

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: December 17, 2020

Item description/summary: Account Clerk I Position

One of our Account Clerk II's resigned as of December 30th, 2020. Because we have limited staffing, losing even one staff member can be devastating to the flow of work in the Business Office. The Financial Manager and I discussed with the Water/Wastewater Committee the idea of going through a temporary agency to fill the position with the possibility of finding someone long term. The front office can be very fast paced, and the clerks need to be able to perform many different tasks on a rotating basis. This requires the ability to multi-task and learn a plethora of different tasks, all while answering the phones and working the front counter. Not everyone is a good fit for this type of environment.

Fiscal Analysis:

No fiscal impact as we are filling a recently vacated/budgeted position.

Sample Motion/Staff Recommendation:

Informational only. We will come back to the Board when we are ready to request hiring for a full-time position.

Prepared by:

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