



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

PERSONNEL COMMITTEE MEETING MINUTES

Thursday September 9th, 2021 at 3:00 pm

Approved 10/28/2021

Meeting held via Zoom

Present: Committee Members: Chuck Arrera, Mary Durfee, Al Hrynyshyn, Dave Downing. Staff: Leslie Owens. No public present.

1. Meeting was called to order by Director Arrera at 3:04 pm.
2. Committee reviewed minutes from last meeting; made edits. Motion was made by Chair Hrynyshyn to approve the minutes as submitted for the August 26th 2021 Personnel Committee meeting, and was seconded by Director Arrera. With no further discussion, motion approved 3-0. [Mary joined the meeting at 3:14 pm.]
3. Fiscal Officer Position; Lengthy discussion on appropriate job description and pay scale. Dave gave recap of conversations had with other District's Fiscal Officer's around their job description and pay scale. Consensus to revisit the pay scale and change the job description removing the CPA requirements and the overseeing of Human Resources and the district's benefits plans; also agreed on the change of minimum qualifications to three to five years of experience. Discussion on pay scale had a consensus that the minimum starting wage of \$64,000 would be a good starting point. Dave agreed to work out the 10 step offer based on the starting wage of \$64,000 per year. Motion was made by Chair Hrynyshyn to amend the job description, minimum requirements, and pay scale, then submit new proposal to the Financial Committee and Board of Directors and was seconded by Chuck; Motion approved 4-0.
4. As there was no public in attendance, no public comment was received.

Meeting was adjourned at 3:38 pm.

All supporting documents mentioned in the minutes are a part of the official record, and are available upon request. Please contact the office at admin@uwsxcd.org to request copies.

The Upper Willamette SWCD prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or whether all or part of an individual's income is derived from any public assistance program, in employment or in any program or activity conducted by the Upper Willamette SWCD. The Upper Willamette SWCD is an equal opportunity employer.