  
Standard methods and practices related to web design, social media, and videos;  
Standard principles and practices of journalism and effective public relations;  
Standard public/community relations, communications, customer service, and information presentation methods and procedures;  
Principals and methods of graphics design, reprographics and video production;  
Principles of effective communications.

**Ability to do the following is required to perform the essential function:**

Understand and maintain AP style guidelines;  
Be dynamic and engaging when communicating with the public or District employees;  
Interview with media on location or at news agencies;  
Communicate effectively in a technical environment to a non-technical public;  
Learn the principles of public health, epidemiology, and integrated pest management;  
Effectively disseminate messages and themes to the public, the media, the Internet, and city and county officials;  
Prepare and coordinate advertisements, social media posts, website articles, correspondence, and other materials;  
Work outside typical hours in order to provide presentations, attend fairs, or participate in county or state related events;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Build and maintain cooperative relations with public, local agency and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Bachelor’s degree with major course work in mass communications, public relations, journalism, marketing, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism, marketing and public relations.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver’s license, with a good driving record and be insurable with the District’s Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-Exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



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[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Public Affairs Director  
**Department:** Administration  
**FLSA Employment Status:** Exempt  
**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the supervision of the Human Resources and Administration Manager, develops, executes, and implements a comprehensive public relations program, supervises communication plans and media strategies, serves as communications counsel to District staff, coordinates crisis communication, community affairs, public outreach, internal communications programs, oversees media events, and develops and maintains relationships with media for the benefit of the District. Initiates, schedules and maintains the District public education and outreach calendar. Prepares key message statements for District staff. Monitors and proposes Public Affairs annual budget for consideration by management. Writes, produces, and distributes annual reports, newsletters, news releases, and other materials. Serves as the primary District spokesperson with media representatives and collaborates on media responses. Supervises departmental staff.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public speaking, preparation of printed materials such as news and press releases and brochures. Must have strong organizational skills and attention to detail. Must be adaptable to change and comfortable learning and adjusting to new technologies.

---

### PRIMARY DUTIES

Develops, directs, oversees, and implements a comprehensive public relations program, establishing the public image of the District. Evaluates strategic communication plans and reports effectiveness of the plans to the Board of Trustees in monthly reports and presentations as needed. Works extensively with District Staff to ensure consistent and correct message dissemination, and to build positive working relationships through trainings, meetings and newsletters. Maintains extensive public speaking engagements to a variety of audiences, including legislators and city, government, and community organizations. Serves as primary District spokesperson with media representatives on location or at news studios or news rooms; develops and directs media responses. Develops, writes and edits feature articles, bylines, white papers, media releases, literature, reports, and letters to the editor. Participates in industry and cross-functional committees and meetings to ensure communication tactics are consistent, timely and responsive. Researches and provides Public Relations related training and resources to departmental staff. Develops, coordinates, and maintains District communication plan and implements crisis and message responses. Under the general direction of the Human Resources and Administration Manager, oversees department budget preparation and management. Researches and provides Public Relations and communications related training and resources to departmental and District staff. Provides support, collaboration and supervision of the creation of public education materials such as films, videos, presentations, public service announcements, District advertising and Internet content. Supervises and collaborates on community relations activities to increase public profile of the District.

**Knowledge of the following is required to perform the essential function:**

Standard methods and practices related to the preparation, publication and distribution of media releases, media materials, public service announcements, and videos;

Standard principles and practices of journalism and effective media relations;

Standard public/community relations, communications, customer service, and information presentation methods and procedures;

Principles and methods of graphics design, video scriptwriting and production;

Principles of effective communications;

Internet, photography, design, layout, basic printing, and composition;

Computer programs in the areas of word processing, publications, and spreadsheets, as well as video scriptwriting and production skills.

**Ability to do the following is required to perform the essential function:**

Communicate effectively with subordinates and supervisors/managers;

Supervise staff;

Understand and maintain AP style guidelines;

Be dynamic and engaging;

Conduct interviews with media on location or at news agencies;

Possess excellent interpersonal skills and communicate effectively in a technical environment to a non-technical public;

Learn the principles of public health, epidemiology and integrated pest management;

Effectively disseminate messages and themes to the public, the media, and city and county officials;

Prepare, coordinate and news releases, articles, correspondence, booklets, brochures, and other materials for publication; oversee the preparation of advertisements, social media posts, website artless and other online materials;

Work outside typical hours in order to respond to media calls and requests, provide presentations, attend fairs, or participate in county or state related events.

Establish and maintain effective working relationships with those contacted in the course of work;

Build and maintain cooperative relations with public, local agency, and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Bachelor's degree with major course work in mass communications, public relations, journalism, marketing, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism, marketing and public relations. Experience in a supervising or management capacity preferred.

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## REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

### **Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



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**Job Title:** Operations Supervisor  
**Department:** Operations  
**FLSA Employment Status:** Exempt  
**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTIONS

Under direction of the Operations Manager, provides direct supervision and instruction to Vector Control Technicians and Vector Control Inspectors and oversees vector programs; performs quality control inspections; provides field and classroom instruction and training to vector control employees; assists vector control employees with problematic service requests, vector inspections and control work; coordinates various projects with other agencies concerning implementation of code enforcement/administrative citation processes, field surveys, and other related vector projects; and does other related supportive services as required.

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### DISTINGUISHING CHARACTERISTICS

The Operations Supervisor has comprehensive supervisory and program responsibilities. This position assists and supports the Operations Manager in coordinating day-to-day operations in the field and at the District office by supervising designated vector control employees and providing oversight of assigned geographical area. The Operations Supervisor must make use of available resources and use sound judgement in decision making, solve problems quickly and effectively, be able to mediate, craft compromises and diffuse situations involving complaints, follow directions, promptly record details of incidents to ensure proper documentation, perform mathematical calculations, make concise, organized and relevant written and verbal presentations to the public and to District staff and Board members.

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### PRIMARY DUTIES

Operations: Assists the Operations Manager with planning, implementation, organization, and monitoring of the District's Vector Control Programs. Observes vector control employees conducting various assigned field tasks. Conducts quality control inspections of work performed by vector control employees. Performs pre and post inspections to evaluate field inspections and treatments of sources and assess the quality of work. Collects data and writes reports. Conducts vector control employees' performance appraisals. Recommends discipline in appropriate circumstances. Reports findings of pertinent field operations to Operations Manager. Ensures compliance of District policies by vector control employees, including, but not limited to, safety and operational procedures. Determines, distributes and coordinates vector control



employee workloads and assignments. Supports community education programs. Coordinates field elements of laboratory projects. Assists District staff in working with other agencies and the private sector to coordinate and facilitate the goals of the District. Assists with issuance and posting of notices on properties, obtaining and executing inspection warrants, and provides data and support in determinations regarding the District's abatement process. Attends any hearings involving District abatements, if necessary. Assists with the coordination of enforcement with other governmental agencies. Participates in committees as needed or directed, including but not limited to Safety, Equipment, and Drone Committees.

Employee Training: Assists the Operations Manager with planning and conducts training of vector control employees with regard to operational procedures, safety, equipment and vehicle usage, pesticide use and safety, equipment calibration, and best practices in integrated vector management. Trains employees on policies and procedures and on the proper use and care of shop and application equipment. Maintains training records for District employees, and updates training materials as needed.

Pesticide and Equipment: Advises the Operations Manager of equipment, pesticides, and supplies needed in the field. Researches, tests and purchases required items from vendors while maintaining budget parameters. Evaluates equipment, procedures, and pesticide use, efficacy, and resistance. Operates cars, trucks, ATVs, boats, forklifts, drones, hand and power spray equipment, and oversees the calibration, maintenance and repair of equipment. May be assigned to assist in maintenance and repair of buildings and grounds and/or assigns employees to perform these tasks. Performs fabrication of tools and other equipment using approved shop equipment as needed.

Administrative: Assigns, monitors and evaluates work performed by vector control employees. Distributes and monitors service requests and assigns various tasks to vector control employees. Monitors and evaluates vector control employees' daily work records, service requests, files, source lists, and field inspection reports, and assists vector control employees in maintaining accurate record keeping. Conducts computer field data queries, generates graphs and reports. Reviews pesticide usage for accuracy, makes corrections, and submits pesticide usage reports. Identifies and corrects database errors, updates District records, and maintains facilities and operational records and files. Drafts and/or reviews: letters, reports, summaries, directories, presentations, forms, operational manuals, pamphlets and other District materials and publications in general. Supports the establishment of contracts with property owners and government agencies for reimbursement to the District for services rendered while maintaining customer profiles and ensuring billing accuracy. Organizes and maintains operational files. Assists other departments with service requests, advice to the public, and other related vector control operations.

General: Assists with special projects upon request of Operations Manager or General Manager. May occasionally be required to work evening or weekend hours.

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**Knowledge of the following is required to perform the essential functions:**

A thorough knowledge of District services, vector biology and habitat, vector control techniques, application of pesticides, personal protective equipment, and safety. Must have a thorough knowledge and experience in the operation of vector control equipment and specialized vehicles, such as ATVs, 4x4 trucks, forklifts, drones and boats. Be familiar with and able to apply the

principles and methods of personnel supervision in regards to federal, state, and local laws and regulations as well as District rules, regulations, contract obligations and policies. Be familiar with laws and regulations governing code enforcement and due process. Have knowledge and experience regarding safety procedures and regulations regarding the operations of private companies, such as chemical plants, oil refineries, warehouses, and manufacturing facilities.

**Ability to do the following is required to perform the essential function**

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs. while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 50% of the workday.
- Ability to read labels and use a microscope.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collaborate effectively with others.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and skills and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** Graduation from high school or equivalent and two (2) years of accredited college course work in a pertinent discipline strongly preferred.

**EXPERIENCE:** Five (5) years' experience in the Vector Control field.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.
- Must obtain and maintain a Part 107 Remote Pilot Certificate from the FAA within one year of employment.
- Must obtain and maintain a California Department of Pesticide Regulation Unmanned Pest Control Aircraft Pilot Certificate within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation  
Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle  
Concord, CA 94520  
(925) 685-9301

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Scientific Programs Manager

**Department:** Laboratory

**FLSA Employment Status:** Exempt

**Salary Range:** \$

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### ESSENTIAL FUNCTION

Under the direction of the General Manager, designs, plans and coordinates vector and disease surveillance programs; trains and supervises Laboratory staff; provides scientific review of vector control programs and procedures; serves as scientific liaison with other agencies, University researchers, and the public; designs and conducts applied research projects, designs and coordinates evaluation of control methods and products

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### DISTINGUISHING CHARACTERISTICS

The Scientific Programs Manager possesses comprehensive knowledge of vector biology and other related scientific disciplines to develop and implement the District's vector and vector-borne diseases surveillance and programs; demonstrates supervisory skills and encourages teamwork and collaboration; works cooperatively with other staff, other agencies and the general public, uses good judgement; possesses effective oral and written communication skills, often in highly technical areas; collaborates and interacts with a wide range of individuals and groups, including members of the public, landowners, state and local government, University level researchers, resource agency managers, and others as needed.

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### PRIMARY DUTIES

**Vector Surveillance:** Plans, coordinates, implements and supervises vector and vector-borne disease surveillance programs and special projects, including but not limited to: larval sample identification, trapping, sentinel chickens, mosquito pooling, dead bird testing. Assists with routine vector control and laboratory work as needed. Analyzes, interprets and reports surveillance data, including design of databases, spreadsheets, charts, reports and queries. Prepares monthly laboratory reports and weekly arbovirus risk assessments as needed. Communicates and coordinates with other local and state agencies and laboratories involved in surveillance. Plans, coordinates and supervises seasonal surveillance for ticks and tick-borne diseases. Designs, coordinates and supervises periodic special projects for surveillance of vector-borne diseases and assists other local and State agencies with investigations of human cases of vector-borne and zoonotic diseases.

**Vector Control:** Works with laboratory and operations employees to develop, review and refine integrated vector management thresholds, procedures and response plans; reviews procedures to ensure compliance with State and Federal laws and regulations; periodically evaluates efficacy of vector control procedures, including analysis of post-treatment larval samples, field assessments of adult mosquito control, and pesticide resistance testing; trains and tests employees in vector and non-target biology and identification; develops field sampling and data

recording procedures; meets regularly with operational and administrative staff to report laboratory results and exchange information.

Laboratory: Directs, trains, laboratory staff, providing direct oversight of Vector Ecologists; develops and enforces laboratory safety policies and procedures; determines supply and equipment needs; prepares annual budget and fixed asset equipment requests. Supervises maintenance of arthropod cultures insectary, and aquaculture. Maintains reference mosquito/insect collections.

Aquaculture: Is responsible for general oversight of mosquitofish and fisheries daily activities and research, and annual budget. Reviews programs for the production of mosquitofish and candidate biological control species. Monitors field stocking of biocontrol agents. Oversees daily operations of production system (system maintenance, water quality monitoring and feeding). Ensures the District's compliance with environmental laws and regulations through a range of mechanisms. Maintains current awareness of federal, state, and local environmental laws and regulations governing District mosquitofish stocking, including endangered species. Notifies staff of changing requirements to District practices.

Research: Designs, oversees, and analyzes independent and collaborative applied research and any other projects per the direction of the General Manager that support the District's mission. Reports results in-house and at scientific/technical conferences. Reviews, interprets and applies scientific data and literature to improve District programs.

General: Assists with special projects upon request of the General Manager. May occasionally be required to work evening or weekend hours. Prepares written, oral and multimedia presentations describing the District's scientific programs for other agencies, Board of Trustees and the public. Develops, reviews or revises informational pamphlets, literature and the District's website.

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**Knowledge of the following is required to perform the essential function:**

Must have in-depth professional knowledge of: vector biology and surveillance; vector control methods and principles of integrated vector management (IVM) ; insect/vertebrate taxonomy; disease surveillance; biosafety principles and procedures; biostatistical analysis; computer software (including databases, spreadsheets, PowerPoint, word processors, mapping and statistical analysis); presentation and communication skills, good laboratory practices (GLP), sufficient understanding of human and ecological risk assessment methods to effectively review and comment on proposed projects and regulations. Must possess knowledge of federal, state, and local regulations as they apply to vector surveillance and control, the California Health and Safety Code, as well as the District's Programmatic Environmental Impact Report (PEIR) and National Pollutant Discharge Elimination System (NPDES) permit.

**Ability to do the following is required to perform the essential function:**

Compile, analyze, interpret and report scientific data; instruct and supervise others; communicate clearly and effectively, both verbally and in writing, to technical and non-technical audiences; collaborate effectively with others and use knowledge and skills to contribute to decision-making processes; work outdoors in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.; safely operate a motor vehicle on and off-road; lift objects weighing up to 50 pounds.

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## QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Doctoral degree in entomology or a related field

**EXPERIENCE:** Three (3) years of full time paid postdoctoral research experience at a college or University, or three years of full time paid supervisory-level experience at a public agency or industry related to vector surveillance or control.

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## REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

### **Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771 -6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle  
Concord, CA 94520  
(925) 685-9301  
fax (925) 685-0266

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Vector Ecologist

**Department:** Laboratory

**FLSA Employment Status:** Non-exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the supervision of the Scientific Programs Manager, conducts and assists with planning and coordination of field surveys for vectors and vector-borne diseases; assists with the maintenance of sentinel chicken flocks and collection of serological samples for virus testing; performs laboratory identification of vector specimens; maintains surveillance databases and disseminates surveillance data charts and reports as needed; conducts laboratory assays; assists with applied research projects; builds, repairs, and maintains laboratory and field surveillance equipment; purchases equipment and supplies as needed. Under the direction of the Scientific Programs Manager, provides direct supervision and instruction to temporary Laboratory Aides.

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### DISTINGUISHING CHARACTERISTICS

The Vector Ecologist possesses comprehensive knowledge of vector biology and other related scientific disciplines to assist in implementing the District's vector and vector-borne diseases surveillance and programs; is able to conduct field surveys, accurately compile scientific data, solve problems; has basic mechanical aptitude and ability; possesses the ability to work independently or with minimal direction, demonstrates supervisory skills and encourages collaboration to reach District's goals.; works cooperatively with other staff and the general public, uses good judgement; possesses effective oral and written communication skills, often in highly technical areas; collaborates and interacts with a wide range of individuals and groups, including members of the public, landowners, state and local government, University level researchers, resource agency managers, and others as needed.

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### PRIMARY DUTIES

**Vector Surveillance:** Implements mosquito and arbovirus surveillance programs and special projects, including but not limited to: larval sample identification, trapping, sentinel chickens, mosquito pooling, and dead bird testing. Records and compiles surveillance data and designs or assists with design of databases, spreadsheets, charts, reports and queries. Prepares mosquito surveillance summary charts and adult mosquito occurrence reports as needed. Directs or assists with the care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction and repair, and in the collection and processing of animal serum samples for disease testing. Conducts seasonal surveillance for ticks and testing for tick-borne diseases. Designs, builds and repairs field sampling equipment. Assists with special projects for surveillance and investigation of vertebrate-borne diseases. Create and utilize maps for mosquito surveillance, assists in the development of protocols for laboratory procedures and field surveillance. Coordinates with property owners, businesses, and other public agencies and professional organizations to conduct surveillance projects.

**Vector Control:** Assists with review of integrated vector management thresholds, procedures and response plans;

assists with evaluations of vector control procedures and products (including analysis of post treatment larval samples, field assessments of adult mosquito control (AMC), and pesticide resistance testing); assists with training employees in vector and non-targets biology and identification; assists with development of field sampling and data recording procedures; communicates regularly with operational personnel to coordinate field activities. Provides assistance with mosquitofish rearing and distribution as needed.

Laboratory: Trains, directs and supervises Laboratory Aides, purchases supplies and equipment as needed; assists with maintenance of arthropod cultures and insectary; maintains/supervises reference mosquito/insect collections. Identifies ticks and other medically important pests for the public and maintains records of specimens identified.

Research: Assists with development and implementation of independent and collaborative applied research projects that support the District's mission. Records and compiles project data. Presents data and results at meetings and conferences as approved by the General Manager.

General: Assists with special projects upon request of Scientific Programs Manager or General Manager. May occasionally be required to work evening or weekend hours.

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**Knowledge of the following is required to perform the essential function:**

. Understanding ecological risk assessment methods sufficient to effectively review and comment on proposed projects and regulations. Must have basic knowledge of: vector biology and surveillance; vector control methods and principles of integrated vector management (IVM); insect/vertebrate taxonomy; biosafety principles; computer software (including databases, spreadsheets, word processors), good laboratory practices (GLP).

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**Ability to do the following is required to perform the essential function:**

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs. while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 50% of the workday.
- Ability to read labels and use a microscope.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collaborate effectively with others.



A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A bachelor's degree in Biology or a related field is required.

**EXPERIENCE:** Two (2) years of full-time paid experience at a college, University, public agency or industry related to field biology.

**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle  
Concord, CA 94520  
(925) 685-9301  
fax (925) 685-0266

<https://www.contracostamosquito.com>

**Job Title:** Senior Vector Ecologist  
**Department:** Laboratory  
**FLSA Employment Status:** Non-exempt  
**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the supervision of the Scientific Programs Manager, develops, implements and coordinates field surveys for vectors and vector-borne diseases; assists with sentinel chicken flocks and collection of serological samples for virus testing; performs laboratory identification of vector specimens; maintains surveillance databases and disseminates surveillance data charts and reports as needed; conducts laboratory assays; develops, proposes, and coordinates applied research projects; builds, repairs, and maintains laboratory and field surveillance equipment; purchases equipment and supplies as needed. Under the direction of the Scientific Programs Manager, provides direct supervision and instruction to Laboratory Technicians.

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### DISTINGUISHING CHARACTERISTICS

The Senior Vector Ecologist possesses comprehensive knowledge of vector biology and other related scientific disciplines to assist in developing and implementing the District's vector and vector-borne diseases surveillance and programs; possesses the ability to work independently or with minimal direction, demonstrates supervisory skills and encourages teamwork and collaboration; works cooperatively with other staff and the general public, uses good judgement; possesses effective oral and written communication skills, often in highly technical areas; collaborates and interacts with a wide range of individuals and groups, including members of the public, landowners, state and local government, University level researchers, resource agency managers, and others as needed.

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### PRIMARY DUTIES

Vector Surveillance: Coordinates and implements mosquito and arbovirus surveillance programs and special projects, including but not limited to: larval sample identification, trapping, sentinel chickens, mosquito pooling, and dead bird testing. Records and compiles surveillance data and designs or assists with design of databases, spreadsheets, charts, reports and queries. Prepares mosquito surveillance summary charts and adult mosquito occurrence reports as needed. Ensures compliance with District policies by lab personnel, including, but not limited to, safety and laboratory procedures. Assists in maintenance and care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction and repair, and in the collection and processing of animal serum samples for disease testing. Conducts seasonal surveillance for ticks and testing for tick-borne diseases. Designs, builds and repairs field sampling equipment. Coordinates special projects for surveillance and investigation of vertebrate-borne diseases. Communicates and coordinates with District staff, members of the public, other local and state agencies, laboratories, and professional organizations as it relates to surveillance and vector-borne-diseases.

Vector Control: Assists with review of integrated vector management thresholds, procedures and response plans;

assists with evaluations of vector control procedures and products (including analysis of post treatment larval samples, field assessments of adult mosquito control (AMC), and pesticide resistance testing); assists with training employees in vector and non-targets biology and identification; develops field sampling and data recording procedures; communicates regularly with operational personnel to coordinate field activities.

Aquaculture: Designs, implements, manages, and evaluates programs for the production of mosquitofish and candidate biological control species. Assists and monitors field stocking of biocontrol agents. Coordinates daily operations of production system (system maintenance, water quality monitoring and feeding) and monitors health of mosquitofish and other biocontrol agents. Ensures the District's compliance with environmental laws and regulations through a range of mechanisms. Maintains current awareness of federal, state, and local environmental laws and regulations governing District mosquitofish stocking, including endangered species. Notifies staff of changing requirements to District practices. Is responsible for direct supervision of mosquitofish and fisheries daily activities and research, and annual budget.

Laboratory: Trains, directs and supervises Laboratory Technicians, purchases supplies and equipment as needed; assists with maintenance of arthropod cultures and insectary; maintains/supervises reference mosquito/insect collections. Identifies ticks and other medically important pests for the public and maintains records of specimens identified.

Mapping/Database: Produces and provides analysis, queries, and maps for District Personnel as needed. Creates and updates surveillance routes and manages spatial data records. Collects, assembles, and verifies data to support the District's control and surveillance programs. Plans surveillance routes and trap sites using District mapping applications and databases; analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs; is responsible for maintaining Laboratory datasets, maps and dashboards containing District data.

Research: Develops, implements and coordinates independent and collaborative applied research projects that support the District's mission. Records and compiles project data. Presents data and results at meetings and conferences as approved by the General Manager.

General: Assists with special projects upon request of Scientific Programs Manager or General Manager. May occasionally be required to work evening or weekend hours.

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**Knowledge of the following is required to perform the essential function:**

Requires knowledge of federal, state, and local legal and regulatory requirements and their application to District fish stocking activities, and maintenance of this knowledge as requirements change. Knowledge of aquatic ecology and biological control of mosquitoes. Understanding ecological risk assessment methods sufficient to effectively review and comment on proposed projects and regulations. Must have basic knowledge of: vector biology and surveillance; vector control methods and principles of integrated vector management (IVM); insect/vertebrate taxonomy; biosafety principles; computer software (including databases, spreadsheets, word processors), good laboratory practices (GLP).

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**Ability to do the following is required to perform the essential function:**

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs. while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 50% of the workday.
- Ability to read labels and use a microscope.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collaborate effectively with others.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Bachelor’s degree in Biology or a related field is required. A Master’s degree or PhD in Biology or a related field is preferred.

**EXPERIENCE:** Three (3) years of full-time paid experience at a college, University, public agency or industry related to field biology with at least one (1) year in a supervisory position.

**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver’s license, with a good driving record and be insurable with the District’s Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle  
Concord, CA 94520  
(925) 685-9301  
fax (925) 685-0266

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Information Technology Systems Administrator

**Department:** Administration

**FLSA Employment Status:** Non-exempt

**Salary Range:** \$ Pending Salary Survey

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### ESSENTIAL FUNCTION

Under the direction of the Human Resources and Administration Manager, serves as the District's information technologies and business continuity expert; coordinates the evaluation, installation and maintenance of hardware and software; provides end-user support; is responsible for District data, communication and information technologies systems and their application; develops information system policies and procedures; and responds to information systems needs as required.

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### DISTINGUISHING CHARACTERISTICS

The Information Technology Systems Administrator works in collaboration with other staff within the District's departments and programs (Administration, Operations, Laboratory, and Public Affairs); and performs related work as required.

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### PRIMARY DUTIES

The Information Technology Systems Administrator will maintain and improve the District's database, computer, phone, voice mail, mobile device, network equipment, cloud services, fixed asset, and access control; identify information requirements by conferring with users; and gathering and analyzing information regarding the needs of various District departments and programs. Maintains the District's emergency response and business continuity plans to ensure continuity of business operations in an emergency, particularly as it pertains to District technology software and equipment. Is responsible for cybersecurity implementation and training. Prepares users to operate technology systems by conducting training sessions and providing individual coaching. Provides system resources by documenting procedures; maintaining accurate records, preparing periodic special reports as required.

Improves programs by working with outside resources devising new and/or improved applications. Improves service by evaluating system results with users. Develops and maintains regular system backups and technology equipment inventory. Resolves problems by issuing corrective instructions; consulting with co-workers and vendors. Responsible for procurement, implementation and maintenance site security, alarm systems, and access authorizations. Under the general direction of the Human Resources and Administration Manager, oversees IT budget preparation and management. Assists with technology needs for in person and remote meetings. Assists with special projects upon request of the General Manager. May occasionally be required to work evening or weekend hours.

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### Knowledge of the following is required to perform the essential function:

Must have a general knowledge of design, function and application of computer hardware and software operating systems. Must be able to perform basic repair of computer, tablet, phone and software malfunctions. Must be able to provide administrative functions for local area network. Must have knowledge of principles and practices of database management software and hands on experience.

Must have knowledge and stay up to date on cybersecurity.

**Ability to do the following is required to perform the essential function:**

Must be physically able to lift, install, upgrade and repair computers and peripheral devices; the ability to see and read in order to assist users on office software, including word processing, spreadsheets, graphics, geographical information systems, database management and the internet; operate, monitor and provide technological assistance to departments as it relates to information technology equipment; understand, interpret and effectively explain hardware and software applications to users and provide coordination in troubleshooting computer and phone networks; respond to requests for assistance with District website and Intranet; assist in developing webpages; train users on uploading to the District website; establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public. Must be able to work independently with minimal supervision.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Bachelor’s degree in Computer Science or related field, or any combination of education and experience that has provided the equivalent knowledge, skills and abilities necessary for an Information Technology Systems Administrator.

**EXPERIENCE:** Three (3) years of full-time paid experience in a technical position.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

- Must have a valid California driver’s license, with a good driving record and be insurable with the District’s Insurance Carrier, using the accepted guidelines of the insurance provider.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

**Board Approved:** \_\_\_\_\_

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD OF TRUSTEES**

**2025 TRUSTEE COMMITTEES**

<b>NAME</b>	<b>ADVANCE</b>	<b>AUDIT</b>	<b>BUDGET</b>	<b>EXECUTIVE</b>	<b>PERSONNEL</b>
AINSLEY	X		X		
CARLSTON		X			X
CLAYTON					X
COWEN			X	X	X*
DOLGONAS		X*			
DUPIN	X		X		X
FRANKENFIELD		X			
GRAHAM					X
HINZEL	X				
HOGAN	X*				
HOWELL		X			
KRIEG		X			
MARKER			X*	X	
MEREDDY	X	X			
PAY				X*	
PELLEGRINI		X		X	X
PINCKNEY					
WONG		X			
YOUNG			X	X	

\* CHAIRPERSON

Contra Costa Mosquito and Vector Control District  
Board Policy Regarding AB 2561



## Overview

Contra Costa Mosquito and Vector Control (the “District”) is committed to complying with AB 2561. In accordance with AB 2561 (Gov. Code § 3502.3), the District is committed to holding a public hearing on vacancies at the District, the District’s recruitment, and retention efforts and any issues with the District’s policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

The District will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts.

## Purpose/Objectives

This policy establishes the framework and requirements for holding public hearings and reporting on the District's workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill (“AB”) 2561. (Gov. Code § 3502.3.) The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the District's staffing and employment practices.

## Definitions

Public Hearing: A formal meeting that is open to the public, where District representatives present information and accept public comments on specific topics, as required by law.

Vacancies: Unfilled positions within the District's workforce that require recruitment efforts to be adequately staffed.

Recruitment: The process of attracting, screening, and selecting qualified candidates for employment with the District.

Retention: Efforts to maintain a stable and satisfied workforce by addressing the factors that contribute to stability in the workforce.

## Procedures

### 1. Public Hearing Requirements

The District shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing as required by AB 2561.

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.

The District shall ensure that each public hearing is adequately documented, with minutes publicly available after approval at a subsequent meeting.

## 2. Reporting Requirements

The District shall present information on the following at the public hearing:

1. The status of vacancies at the District.
2. Information on the District's recruitment and retention efforts.
3. Identification of any obstacles in the District's policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the District prepares a report that includes the information described above, the District may elect to make the report available to the public via the District's website or in print form prior to each public hearing.

## 3. Special Reporting Requirements for High Vacancy Rates

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the District shall, upon request of the recognized employee organization, include the following information during the public hearing:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

## 4. Responsibilities

Board of Trustees: The Board of Trustees is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

District Management: The General Manager shall coordinate with the Human Resources and Administration Manager to gather necessary data and ensure accurate reporting.

Human Resources and Administration Manager: The Human Resources and Administration Manager is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with the General Manager.

#### 5. Monitoring and Review

The Board of Trustees shall review the effectiveness of this policy on an annual basis and make revisions as necessary to ensure ongoing compliance with AB 2561 and alignment with best practices in public transparency.

#### 6. Compliance and Enforcement

The District will maintain records of all public hearings, reports, and related documents as specified in the District's Records Retention Policy and in compliance with public records requirements.

#### **Appendices (if applicable):**

1. AB 2561 Text.



## AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:



Date Published: 09/23/2024 09:00 PM

### Assembly Bill No. 2561

#### CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[ Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024. ]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

**SEC. 2.** Section 3502.3 is added to the Government Code, to read:

**3502.3.** (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

**SEC. 3.** The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

**SEC. 4.** No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.