

# Olivehurst Public Utility District

## Agenda Item Staff Report



**Meeting Date: September 26, 2019**

**Item description/summary: Account Clerk II Eligibility List**

This position was advertised for two weeks in the local newspaper and Cal Jobs per OPUD policies and procedures. We received seventeen (17) applications and interviewed six (6) qualified applicants. All six interviewed were placed on the eligibility list.

**Fiscal Analysis:**

No fiscal impact, the cost for this position is already within the Admin Department budget.

**Sample Motion/Staff Recommendation:**

Consider approving the Account Clerk II eligibility list and authorize the General Manager to hire per OPUD policies and procedures.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

# MEMORANDUM

*From the desk of*

**CINDY VAN METER**

*Office Manager/Human Resource Coordinator*



DATE : September 26, 2019

TO : Board of Directors

CC : John Tillotson

RE : Account Clerk II

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The District received seventeen (17) applications for the Account Clerk II position. Six (6) qualified applicants were interviewed. The eligibility list is as follows:

VERONICA DENIZ	1
BABS O'ROURKE	2
TAMARA MANNISTO	3
PATTY VALENCIA	4
JAMEE TRIPLETT	5
DENA GROSS	6