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October 20, 2017

NOTICE IS HEREBY GIVEN that the Personnel Committee of the Mission Hills Community Services District, pursuant to California Government Code Section 54956, will hold a meeting at **9:00 AM on Tuesday, October 24, 2017** at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California. The purpose of the meeting will be to discuss or transact the following business:

AGENDA SUMMARY

- 1. ROLL CALL:**
- 2. PUBLIC COMMENT:**
- 3. PERSONNEL DISCUSSION:**

3a. General Manager Job Description Selection.

At the Special Meeting of October 4, 2017 the Board of Directors decided to have the General Managers Job Description shortened and allow each Board Member an opportunity to add comments. Once the comments had been received the Personnel Committee will review the final documents for selection and approval. Staff has included 3 options to be reviewed for selection.

3b. Approval of General Manager Brochure for Publication.

At the Special Meeting of October 4, 2017 it was requested that staff develop a recruitment brochure to be used in the processing of hiring a new General Manager. Staff requests that a timeline be established as well as a pay scale to be included in the proposed brochure. After discussion Personnel Committee approve the proposed brochure attached to begin the recruitment process.

3c. Approval of Supplemental Questionnaire to be used in the hiring process.

Review, discussion and approval the proposed supplemental questionnaire to be included on the District Web-site along with the application.

4. ADJOURNMENT:

Notice of this special meeting shall be delivered to each member of the Board of Directors and to each local newspaper of general circulation and radio television station who have requested such notice. Notice must be received at least twenty-four hours before the time set for the special meeting.

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.