

Olivehurst Public Utility District

Agenda Item Staff Report



Meeting Date: March 15, 2024

Item description/summary: Fourth Account Clerk I Position

Prior to 2003 when Plumas Lake began building homes, the District had approximately 3000 customers, and the Business Office had three Accounts Clerks to handle the front counter, phones, billing, accounts payable, etc. Since that time, the District has grown to approximately 8000 customers, and we still have only three Account Clerks in the Business Office. We have had a temporary employee working in the front office as an Account Clerk for the last several months who has been able to adapt to all tasks and situations presented to her. With a three-person team, if one is missing it can directly effect the work load and flow of work for the other staff members. With the considerable growth within the District, workload and trying to cover staffing for sick leave, vacation time, etc. the Business Office needs a fourth Account Clerk.

Fiscal Analysis:

We are currently budgeted for a temporary employee in the Business Office. See attached fiscal impact for full-time Account Clerk I.

Sample Motion/Staff Recommendation:

Considering opening up a fourth Account Clerk position in the Business Office and authorize hiring via District Policies.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

Temporary Staffing 2023-24

		2023-24	
OUTSIDE SERVICES - GENERAL		EXPRESS EMPLOYMENT PROFESSIONALS	
Business Office	July	\$4,479	
	Aug	\$6,644	
	Sep	\$5,060	
	Oct	\$5,350	
	Nov	\$5,914	
	Dec	\$5,557	
	Jan	\$5,491	
	Feb	\$4,272	
	Mar	\$5,525	
	Apr	\$5,525	
	May	\$5,525	\$32.50/hour
	Jun	\$5,525	64,868 Account Clerk I
Pool	July	\$14,936	
	Aug	\$8,483	
OH Parks	Jan	\$427	
	Feb		
CSA Parks	Jan	\$2,647	
	Feb	\$4,045	
Water	Jan	\$2,047	
	Feb	\$3,774	

**Business Office Request: 1 FTE Account Clerk I Step 3 (3% CPI estimate)
Account Clerk I**

	Account Clerk I Step 3
Reg Wages	\$48,140
Retirement 457	6,980
Payroll Taxes	3,827
Workes Comp	279
Wellness	22,800
Total	82,026

Fiscal Impact to other OPUD Departments Account Clerk I Step 3

Fire	4.00%	\$3,281
OH Parks	1.50%	1,230
CSA Parks	3.50%	2,871
Sewer	45.00%	36,912
Water	45.00%	36,912
CFD's	1.00%	820
Total		\$82,026