

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2015 – JOB DESCRIPTIONS		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	03/05/2020
Resolution No.	20-08	Revised:	

PURPOSE

This policy establishes a policy governing the creation of positions necessary to properly carry out the functions of the District in accordance with the California Municipal Utility District Act (MUD Act, California Public Utilities Code §11501, et al.)

POLICY STATEMENT

General

MUD Act §11886 dictates that the Board shall by resolution determine and create the number and character of positions as are necessary to properly carry on the functions of the District and shall establish an appropriate salary, salary range or wage for each position so created.

Section 1. Creation of Jobs and Job Descriptions

The Board of Directors shall by resolution, create job descriptions for each applicable position within the District. These job descriptions shall establish the minimum education and experience, essential job functions, minimum knowledge and abilities, and physical demands and working environment for each position as well as establish an appropriate salary, salary range or wage for each position.

Section 2. Number of Positions

The Board shall annually adopt a budget in accordance with District Policy 3105 – Budget Preparation. The annual budget shall include the number of each position authorized for that year and allocate funds available for the payment of salary, wages and benefits for each position in the budget. Said number of positions shall not be exceeded without a resolution adjusting the budget to accommodate said increase in positions.

Section 3. Modification of Job Descriptions

Job descriptions created by the District in accordance with Section 1 of this Policy, may be modified from time to time by the General Manager in accordance with authorities established in MUD Act §11937 and delegated to the General Manager per District Policies 4041 – Delegation to the General Manager, and 4042 - Board -General Manager Relationship and Responsibilities.