



Personnel Committee Meeting Agenda
 East Multnomah Soil and Water Conservation District
 Monday, June 13, 2022, 4:00 – 5:00 PM

(June 6, 2022)

To be held via teleconference (US Toll Free: 1 877 309 2073 **Access Code:** 458-561-837 OR log in on your computer, tablet or smartphone at <https://global.gotomeeting.com/join/458561837>

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet
1	4:00 5 min	Welcome and meeting called to order: <ul style="list-style-type: none"> • Introductions • Review/revise agenda • Review and Approve April 2022 Minutes 	Information/ Decision	Masterson	a) 4/18/2022 Meeting Minutes
2	4:05 15 mins	Restructured Employee Evaluation Process	Discussion	Hamilton	N/A
3	4:20 25 mins	HR Handbook Final Review	Discussion	Hamilton/ Critchfield	N/A
4	4:45 10 mins	Information Technology & Analytics Specialist position and job description	Discussion/ Decision	Hamilton	a) IT Analytics Specialist Job Description
CLOSING ITEMS					
5	4:55 5 min	<ul style="list-style-type: none"> • Announcements and reminders • Action items • Adjourn meeting 	Information	Masterson	N/A

EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Joe Rossi	Director - Zone 1		X	X		X	
Laura Masterson	Director - Zone 2	Secretary	X	X	X		
Mike Guebert	Director - Zone 3	Chair	X	X	X		
Jim Carlson	Director - At-Large 1	Treasurer	X	X		X	
Jasmine Zimmer-Stucky	Director - At-Large 2	Vice Chair	X	X	X	X	
Upcoming Schedule							
	2021	July	12	26			
		August	2		16		
		September	13	27			
		October	4		18		
		November	1	29			
		December	6		20		

Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>



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FY21-22	2022	January	10		31		
		February	7			28	
		March	7	7	28		
		April	4	4		18	
		May	2	2	23		
		June	6			13	

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Meeting attendees requiring Americans with Disabilities Act accommodations should call (503) 222-7645 x 100 as soon as possible. To better serve you, five (5) business days prior to the event, is preferred.



4/18/2022

East Multnomah Soil and Water Conservation District
EMSWCD PERSONNEL COMMITTEE MEETING FINAL MINUTES

Monday, April 18, 2022

5:03 pm- Call to Order

Zimmer-Stucky called to order the EMSWCD Personnel Committee meeting at 5:03 pm on Monday, April 18, 2022, via videoconference.

5:03 pm- Introductions, Review/revise agenda, Review previous action items

Hamilton conducted introductions for the record.

Board members: Laura Masterson (Zone 2 Director, Committee Chair), Mike Guebert (Zone 3 Director), Jasmine Zimmer-Stucky (At-Large 2 Director)

Staff present: Nancy Hamilton (Executive Director), Dan Mitten (Chief of Finance & Operations), Julie DiLeone (Rural Lands Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Alex Woolery (Marketing and Media Manager), Asianna Fernandez (Executive Assistant)

Guests: Jill Critchfield (Pacific HR)

Revisions to Agenda: N/A

5:04 pm- Approval of minutes

MOTION: Guebert moved to approve the February 18, 2021, Personnel Committee meeting minutes. Masterson 2nd. Motion passed unanimously (3-0).

5:05 pm – Review HR Handbook & Policies

Hamilton sent the Personnel Committee and All Staff the proposed (not finalized) draft of EMSWCD's new HR Handbook & Policies over email for review. Hamilton, Mitten, and Critchfield worked together to update the language, as it was culturally outdated, and cleaned up repetitive information, then sent it to Miller Nash to confirm that it was all in compliance with law.

Critchfield shared highlights from the updated Handbook & Policies. Current policies were spread out over 16+ different documents, with many redundancies, occasional conflicts between policies, difficult to decipher what the policies were. New proposed Employee Handbook was created to contain all employment related policies for the District in one place, and to bring policies in line with current employment regulations and District practices. Includes an interactable table of contents and is easily searchable.

Highlights, very important sections recommended the Committee reads: updated Anti-Harassment & Anti-Discrimination Policy, new Grievance Policy, updated Standard of Conduct.

5:22pm Question and Answer

Zimmer-Stucky emailed Time Bank issue related question to Hamilton and Mitten. Suggested crafting language to ensure work-life balance. At what time log does the District draw concern over whether extra support or assistance from supervisors is needed for individuals who may be working a concerning amount of overtime?

Action Item: Hamilton, Mitten, and Critchfield to craft language around Time Bank concerns.

Masterson were there any concerns or changes from the Management Team? During early updates to the document, remembers concerns from DiLeone, have they been addressed/ incorporated?

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Hamilton Management was not a part of the crafting process but did receive updates throughout the process. Management Team saw the proposed draft at the same time the Committee did.

DiLeone Voiced concerns a few years ago from the old draft and did not see any of those same concerns in this proposed draft, especially due to working with professionals and lawyers this time.

Guebert Good work, this will be a huge benefit for everyone. Wants to spend more time reviewing before addressing concerns/questions and before recommending it to the full Board of Directors.

Zimmer-Stucky agreed with Guebert, would be okay on holding off on recommendation to read it more.

Masterson suggested the Committee spend more time discussing the Grievance Policy.

Critchfield There are certain requirements about how an employee is allowed and entitled to address harassment and discrimination issues per Oregon Law- skip Grievance Policy and address issue to Management at any time. Grievance Policy addresses any concern that is not governed by law. It is recommended to address concern with their immediate supervisor, but if the complaint is not addressed to the employee's satisfaction or is about their supervisor, they are advised to bring the concern to the Executive Director. If the complaint is about the Executive Director, they are advised to raise the concern to a Board Member, where the Board of Directors would consult with legal counsel and inform the full board of the complaint.

Guebert What does "within a reasonable time" mean? Should that be more explicit?

Critchfield That would be great feedback to hear from the board, what's attainable by the board?

Guebert Maybe it is better to leave language as is but also ensure the Board keeps in mind that during the time of assessment, an employee's job satisfaction and comfort may be on the line.

Hamilton If it's a simple complaint, it should be simple to address and resolve. If it's a more complex complaint involving attorney, suggested the Board seek council from our attorneys about communicating with the employee with grievance while the work is underway.

Guebert How do we give that knowledge to future board members without making it explicit in the Handbook?

Zimmer-Stucky Is there a reason there isn't more resolution-based language in the Grievance Policy?

Action Item Critchfield to review her notes to conclude why the language around Executive Director final decision is not included.

Critchfield suggested the Committee fully read through the Policies, instead of focusing on the highlights from the presentation alone.

Zimmer-Stucky asked Critchfield to review the Anti-Harassment Policy and give overview of the chain of command.

Critchfield Anti-Harassment Policy begins on Page 8. OR law passed for written policies of this nature a few years ago.

- Template language was borrowed from Oregon Bureau of Labor and Industries (BOLI) language.
- One section defined discrimination and harassment and stating that it is not tolerated in the workplace.
- Other sections defining retaliation and reporting that address the new law.
- Complaints can be made to any member of management and could be made to the Executive Director if the employee chooses. Complaints are not required to be made to the person who is causing the discrimination or harassment. If there is not an Executive Director in place or the complaint is about the Executive Director, the employee may address the Board of Directors with the complaint.
- NDA about the complaint upon release and severance is prohibited. Oregon now has a 5-year statute of limitations for an employee to make a complaint about any circumstances of discrimination or harassment.

Zimmer-Stucky requested the steps for complaint are reviewed to ensure that the language is the same throughout the entire document.

Shearin Are there any policies that did not get included into this document?

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Critchfield There was some initial language that talked about culture that was very generalized and not fully in line with actual practices that did not get translated into the new draft.

Hamilton The sections on firearms and pepper spray are where language did not match. Updated policy now states that EMSWCD is a non-firearm and education for pepper spray is not necessary. Added clarification on being a non-smoking organization.

Action Item Hamilton, Mitten, Critchfield to send redlined draft to the Committee to review changes.

Critchfield Redundancies will not be noted in the Redlined draft.

Masterson In the section about Sexual Harassment, it seems like complaints stop at the board. Was under the impression that further resources would be provided for complaints.

Critchfield On page 11, under Time Limitations, it is stated that employees may file a formal grievance with the Bureau of Labor and Industries Civil Rights Division of the Equal Employment Opportunity Commission. Agreed this information should also be stated under the Reporting Procedure section and will make the suggested update.

Hamilton suggested the redlined document be given to the Committee and more review time be given to the Management Team before decisions are made, and for the finalized Handbook be approved in Fiscal Year 22-23 at the July PC Meeting. Nothing legally binding us to when this is approved.

Masterson What will the June Personnel Committee Meeting consist of? When do performance evaluation reviews happen?

Hamilton Management Team is currently discussing a hybrid approach to staff performance evaluations for staff feedback and written feedback. Usually done between July and August. Intent is to get performance reviews into the June Personnel Committee meeting packet.

Masterson & Guebert agreed on adding extra time to the June Personnel Committee Meeting to discuss both HR Handbook and Performance Reviews.

Action Item Fernandez to add HR Handbook and Performance Review Items to June Personnel Committee meeting agenda.

Action Item Personnel Committee members to send notes and concern about the updated Handbook to Hamilton, Mitten, and Critchfield before the next PC meeting.

Hamilton Intent was to share the updated HR Handbook to the full staff after it was approved by the full Board of Directors.

6:15 pm – IT Analytics Position Concept

Hamilton & Mitten introduced the IT Analytics Position that was discussed internally. There is a staff member who does IT Analytics tasks for the District often and their job description does not reflect this work.

- The work in the job description is already being done by this person, so there is not a new position being added, it is only renaming the job title to reflect the work that is already being done.
- Recommending the Marketing and Media position remain on the books but remain vacant through the next fiscal year.
- The marketing and media work will still be done in this role, but it will not be the primary role title for the overall work done.
- The contracted tech support services will remain, but the IT position will continue doing more of the day-to-day assistance and support. IT position will also perform data analytics which will be very important to determine success rates of the District.
- This position has been reviewed and approved by the individual in the position and by the Management Team already.

6:31 Question and Answer

Zimmer-Stucky & Masterson were under the impression that at the beginning of the wage analysis process, all job descriptions were updated.

Hamilton It was addressed, wanted to make sure that this was discussed with the person in the position and

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the Management Team, but we knew that while we were working on this internally, it made sense to finalize the work internally before bringing it to the Personnel Committee. The Marketing and Media position was reviewed and approved by the full board, the question at hand is whether that position stays vacant and gets updated and finalized by the next fiscal year. Had Shannon and Kathy take this draft position and give us an analysis of both job descriptions.

Zimmer-Stucky Are communications responsibilities being pushed onto other positions? Are those positions reflecting the extra work in their job descriptions?

Hamilton Most of the programs do their own communications already, it's reflected generally in their job descriptions and will be updated after performance evaluations. They will not have to take on any extra communications work that they are not already doing.

Shearin Much of Mancillas position is dedicated to social media and updating the website.

Mitten There has also been a Communications Team idea circulating internally. If there is any communication need from a program, the IT position can still do it as it is a part of their description.

Hamilton Communications Team is not formally established; we are waiting for the strategic planning work to be finished first before implementation. There is a vision in mind, but strategic planning will inform whether that team will work yet.

Mitten Decision is not expected tonight, this item was just to introduce the concept to and get acceptance of the concept from the committee. It's fairer to the employee to be evaluated on the performance of the work they're actually doing.

Guebert Appreciates having someone's job description matching what they do. In leaving the Marketing and Media position vacant, suggested a plan to where if the position is not filled in an X number of years it may be done away with.

Hamilton The idea is to keep it vacant through the next fiscal year until strategic planning is finished to see what becomes of it. Only a conversation and information were intended tonight. The IT Analytics job description will be provided to the Committee before the next meeting to be recommended to the full board at the following Board Meeting.

Masterson Confused on how a new job is not being created in this process.

Hamilton Yes, a new job would be decided on. In the next fiscal year, do we want to add a marketing and media position (paused during strategic planning) back on in addition to the IT Analytics position?

Masterson suggested extinguishing initial position, and after strategic planning bring new positions up instead of holding a vacant position.

Guebert Seems like everyone is in support of rewriting this job description and making any future position decisions after strategic planning.

Hamilton suggested that decisions are made so that in the beginning of FY 22-23, with the next performance evaluation work plan, the District can make this change for the staff member and so that the committee members can choose whether to eliminate the marketing and media position until further notice.

Masterson agreed.

6:51 pm Extension of two Temporary Positions

Hamilton Urban Lands Coordinator and Executive Assistant positions were approved as temporary positions that would end FY 21-22. Would like to have the Board approve to have those positions extend through FY 22-23 to accommodate for strategic planning efforts.

MOTION: Guebert moved to recommend to the Board to approve the extension of the two Temporary Positions through the 22-23 Fiscal Year. Masterson 2nd. Motion passed unanimously (3-0).

6:50 pm Closing Items

Action Items:

- Hamilton, Mitten, and Critchfield to craft language around Time Bank concerns.
- Critchfield to review her notes to conclude why the language around Executive Director final decision is not included.

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- Hamilton, Mitten, Critchfield to send redlined draft to the Committee to review changes.
- Personnel Committee members to send notes and concern about the updated Handbook to Hamilton, Mitten, and Critchfield before the next PC meeting.
- Fernandez to add HR Handbook and Performance Review Items to June Personnel Committee meeting agenda.

6:55 pm- Adjournment

Zimmer-Stucky adjourned the meeting at 6:55 pm.



Information Technology & Analytic Specialist

JOB DESCRIPTION

Position Overview: This position is primarily responsible for a wide range of technology-related activities across all programs. The work, its complexity, and variety of issues, requires at least a mid-level of knowledge, training, and/or experience in maintaining network and software/hardware systems. The activities of this position primarily lie within the Finance & Operations program but are responsible for district-wide technology needs. This position may include limited marketing and social media activities across all program areas and those efforts will be coordinated with each of the program supervisors, as directed. This position requires attention to detail, effective communications, self-motivation, initiative, problem solving and creativity. The work requires a mix of in-depth computer software and hardware technical skills, customer service skills, troubleshooting, website updates and upkeep, analytic skills, and an ability to analyze and respond to a variety of maintenance and emerging technical problems or needs in a timely and efficient fashion. This position supports EMSWCD's conservation mission by ensuring the network and technologies utilized by EMSWCD are secure, appropriate, and effective to support to programs and staff.

Classification: Exempt (Salaried, not eligible for overtime)

Reports To: Chief of Finance & Operations

Primary Responsibilities:

Information Technology Duties

- Ensure security and effectiveness of EMSWCD's network and systems, on-site and with remote-work.
- Serve as point for all IT-related issues (hardware, software, network – wired & wireless), and peripheral devices, including troubleshooting and resolving tickets or issues.
- Identify areas of improvement and make recommendations for technical (IT/AV) improvements at the Williams office or District-wide use.
- Troubleshoots, repairs, and patches computer systems and hardware.
- Assists in the maintenance of networks, software, and hardware for systems.
- Edits and tests programs and network settings to diagnose issues and resolve them.

- Installs, tests, and services a variety of computer software, hardware, data network, and telecommunications devices, as well as other peripheral equipment related to information technology.
- Assesses and corrects problems with computers, peripheral equipment, and communication hardware and software.
- Provides support to end users for computer, application, system, device, access and hardware issues.
- Identifies, researches and resolves the most complex technical problems.
- Responds to telephone, email and on line requests for technical support.
- Assists end-users with questions or problems individually or in conjunction with outsourced IT-Service company.
- Other duties as assigned by the Program Supervisor or Executive Director

Website and Analytics

- Keep website up to date, address problems, edit content written by staff for clarity and style and suggest changes if necessary.
- Serve as primary point of contact for any outside website contracting if necessary.
- Train staff on using website's content management system, custom functions and plugins.
- Maintain website, functionality, user-experience and accessibility with best practices.
- Develop user-friendly and navigable website, information, and materials retrieval from website, including but not limited to, meeting presentations, agendas, minutes, and any outward facing, public-record document.
- Maintain 508 standards and 255 guidelines to ensure website accessibility compliance.
- Perform data analytics as requested on a variety of computer-generated analytics and data sets.
- Publish all public notices on website and with various media outlets.

Marketing, Social Media and Special Events Support

- Manage and post on EMSWCD's social media accounts including Facebook, Twitter, Instagram, and other platforms in collaboration with program staff.
- Assist in the implementation of promotional campaigns as requested.
- Maintain and operate web-based support for annual plant sale, including online orders as requested.
- Create and maintain event specific website content to be highly visible and track traffic and effectiveness.
- Track and analyze website and/or event outreach data to evaluate effectiveness of campaigns, including return on investment, and develop recommendations for future optimization

Publications, Print and Outreach Materials

- Participate in Communications-related activities, as appropriate, in a collaborative manner.
- Co-create/edit written content for various outreach needs as requested.
- Co-create/edit graphic designs for various needs as requested.
- Work collaboratively with EMSWCD Outreach staff to assist in maximizing print and outreach materials effectiveness, as requested.
- Serve as point of contact for printing and production, as requested.
- Work collaboratively with staff to help maintain EMSWCD Branding Guide.
- Send out all meeting notices to media outlets as required.

Other Responsibilities:

- Active participation in team and organization-wide staff meetings.
- Represent EMSWCD in a positive and professional manner to constituents, clients, public officials, community groups, and other business partners.
- Attend business related functions as requested by the Executive Director or Program Supervisor.
- Actively participate and contribute to equity-related efforts.

Supervisory Responsibilities: None**Required Knowledge, Skills & Abilities:**

- Software/hardware maintenance and repair skills, including troubleshooting, diagnosing and resolution of problems, issues or needs effectively.
- Ability to work on a wide variety of peripheral devices.
- Ability to work collaboratively with outside IT service, website, or other technical organizations.
- Ability to contribute to and guide technology decisions.
- Website management skills, including moderately advanced development/customization skills as needed (E.g. ability to work in PHP, JavaScript, etc.).
- Online content management system experience (preferably WordPress).
- Fluent in Adobe Creative Suite, MS Office, HTML.
- Excellent oral and written communication skills.
- Excellent organizational and multitasking ability.
- Experience in graphic design and/or GIS preferred.
- Knowledge of native plants preferred.
- Must be proficient in English (oral and written) for communicating with EMSWCD Board members, staff, contractors, and partners.
- Ability to ensure compliance with EMSWCD policy, state, federal and local requirements
- Excellent organizational, time management, and project management skills

- Ability to multi-task efficiently and switch priorities as needed.
- Ability to work calmly and effectively under deadline.
- Excellent written & verbal communication skills including plain language skills.
- Ability to appropriately use discretion in all work activities. Ability to ensure confidential information is managed appropriately.
- Ability to work independently, be proactive and self-directed.
- Proficient in standard office procedures, software, and communications technology. Ability to use Microsoft Office, Google-Suite, and standard communications platforms effectively and efficiently.
- Actively participate and contribute to equity-related efforts.
- Commitment to the principles of diversity, equity, and inclusion.
- Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include EMSWCD annual work plans, EMSWCD policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, and Oregon public meetings law.

Minimum Qualifications:

- At least 5-6 years of directly related work experience, sufficient to be productive with no or little supervision.
- Minimum 40 hours of information technology and/or technical training in network administration, software/hardware troubleshooting and repair, and website development and/or design. Qualifications may be cumulative in the variety of areas noted above. Analytics and social media training highly desired.
- Combination of equivalent lived experience and/or related professional work may be considered.

Working Conditions/Physical Requirements: The following work conditions/physical requirements are required of the person in this position, with or without reasonable accommodations.

This position will be required to travel, participate in conferences, give presentations internally and externally, and may work evenings and weekends to meet project deadlines, attend events, and complete position responsibilities.

Access to reliable transportation is required. Valid driver's license and driving record which meets EMSWCD insurance standards is required.

Work is usually performed in an indoor office environment with long periods at a desk.

Work in an outdoor environment may be required. The employee may be subject to inclement weather as part of conducting required activities.

Environment is oriented to client service and subject to constant work interruptions. Employees may work under the stress of continual client and/or inter-departmental contact and pressure to meet deadlines.

The employee must be able to move about the facility to communicate with staff members. Must occasionally lift and/or move up to 25 pounds.

The EMSWCD office is the primary work location for this position; and is a smoke-free and drug-free environment. Work is to be conducted primarily from the EMSWCD facilities, or specific work site locations identified by EMSWCD.

The individual who holds or desires the position must be able to perform all tasks and responsibilities in this job description unaided or with the assistance of a reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.