

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.

WHEREAS, The Bolinas Community Public Utility District (BCPUD or “the district”) follows “open” hiring procedures to fill new and/or vacant positions; and

WHEREAS, the district has the legal authority to fill open positions internally by promoting existing employees to new and/or vacant positions;

NOW, THEREFORE, BE IT RESOLVED that the district has implemented and will adhere to the hiring procedures for open hire and internal promotion as described in Exhibit A.

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized to implement and enforce this resolution, including the establishment of procedures and controls necessary to ensure compliance.

IT IS HEREBY CERTIFIED 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:

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