

**Directors:**

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## **Mission Hills Community Services District**

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November 7, 2017

NOTICE IS HEREBY GIVEN that the Personnel Committee of the Mission Hills Community Services District, pursuant to California Government Code Section 54956, will hold a meeting at **9:00 AM on Wednesday, November 8, 2017** at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California. The purpose of the meeting will be to discuss or transact the following business:

### **AGENDA SUMMARY**

**1. ROLL CALL:**

**2. PUBLIC COMMENT:**

**3. PERSONNEL DISCUSSION:**

**3a. Supervising Water System Operator Job Description.**

Recommended Action: Personnel Committee review and comment on the proposed updated job description. Staff is asking for a final draft to be completed for approval by the Board of Directors at the November 15, 2017 Regular Meeting.

**3b. Supervising Wastewater System Operator Job Description.**

Recommended Action: Personnel Committee review and comment on the proposed updated job description. Staff is asking for a final draft to be completed for approval by the Board of Directors at the November 15, 2017 Regular Meeting.

**3c. Review of Submitted Applications for the General Manager Position**

Begin the review process of received applications and resumes to date.

#### **4. ADJOURNMENT:**

Notice of this special meeting shall be delivered to each member of the Board of Directors and to each local newspaper of general circulation and radio television station who have requested such notice. Notice must be received at least twenty-four hours before the time set for the special meeting.

**Note:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.