

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924 415 868 1224



MEMORANDUM

TO:	BCPUD Board of Directors
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FROM:	Georgia Woods (BCPUD General Manager)
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RE:	Proposal for District policy which will delineate the composition of BCPUD's Interview Committees for hiring across all existing positions in the District
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TO:	August 16, 2024
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Internal Hiring Policy:

- I am recommending that the Board adopt internal hiring policy that will state the make-up of the Hiring Committee for each employment position in the District.
- To this end, I have prepared Table 1: a draft for BCPUD's Hiring Procedures (see next page).
- My intention is that the Board approve Table 1, with or without amendment at our Regular Meeting on August 21, 2024.
- Once Table 1 has been approved, I will draft a Resolution and embed the Table and will bring this draft Resolution back for adoption at our Regular Meeting in September.

TABLE 1: DRAFT—BCPUD Hiring Procedures for Open Hire and Internal Promotion

Position	Open Hire—Committee Makeup	Internal Promotion Procedure
General Manager	5 Board Members (Voting); Existing GM & Assistant GM (if invited by the Board / non-voting)	N/A; Must be an Open Hire
Assistant General Manager	GM + 2 Board Members; Existing Assistant GM (if invited by GM / non-voting)	GM recommends to Personnel Committee ==> Personnel Committee brings recommendation forward to the full Board
Full-Time Administrative Aide	GM + Assistant GM	GM recommends to Personnel Committee ==> Personnel Committee brings recommendation forward to the full Board
Part-Time Administrative Aide	GM + Assistant GM	GM recommends to Personnel Committee ==> Personnel Committee brings recommendation forward to the full Board
Chief Operator	GM + 2 Board Members; Existing Chief Operator (if invited by GM / non-voting)	GM recommends to Personnel Committee ==> Personnel Committee brings recommendation forward to the full Board
Full-time Shift Operator	GM + Chief Operator + 1 Board Member; Existing Operator (if invited by GM and non-voting)	GM recommends to Personnel Committee ==> Personnel Committee brings recommendation forward to the full Board
Temporary employees	GM + Assistant GM	N/A