## **DRAFT** BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

Resolution No. 734

Adopts a Hiring Policy Stating the Composition of the Hiring Committee for Each Employment Position Within the District.
<b>WHEREAS</b> , The Bolinas Community Public Utility District (BCPUD or "the district") follows "open" hiring procedures to fill new and/or vacant positions; and
<b>WHEREAS</b> , the district has the legal authority to fill open positions internally by promoting existing employees to new and/or vacant positions;
<b>NOW, THEREFORE, BE IT RESOLVED that</b> the district has implemented and will adhere to the hiring procedures for open hire and internal promotion as described in Exhibit A.
<b>BE IT FURTHER RESOLVED</b> , that the General Manager is hereby authorized to implement and enforce this resolution, including the establishment of procedures and controls necessary to ensure compliance.
<b>IT IS HEREBY CERTIFIED</b> that this resolution was duly introduced and adopted by the Board of Directors of the Bolinas Community Public Utility District this 16th day of October, 2024, by the following vote:
AYES:
NOES:
ABSTAIN:
ABSENT:
President, Board of Directors
attest:
Secretary
Exhibit A:

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