



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

## Job Announcement **Fire District Secretary Receptionist**

Position: Full Time  
Start Date: Monday, December 3, 2018  
Regular Hours: 40 Hours per Week 7:00 a.m. – 4:00 p.m.\*

Salary - \$24.71 to \$27.24 per hour with benefits

Responsibilities include: answering telephones, greeting visitors, typing records and forms, accounts receivable and payable, payroll and budget reports. Must have computer experience and be proficient using Microsoft Excel and Word.

The job description and minimum qualifications, application, MOU and salary schedule are on the Scotts Valley Fire Protection District (SVFPD) Website: [www.scottsvalleyfire.com](http://www.scottsvalleyfire.com).

Submit Application, Resume and DMV Report (printed in the last 30 days):  
At the Scotts Valley Fire Protection District Administrative Office, 7 Erba Lane,  
Scotts Valley, CA 95066 between 8:00 a.m. and 3:00 p.m.

Deadline for Filing:  
Friday, October 19, 2018 at 12:00 p.m.

Review of Minimum Qualifications and Email Notification of Interview:  
Tuesday, October 23, 2018

Interview and Situation Exercises:  
Tuesday, October 30, 2018

Fire Chief Interview:  
Monday, November 5, 2018

Background Investigation Interview:  
Thursday, November 8, 2018

### **Examination Components**

The examination will consist of the following:

1. A review of applications for minimum qualifications. Selected candidates who possess the minimum qualifications, will move on to the next step.
2. An oral interview and a situational exercise which will be weighted as 100% of the candidate's final examination.
3. Fire Chief Interview with top candidates.

\* The SVFPD manages the Branciforte Fire Protection District (BFPD) and 15 hours per week are allotted to the BFPD.



## SCOTTS VALLEY FIRE PROTECTION DISTRICT APPLICATION AND PERSONNEL FORM

P E R S O N A L  I N F O R M A T I O N	NAME: _____				
		Last	First	Middle	
	PRESENT ADDRESS: _____				
		Street	City	Zip	
	MAILING ADDRESS: _____				
		Street	City	Zip	
	HOME PHONE: _____				
	ARE YOU OVER 18:		YES	NO	PLACE OF BIRTH: _____
	U.S. CITIZEN:		YES	NO	DRIVERS LICENSE NO.: _____
	IN CASE OF EMERGENCY NOTIFY: _____		PHONE NUMBER: _____		
ADDRESS: _____					
	Street	City	Zip		
RELATIONSHIP: _____					
E M P L O Y M E N T  H I S T O R Y	EMPLOYER: _____				
	ADDRESS: _____				
		Street	City	Zip	
	SUPERVISOR: _____		PHONE NUMBER: _____		
	JOB TITLE: _____		BASIC DUTIES: _____		
	CURRENT EMPLOYER: YES NO		MAY WE CONTACT YOUR SUPERVISOR: YES NO		
	EMPLOYER: _____				
	ADDRESS: _____				
		Street	City	Zip	
	SUPERVISOR: _____		PHONE NUMBER: _____		
JOB TITLE: _____		BASIC DUTIES: _____			
MAY WE CONTACT YOUR SUPERVISOR: YES NO					


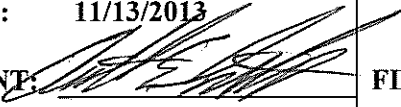



# SCOTTS VALLEY FIRE PROTECTION DISTRICT APPLICATION AND PERSONNEL FORM

<b>R E F E R E N C E S</b>	1. _____ Name Address Phone
	2. _____ Name Address Phone
	3. _____ Name Address Phone
<b>E D U C A T I O N</b>	HIGH SCHOOL: _____ DATE GRADUATED: _____ LOCATION: _____
	COLLEGE: _____ DATE GRADUATED: _____ LOCATION: _____
	SUBJECTS STUDIED: _____ DEGREE: _____
	SPECIAL SKILLS OR TRAINING: _____
	_____
	_____
<b>M I L I T A R Y</b>	SERVICE RECORD: _____
	BRANCH OF SERVICE: _____ RANK: _____
	DATE AND TYPE OF DISCHARGE: _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for disqualification.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1712</b>	<b>SUBJECT: Secretary Receptionist</b>
<b>DATE APPROVED: 11/13/2013</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

## SECRETARY RECEPTIONIST

### Job Description

**REPORTS TO:** Administrative Secretary

**SUPERVISES:** Non-Supervisory Position

### **BASIC FUNCTIONS:**


Under supervision, the Secretary Receptionist provides clerical support in the day-to-day operations of the District, interacts with members of the public and other government agencies and answers and routes telephone calls that are occasionally of an emergency nature.

### **PRIMARY DUTIES:**

- Answer phones, greet visitors, give directions, collect fees
- Operate computers for data entry and word processing
- Prepare correspondence, agendas, training materials and other documents
- Operate office equipment including copy machines, FAX, calculator and phones
- Basic accounting and bookkeeping
- Attend meetings, take and transcribe minutes
- Filing

### **ABILITY TO:**

- Learn operation of the District's computer software programs
- Operate a variety of common office equipment
- Prioritize work and handle multiple complex tasks simultaneously
- Interact well with other employees, members of the public, and other government agencies

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1712</b>	<b>SUBJECT: Secretary Receptionist</b>

- Handle stressful situations with calmness and tact
- Follow established procedures; carry out verbal and written instruction
- Maintain files in a logical manner to office standards
- Work a varied schedule and fill in for other office staff during leave
- Formulate correspondence and reports using correct grammar and formatting

**MINIMUM QUALIFICATIONS:**

- Citizen of the United States or a permanent resident alien who is eligible for citizenship
- High School Graduate or Tested Equivalent
- Must possess and maintain a valid Class C California Drivers License
- Must be insurable as set forth by the District's Insurance Carrier
- Excellent attendance and punctuality
- Typing ability of 50 words per minute or better
- Good grammar, spelling and punctuation skills as well as excellent oral communication skills
- Proficient in Microsoft Office including word processing, spreadsheets and data base

**DESIRABLE QUALIFICATIONS:**

- Knowledge of geographical area
- Experience/Education working with local government, particularly Special Districts

**MEMORANDUM OF UNDERSTANDING**

**Scotts Valley Fire Protection District**

**and**

**Secretary Receptionist**

**July 1, 2017 – June 30, 2020**

**Contents**

Article I. PREAMBLE .....	1
Article II. PREVAILING RIGHTS .....	1
Article III. RESERVATION OF MANAGEMENT RIGHTS.....	1
Article IV. DUTY .....	1
Section 4.01 Assignment .....	1
Section 4.02 Overtime .....	1
Section 4.03 Uniforms .....	2
Article V. COMPENSATION .....	2
Article VI. LEAVES .....	2
Section 6.01 Holidays .....	2
Section 6.02 Personal Leave .....	3
(a) Days .....	3
(b) Hours.....	3
(c) Expiration.....	3
Section 6.03 Vacation .....	3
(a) Accrual.....	3
(b) Approval .....	4
Section 6.04 Sick Leave.....	4
(a) Accrual.....	4
(b) Buyback .....	4
Section 6.05 Bereavement .....	5
Article VII. BENEFITS.....	5
Section 7.01 Healthcare .....	5
(a) Medical Insurance .....	5
(b) Post Employment Health .....	6
(c) Dental Insurance .....	6
(d) Life Insurance .....	6
Section 7.02 Public Employees Retirement system (CalPERS) .....	6
(a) Classic Employee.....	6
(b) Public Employment Pension Reform Act (PEPRA) .....	7
Article VIII. SAVINGS CLAUSE.....	7
Article IX. GRIEVANCE PROCEDURE.....	7
Article X. TERM OF AGREEMENT.....	8
Article XI. MODIFICATIONS TO MOU .....	8
Article XII. SIGNATURES.....	9

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

**Article I. PREAMBLE**

This Memorandum of Understanding (MOU) is entered into by and between the Scotts Valley Fire Protection **District**, hereinafter referred to as **District**, and the **Secretary Receptionist** of the **District**, hereinafter referred to as **Secretary Receptionist**. The purpose of which is to establish a compensation and benefits package for the **Secretary Receptionist** position.

**Article II. PREVAILING RIGHTS**

The **District** agrees that all rights, privileges, and working conditions enjoyed by the employees at the present time, which are not included in this agreement, shall remain in full force, unchanged and unaffected in any manner, during the term of this Agreement unless changed by mutual consent.

The parties agree, that upon request by either party, to meet and confer on matters not in writing which may have been considered “rights” and which either party wishes, during the term of the Memorandum of Understanding, to modify.

**Article III. RESERVATION OF MANAGEMENT RIGHTS**

The parties acknowledge that it is the exclusive right of the **District** to: generally govern the work of the **District** and conduct of its employees; to determine the mission of the **District**; to determine the procedures and standards of selection for employment and promotion of employees; to direct its employees; to assign work to employees in accordance with the requirements determined by the **District**; to establish work schedules; to determine the content of job classifications; to hire, promote or lay off employees for lack of work or funds; to suspend, discipline and discharge employees for proper cause; to expand or diminish services; to determine the methods, means and personnel by which **District** operations are to be conducted; and to establish, publish and modify **District** policies, regulations and standard operating procedures.

**Article IV. DUTY**

**Section 4.01 Assignment**

The **Secretary Receptionist** shall work full-time at 40 hours per week or a prorated amount of full-time as scheduled by the Fire Chief. The regular scheduled hours will be used to calculate the prorated amount of a 40-hour workweek.

**Section 4.02 Overtime**

The **Secretary Receptionist** shall be compensated at time and a half for hours worked over the basic forty-hour workweek that begins at 12:01 on Saturday and ends at 12:00 midnight on Friday.

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

**Section 4.03 Uniforms**

The **District** will provide the **Secretary Receptionist** with all **District** required uniform elements and equipment as directed by the Fire Chief.

The **District** will also provide uniform and equipment replacements, and provide for uniform maintenance as needed, as determined by the **District**.

Added: The **District** will report, for CalPERS Classic Members, the monetary value of the required uniform elements and equipment, uniform and equipment replacements, and uniform maintenance as special compensation on a quarterly basis not to exceed \$1,200 annually.

All issued uniform items are the property of the **District** and will be returned to the **District** or paid for by the **Secretary Receptionist** upon employee separation from the **District**.

**Article V. COMPENSATION**

The **District** agrees to base salary compensation for the **Secretary Receptionist**, in accordance with Table **Table** .

**Table**

Start Date	9/24/2016	7/1/2017	7/1/2018	7/1/2019
Stop Date	6/30/2017	6/30/2018	6/30/2019	6/30/2020
Secretary/Receptionist Step	16/17 Contract Basis	6%	3%	3%
Step A	\$22.63	\$23.99	\$24.71	\$25.45
Step B	\$23.76	\$25.19	\$25.94	\$26.72
Step C	\$24.95	\$26.45	\$27.24	\$28.06

Figures reflect hourly base pay

**Article VI. LEAVES**

**Section 6.01 Holidays**

The **District** agrees to grant the **Secretary Receptionist** twelve (12) paid holidays each calendar year, as indicated by Table .

**Table**

New Years Day (January 1)	Veteran's Day (November 11)
Martin Luther King Day (3rd Monday of January)	Thanksgiving Day
President's Day (3rd Monday of February)	Friday Following Thanksgiving
Memorial Day (last Monday in May)	Christmas Eve (December 24)
Independence Day (July 4)	Christmas Day (December 25)
Labor Day (1st Monday in Sep)	New Years Eve (December 31)

Note: Holidays falling on a Saturday will be observed the preceding Friday and holidays falling on a Sunday will be observed on the following Monday.



**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

**Section 6.02 Personal Leave**

The **District** agrees to grant the **Secretary Receptionist** use of paid personal leave, as follows.

**(a) Days**

The **Secretary Receptionist** shall be eligible to use two (2) personal leave days each calendar year.

Personal leave days shall be taken off as full days. Personal leave days may be used on any normal workday in the calendar year, subject to approval of the Fire Chief.

**(b) Hours**

The **Secretary Receptionist** shall be eligible for an additional sixteen (16) personal leave hours per calendar year, in recognition of Branciforte Fire **District** responsibilities.

Personal leave hours shall be taken off in one-hour increments. Personal leave hours may be used on any normal workday of the calendar year. Any use of Personal Leave shall be subject to approval of the Fire Chief.

Personal leave hours shall only be available to the **Secretary Receptionist** throughout the term of the Administration of Fire Services Agreement with Branciforte Fire Protection District. Upon separation of Administration of Fire Services Agreement, any remaining personal leave hours may be used within the calendar year.

**(c) Expiration**

Personal leave days and personal leave hours shall not accumulate and shall expire at the end of each calendar year (i.e. use or lose).

**Section 6.03 Vacation**

Vacation is a leave of absence with pay granted to the **Secretary Receptionist** while employment by the **District**. Vacation leave shall be granted based on the number of hours accrued by the **Secretary Receptionist**, subject to the following:

**(a) Accrual**

Vacation accrual rates shall be as indicated by **Table** . When the **Secretary Receptionist** works less than a 40-hour week (full time) the accrual rate and maximum accrual limit shall be prorated from a 40-hour workweek basis. Vacation shall stop accruing when the specified or prorated maximum accrual has been reached. Vacation accrual shall resume at the specified or prorated rate when accrued hours drop below the maximum value.

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

**Table**

Years of continuous service (inclusive)*	Vacation Accrual Rate (hours / 2-wk pay period)	Wks/Yr	Maximum Accrual (hrs)
0-5	4.62	3	200
>5-10	7.69	5	280
>10-15	9.23	6	320
>15-20	10.77	7	360
>20	12.31	8	400

\*complete years, as calculated from date of hire

**(b) Approval**

- (i) The **Secretary Receptionist** is eligible to take whatever vacation hours he/she has on the books, plus vacation hours earned through the end of the month preceding vacation.
- (ii) The **Secretary Receptionist** may make a written request to the Fire Chief to take vacation hours not yet accrued. In the event the employee resigns or is terminated prior to the employee earning the vacation hours taken, the employer will reconcile the unearned vacation on the final paycheck at the employee's final rate of pay.
- (iii) A newly hired employee may not take vacation leave until completion of at least six (6) months of service. Thereafter, vacation is subject to approval of the Fire Chief.

**Section 6.04 Sick Leave**

Sick leave is hereby defined to mean the absence from duty of employee because of illness, injury, or exposure to a contagious disease, not otherwise designated as, or qualifying for worker's compensation benefit.

**(a) Accrual**

The **District** shall provide 11.08 hours of sick leave (without loss of pay) for each two-week period. When the **Secretary Receptionist** works less than a 40-hour week (full time) sick leave accrual and sick leave payment shall be prorated from a 40-hour workweek basis. Sick may accrue without limit.

**(b) Buyback**

The **Secretary Receptionist** who has had five (5) years paid service with the **District** shall become eligible to receive payment for a portion of his/her unused sick leave beginning with accruals for the sixth (6) year. Each year, on or after the January 1st following the calendar year of accrual, each eligible employee shall be paid for 10% of his/her sick leave hours accrued during the portion of the year he/she was eligible, subject to the following conditions:

- (i) To be eligible for buyback, the employee shall have used no more that ninety-six (96) hours of sick leave during the calendar year, and shall be in paid status or on leave of absence on the last day of the year.

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

- (ii) The compensation rate used shall be double (two times) the employee's hourly rate, exclusive of overtime pay, received during the year of accrual.
- (iii) All such payments shall be made within thirty-one (31) days of the last day of each year.
- (iv) After deductions of hours paid, the remaining sick leave balances shall be accumulated to the credit of each employee and carried forward into subsequent years. This balance shall be available for the use of employee in the event of injury/illness; however, any balances remaining at separation shall be applied to PERS Section 20965 (Unused Sick Leave Credit).

**Section 6.05 Bereavement**

Leave with pay shall be granted to employees in order that they may discharge the customary obligations arising from the death of a member of their immediate family. Immediate family shall mean an employee's child, adopted or stepchild, spouse, registered domestic partner, father, mother, stepparents, grandparents, grandchildren, brother, sister, or any of the above related to the spouse or domestic partner. For 40-hour employees, five (5) days of leave will be granted and shall be charged against sick leave balance. For 56-hour employees, two (2) 24-hour shifts will be granted and shall be charged against sick leave balance. The leave must be used in complete shifts. However, it may be used in non-consecutive days. Additional leave with or without pay may be granted with the approval of the Fire Chief and charged to the employee's leave banks if available. Use of sick leave balance for bereavement shall not count against the 96-hour maximum use provision of **Section 10.01(b)** "Sick Leave Buy Back"

**Article VII. BENEFITS**

**Section 7.01 Healthcare**

The **District** agrees to provide medical, dental, and life insurance to the **Secretary Receptionist** who works a minimum of 20 hours per week. Medical, dental and life insurance premiums paid by the **District** will be based on a prorated amount of a 40-hour week, when working less than full time.

**(a) Medical Insurance**

- (i) The **District** has elected to contract with the Public Employees' Retirement System (PERS) to provide medical insurance coverage through the Public Employees' Medical and Hospital Care Act (PEMHCA) medical plans to active employees and retirees.
- (ii) As required by PEMHCA, the **District** shall pay directly to PERS the monthly Minimum Employer Contribution (MEC) towards the PEMHCA medical plan insurance premium for each active employee and retiree who elects to enroll in a PEMHCA medical plan.
- (iii) The **District** agrees to pay PERS an amount of money on behalf of the active employee and his or her eligible dependents when combined with the MEC, shall be the equivalent to one hundred percent (100%), reduced to (97%) beginning January 2016,

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

of the monthly premium cost of the Bay Area PERS Choice PPO plan as the maximum allowable premium amount.

- (iv) The **Secretary Receptionist** shall have the ability to choose any health plan up to the maximum allowable premium amount.
- (v) If the **Secretary Receptionist** chooses a plan that exceeds the cost of the Bay Area PERS Choice PPO plan, he/she shall pay the additional premium through payroll deduction.

**(b) Post Employment Health**

The **District** will provide the **Secretary Receptionist** \$3,000 per year on a pro rated basis for Post Employment Healthcare. Payment will be made in an amount of \$115.38 per pay period ( $\$3,000 \div 26$  pay periods per year).

- (i) *It is the employee's responsibility to direct the funds to his/her choice of investment options, including, but not limited to, the **District** sponsored deferred compensation program.*
- (ii) *Since this is a contribution to cover post employment health benefits, the amount being contributed by the **District** will not be considered part of the employee's base pay for purposes of calculating hourly rate, overtime or other related payroll calculations and will not be reportable to CalPERS as compensation.*
- (iii) *Upon retirement, the **District** shall continue to contribute the MEC established by the PEMHCA. The retiree may participate in the then current **District**-sponsored health care plan, but the intent is for the benefit to be funded by the retiree utilizing the previously established reimbursement fund.*

**(c) Dental Insurance**

- (i) The **District** agrees to provide the **Secretary Receptionist** dental insurance as provided by Delta Dental or other provider, as selected by the **District**.
- (ii) The **District** agrees to pay 100% of the employee and her/his eligible dependents' premium consistent with Delta Dental.

**(d) Life Insurance**

The **District** agrees to pay the full cost of a \$55,000 term life insurance policy for the **Secretary Receptionist**. The carrier shall be as selected by the **District**.

**Section 7.02 Public Employees Retirement system (CalPERS)**

**(a) Classic Employee**

The Retirement Program provided by the **District** shall be through the California Public Employees' Retirement System. Retirement benefits will be based on a prorated amount of a 40-hour week when working less than full-time.

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

The **Secretary Receptionist** position is classified as a local, miscellaneous member, in accordance with Section 20383 of said Retirement Law and is provided benefits under Section 21354 of the California Government Code, 2% at age 55 Full for Local Miscellaneous Members.

The following additional provisions of the Public Employees' Retirement Law shall apply:

- Section 20042 (One-year final compensation).
- Section 20965 (Unused sick leave credit - 8 hours = 1 day).
- Section 21574.5 (Indexed Level 1959 Survivor Benefits).

**(b) Public Employment Pension Reform Act (PEPRA)**

For employees hired 1/1/13 or later and who are NOT a member of the California Public Employees Retirement System (CalPERS) or a reciprocal agency, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be:

- 2 % at age 62; 3 year final compensation

The required employee contribution rate as a percentage of payroll shall be:

- At least 50% of the normal cost of the retirement benefit as calculated by CalPERS.

**Article VIII. SAVINGS CLAUSE**

If any article or Section of this Memorandum of Understanding should be found invalid, unlawful or unenforceable due to any existing or subsequent enacted legislation or by judicial authority, all remaining Articles and Sections of this Memorandum of Understanding shall remain in full force and effect for the duration of the MOU. In the event of invalidation of any Article or Section, the **District** and the Union agree to meet within 30 calendar days of such invalidation for the sole purpose of meeting and conferring upon said Article or Section.

This MOU constitutes a full and complete agreement between the parties on all matters within the scope of representation.

**Article IX. GRIEVANCE PROCEDURE**

Scotts Valley Fire Protection **District** Policy 901 dated March 23, 1998 is hereby referenced as the grievance procedure for grievances of disciplinary action. Scotts Valley Fire Protection **District** Policy 902 dated June 9, 1999 is hereby referenced as the grievance procedure for all other grievances.

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

**Article X. TERM OF AGREEMENT**

The term of this Memorandum of Understanding is from July 1, 2017 to and inclusive of June 30, 2020. Negotiations for a successor Memorandum of Understanding shall begin at the request of either party between January and June of 2020. This MOU shall remain in effect until a new MOU is mutually agreed upon or the impasse process has been completed.

**Article XI. MODIFICATIONS TO MOU**

Any modifications to this Memorandum of Understanding shall be subject to meet and confer for resolution.

**Secretary Receptionist**  
July 1, 2017 – June 30, 2020

**Article XII. SIGNATURES**

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the **Secretary Receptionist**, have freely exchanged information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations covering such employee.

This MOU shall be presented to the Scotts Valley Fire Protection **District** Board of Directors, as the governing board of the **District**, as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing July 1, 2017 and ending June 30, 2020.

9/15/2017

X 

\_\_\_\_\_  
Robert L. Campbell,  
Board Negotiator  
Scotts Valley  
Fire Protection **District**

Date



\_\_\_\_\_  
Megan Bridges  
**Secretary Receptionist**  
Scotts Valley  
Fire Protection **District**

9/18/17  
Date



\_\_\_\_\_  
Daron Pisciotta,  
Board Negotiator  
Scotts Valley  
Fire Protection **District**

Date



\_\_\_\_\_  
Sandy Evans  
**Secretary Receptionist**  
Scotts Valley  
Fire Protection **District**

9/18/17  
Date

[Back to Contents](#)